CHANGING LIVES, CHANGING COMMUNITIES

# SOUTH TEXAS COLLEGE

## CATALOG 2011-2012

STC
South Texas College

# SOUTH TEXAS COLLEGE

## ACCREDITATION

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

## AFFILIATIONS

### NATIONAL/REGIONAL

- Accreditation Council for Occupational Therapy Education (ACOTE)
- Alliance for Community College Innovation
- American Association of Collegiate Registrars and Admissions officers
- American Association of Community Colleges
- American Association of Community College Trustees
- American Association for Health, Physical Education, Recreation and Dance
- American Association for Physical Activity and Recreation
- American Welding Society (AWS)
- American Occupational Therapy Association
- American Health Information Management Association
- American Petroleum Institute (API)
- American Physical Therapy Association's Commission on Accreditation in Physical Therapy
- American Registry of Radiologic Technologists
- American Society of Health-System Pharmacists (ASHP)
- American Society of Mechanical Engineers (ASME)
- American Society of Radiologic Technology
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association for Healthcare Documentation Integrity (AHDI)
- Association on Higher Education and Disability
- Association of International Educators
- Board of Vocational Nurse Examiners
- College Art Association
- Committee on Accreditation for Respiratory Care
- Community College Baccalaureate Association
- Electricity Association (E.A.)
- Electric Power Supply Association (E.P.S.A.)
- Hispanic Association of Colleges and Universities
- International Association of Electrical Inspectors (I.A.E.I.)
- International Association of GM-ASEP Schools
- International Conference on Teaching and Leadership Excellence (NISOD)
- Junior/College Student Personnel Association of Texas
- League for Innovation of the Community College
- National Accreditation Commission for Early Care and Education Programs (NAC)
- National Association of Child Care Professionals
- National Association for the Education of Young Children (NAEYC) Early Childhood Association Degree Accreditation
- National Association of College and University Business Officers
- National Association of Colleges and Employers
- National Association of Community College Teacher Education Programs (NACCTEP)
- National Association for Developmental Education
- National Association of Student Financial Aid Administrators
- National Automotive Technicians Education Foundation (NATEF)
- National Center for Competency Testing
- National Center for Construction Education and Research (NCCER)
- National Center for Welding Education and Training (Weld-ed)
- National Coalition of Advanced Technology Centers
- National Community College Hispanic Council
- National Council for Staff and Organizational Development
- National Electrical Contractors Association (N.E.C.A.)
- National Electrical Manufacturers Association (N.E.M.A.)
- National Institute for Staff and Organization Development
- National Organization of Associate Degree Nursing
- National Institute for Metalworking Skills, Inc. (NIMS)
- North American Council for Staff, Program and Organizational Development (NCPSOD)
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- The Instructional Technology Council
- The Sloan Consortium
- United States Distance Learning Association

### STATE

- Association of Texas Colleges and Universities
- Board of Nurse Examiners for State of Texas
- Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE)
- National Institute for Staff and Organizational Development
- South Texas Association of Registrars and Admissions Officers
- STARLINK
- Texas Association for College Admission Counseling
- Texas Association of Chicanos in Higher Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Community Colleges
- Texas Association of Community College Trustees and Administrators
- Texas Association of Schools of Art
- Texas Association of School Boards
- Texas Association of Student Financial Aid Administrators
- Texas Counseling Association
- Texas Community College Teachers Association
- Texas Department of State Health Services Bureau of Radiation Control
- Texas Department of State Health Services Medical Radiologic Technology
- Texas Distance Learning Association
- Texas Organization of Associate Degree Nursing
- The Virtual College of Texas

### LOCAL

- Asociación Regional de Maquiladoras de Reynosa, S.A.
- Hidalgo County Library System
- McAllen Chamber of Commerce
- Mission Chamber of Commerce
- Rio Grande Valley Council of Teachers of Mathematics
- Rio Grande Valley Partnership
- South Texas Manufacturers' Association
- South Texas Mathematics Consortium
- Tech Prep of the Rio Grande Valley
- The Upper Valley Art League
- Weslaco Area Chamber of Commerce

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**www.southtexascollege.edu**

The Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions Constitute the

# *Comprehensive Mission*

for South Texas College

**VISION**

- A better quality of life for our communities.

**PURPOSE**

- South Texas College is a world-class comprehensive institution of higher learning providing premier educational and workforce programs and services in response to the needs of the region.

**CORE VALUES**

- Student Success • Learning • Excellence Integrity • Community • Opportunity

**GUIDING PRINCIPLES**

- Be a premier learning-centered higher education institution where student and community success are paramount;
- Serve as the cornerstone for the economic vitality of South Texas;
- Foster an environment for the students and community to achieve a better quality of life;
- Nurture a culture where collaboration is valued and achievement is recognized.

**STRATEGIC DIRECTIONS**

- South Texas College commits to student learning as the foundation of student success through excellence in teaching and service, faculty and staff empowerment, professional development, and accountability.
- South Texas College proudly provides opportunities to all students with high expectations for their success.
- South Texas College leads the transformation of the region to a "college-going" culture whereby attending and completing higher education is expected for all.
- South Texas College serves as the catalyst for regional economic prosperity and social mobility.
- South Texas College models professionalism through integrity, mutual respect, civility, trust, and collaboration.
- South Texas College champions a culture of excellence based on evidence.

*Approved by the Board of Trustees, September 13, 2007.*

# STC Strategic Directions and Outcomes

## STUDENT LEARNING

1. ***South Texas College commits to student learning as the foundation of student success through excellence in teaching and service, faculty and staff empowerment professional development, and accountability.***

**Intended Outcomes**

- Make student learning the primary purpose and intended outcome of all college activities.
- Make student learning the role and responsibility of all stakeholders: students, faculty and staff at every level of the institution.
- Foster student engagement through an understanding of diverse student needs and preferences.
- Offer instructional programs of the highest quality.
- Provide exemplary, state-of-the-art services, facilities, and information technologies that support student learning.
- Empower faculty and staff for greater achievement through systematic and intensive professional development.
- Proudly and publicly measure success at every level of the organization.
- Allocate budgets, staffing, and resources with an institutional commitment to student learning.

## ACCESSIBILITY & SUCCESS

2. ***South Texas College proudly provides opportunities to all students with high expectations for their success.***

**Intended Outcomes**

- Collaborate with K-12 institutions to provide a seamless transition from high school to college.
- Educate internal and external communities about STC's high expectations for student success.
- Create high-tech and high-touch pathways to empower students to actively participate in their own success.
- Build a greater understanding and appreciation of the community college philosophy of open access throughout the region.
- Ensure a full array of options for continuing education, workforce skills development, and life-long learning.
- Deliver distance education through a comprehensive and full-service virtual campus.
- Identify and showcase examples of student success.

## COLLEGE-GOING CULTURE

3. ***South Texas College leads the transformation of the region to a "college-going" culture whereby attending and completing higher education is expected for all.***

**Intended Outcomes**

- Collaborate with K-12 to improve high school graduation rates, college readiness, and enrollment in higher education.
- Develop vertical and horizontal curriculum alignment exchanges and integrations with K-12 and other institutions of higher education.
- Lead the development and collaboration of family outreach programs to promote the expectation of going to college.
- Identify and target new markets and untapped student populations.
- Significantly improve student learning and student success benchmarks, including student participation, persistence and graduation/transfer rates.
- Expand initiatives throughout the college to identify and eliminate barriers to course and program completion.
- Strengthen collaborations with institutions of higher education to set career paths and academic articulations for STC graduates wishing to pursue baccalaureate and post-baccalaureate degrees.

## REGIONAL PROSPERITY

4. ***South Texas College serves as the catalyst for regional economic prosperity and social mobility.***

**Intended Outcomes**

- Continually adapt programs and services to effectively meet changing community and regional needs and expectations.
- Transform the regional economy through rapid response, workforce training, and resourceful partnerships in order to compete in evolving and emerging global markets.
- Lead community efforts to capture emerging economic opportunities.
- Identify and obtain new and additional funding sources to support the continued expansion and development of the college.
- Keep tuition, fees and related costs of higher education affordable for students.
- Expand marketable skills, awards, certificate, associate, and baccalaureate program offerings with a community college philosophy of regional focus.
- Serve as resident experts for our community in all areas of academia, industry, and service.

## MODEL PROFESSIONALISM

5. ***South Texas College models professionalism through integrity, mutual respect, civility, trust, and collaboration.***

**Intended Outcomes**

- Set guidelines for institutionally defined expectations of professional, productive, team-oriented behavior.
- Establish and communicate policies and procedures to reinforce professional behavior.
- Foster a respectful, professional, and secure environment.
- Model sound leadership principles and supervisory practices that promote professional behavior and performance.
- Empower employees to make appropriate and timely decisions.
- Empower faculty and staff to achieve high standards of professionalism through effective professional development.
- Engage in inter- departmental partnerships and cross functional teams to eliminate silos and facilitate student success.
- Adhere to the highest ethical standards through an institutional commitment to personal and professional integrity.

## CHAMPION EXCELLENCE

6. ***South Texas College champions a culture of excellence based on evidence.***

**Intended Outcomes**

- Develop a locally and nationally recognized program for effective performance-based leadership.
- Validate excellence through accreditations, external awards, recognitions, and publications.
- Improve student performance through new and established benchmarks.
- Actively recruit, reward and retain the best faculty and staff.
- Generate and utilize relevant, timely, and accurate data to implement, evaluate, and continuously improve student learning and student success initiatives.
- Share sustainable, model initiatives with local, national, and global colleagues.
- Strengthen methods for effective planning, evaluation, and assessment.
- Achieve regional and national recognition for the implementation and use of information technology in support of student success.
- Demonstrate excellence in fiscal responsibility and accountability to the public.

# South Texas College Sites

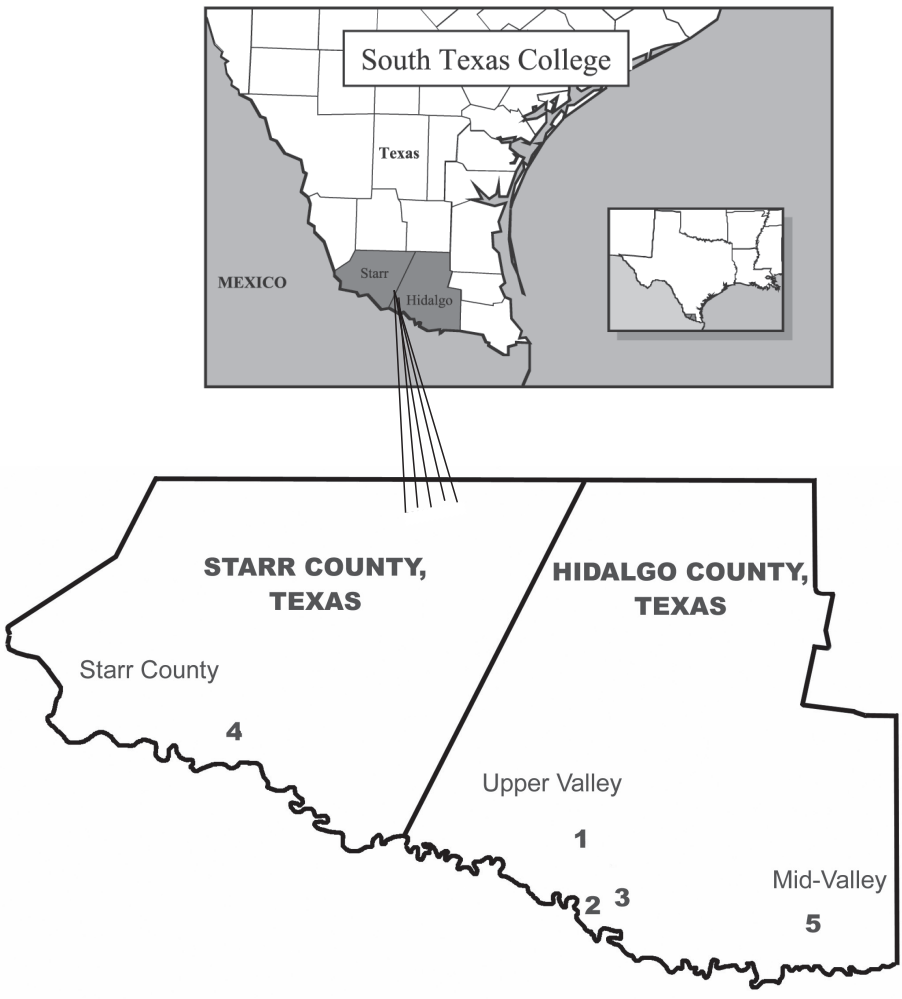
## 1 Pecan Campus
3201 W. Pecan Blvd.
McAllen, TX 78501
956-872-8311

## 2 Technology Campus
3700 W. Military Hwy.
McAllen, TX 78501
956-872-6100

## 3 Nursing & Allied Health Campus
1101 E. Vermont
McAllen, TX 78501
956-872-3100

## 4 Starr County Campus
142 FM 3167
Rio Grande City, TX 78582
956-488-8181

## 5 Mid-Valley Campus
400 N. Border
Weslaco, TX 78596
956-447-6600




**www.southtexascollege.edu**

# Creation

South Texas College was created on September 1, 1993, by Texas Senate Bill 251 to serve Hidalgo and Starr counties. It was the only community college in Texas to have been established by the Texas Legislature. A confirmation election, held on August 12, 1995, established a taxing district for the college. Seven districts, based on population, were also approved for single-member representation on the Board of Trustees. A community leader from each of the seven districts was originally appointed by Governor Ann Richards to serve on the founding Board of Trustees. Since then, an election process has been established and all board members are elected for six year terms.

In December of 2004, South Texas College was awarded membership from the Southern Association of Colleges and Schools, Commission on Colleges as a Level II-Baccalaureate Degree granting institution to offer the Bachelor of Applied Technology Degree. Today, the college offers two Bachelor of Applied Technology degrees, one in Technology Management and one in Computer and Information Technologies.

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

South Texas College's offerings are approved by the Texas Higher Education Coordinating Board. It is also approved for veteran's educational training in Certificate and Associate of Applied Science Degree programs by the Texas Education Agency.

An enrollment of 1,000 students in 1993 has increased to more than 30,000.

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***Statement of Equal Opportunity***

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

***Rights of Individuals with Disabilities***

South Texas College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990, and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly. Students and employees must submit the appropriate documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose. For students with disabilities, reasonable accommodations are made to allow the individual student to be successful at STC. Accommodations are provided for those students who submit the documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose the disability. STC supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. Students seeking assistance should contact the office of Student Support Services. Employees should contact the Human Resources Department.

***Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances***

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events.

Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized.

STC also prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the office of Student Support Services. Additionally, in accordance with the Texas Penal Code, 46.03 (Concealed Handgun Bill), no person may carry a firearm on the campus of an educational institution. Violators will be penalized.

***Sexual Harassment Policy***

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. South Texas College complies with Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at South Texas College is strictly forbidden and will not be tolerated in any division, department, or any work unit by any employee or student.

Any employee or student who is found to have engaged in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal or suspension. This policy shall be applied without regard to the gender of the employee involved.

***Smoke/Tobacco Free Environment***

South Texas College, including all its facilities and grounds, is a smoke/tobacco free environment except in designated smoking/tobacco use areas and parking lots.

Persons violating this policy shall be subject to appropriate disciplinary action.

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# A Message from the President

South Texas College was established to serve the people of Hidalgo and Starr counties and has successfully done so for the past 18 years. You will find South Texas College conveniently located near your home with campuses in McAllen, Weslaco and Rio Grande City. There are currently five campuses to choose from, and you will not have to travel far for a quality education. All campuses are conveniently accessible to you and affordable in these challenging economic times.

If you find that your current lifestyle keeps you from attending classes on campus, STC's new eSTC Virtual Campus allows you to take courses anytime, anywhere, from the comfort of your home or office, or even at the beach. You can select from more than 500 courses in a wide variety of subjects that may apply to earning one of 14 degrees or four certificates available to earn all online. Our Virtual Campus offers all of the same services as our traditional campuses including advising, career placement, counseling, library services and so much more.

As you browse through the catalog, you will find that STC offers more than 100 degree and certificate program options for your consideration in a variety allied health, business, liberal arts, math, nursing, science, social sciences and technology pathways that lead to good paying, rewarding careers. Dedicated students can earn certificates in as little as one year or an associate's degree in less than two years, gaining skills that lead to direct entry into the job market.

STC is also very proud to be the only community college in the state of Texas accredited to offer three Bachelor of Applied Technology Degrees, one in Technology Management, one in Computer and Information Technologies and our newest degree in Medical and Health Services Management, which has conditional approval for fall 2011.

For those life-long learners who wish to simply refresh their current skills or acquire new skills, you can enroll in one of the College's many continuing and professional education classes. STC also offers workforce training and first-class customized training in response to the needs of businesses and industries in our area.

The College offers a wide array of services to ensure your success including advisement, counseling, disability assistance, dual enrollment, financial aid, student life and tutoring in most every subject, just to name a few.

South Texas College is the best choice for your higher education and career preparation. More information about the College is within your fingertips at http://www.southtexascollege.edu. I look forward to seeing you among the thousands of students who walk through our doors every semester..

Shirley A. Reed, M.B.A., Ed.D.
President

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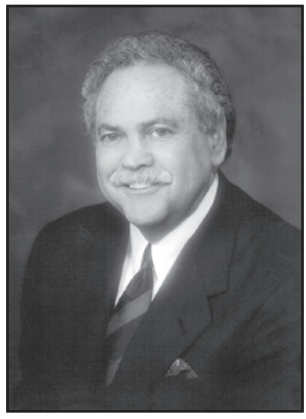

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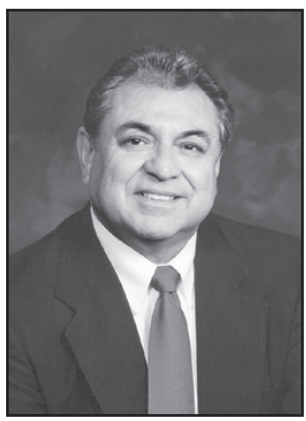

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# ACADEMIC CALENDAR
# 2011-2012

## FALL 2011
**(Aug. 29 - Dec. 18, 2011)**

**August 18**
New Faculty Start Date-New Faculty Orientation

**August 19**
New Faculty Service Area Tour

**August 22**
Faculty Return-Division/Department Meetings

**August 23-25**
Faculty Preparation Days/Departmental Meetings

**August 26**
Academic Affairs Professional Development Day

**August 27**
Adjunct/Dual Enrollment Faculty Professional Development Day

***August 29 Classes Begin***

**September 5**
*College Closed-Labor Day*

**September 14**
Twelfth Class Day

**September 23**
*College Closed-Convocation*

**November 18**
Last Day to Withdraw

**November 24-27**
*College Closed-Thanksgiving Holiday*

**December 12-18**
***Finals***

**December 19**
Grades Due Date

**December 19-January 3**
*College Closed-Winter Break*

## SPRING 2012
**(Jan. 17 - May 11, 2012)**

**January 4**
College Opens-Staff Returns

**January 9**
Faculty Return-Division/Department Meetings

**January 10-13**
Faculty Preparation Day/Departmental Meetings

**January 14**
Adjunct /Dual Enrollment Faculty Professional Development Day

**January 16**
*College Closed-Martin Luther King Day*

***January 17 Classes Begin***

**February 1**
Twelfth Class Day

**February 10**
*College-Wide Professional Development Day-College Closed*

**March 12-18**
*College Closed-Spring Break*

**April 5-8**
*College Closed-Semester Break*

**April 17**
Last Day to Withdraw

**May 5-11**
***Finals***

**May 12**
**Graduation**

**May 14**
Grades Due Date

**www.southtexascollege.edu**

# ACADEMIC CALENDAR
# 2011-2012

## SUMMER SESSION I
**(June 4 - July 5, 2012)**

**May 28**
*College Closed-Memorial Day*

**May 29-June 1**
Final registration dates for Summer I, III

***June 4***
***Classes Begin***

**June 7**
Fourth Class Day

**June 27**
Last Day to Withdraw

**July 4**
*College Closed-Independence Day observed*

**July 5**
***Classes End /Finals***

**July 9**
Grades Due Date

## SUMMER SESSION II
**(July 9 - Aug. 8, 2012)**

**July 5-6**
Final registration dates for Summer II

***July 9***
***Classes Begin***

**July 12**
Fourth Class Day

**August 1**
Last Day to Withdraw

**August 8**
***Classes End/Finals***

**August 10**
Grades Due Date

## SUMMER SESSION III
**(June 4 - Aug. 8, 2012)**

**May 29-June 1**
Final registration dates for Summer I, III

***June 4***
***Classes Begin***

**June 12**
Seventh Class Day

**July 4**
*College Closed-Independence Day observed*

**July 24**
Last Day to Withdraw

**August 8**
***Classes End/Finals***

**August 10**
Grades Due Date

*Register Now!*

*Changing lives, Changing Communities*

**www.southtexascollege.edu**

# ADMISSIONS GUIDELINES

# REQUIREMENTS

Students are admitted to South Texas College through the provisions of this policy. General admission to the College does not imply admission to all programs of the College. Selective programs, which have additional requirements for admission, are also outlined in this policy. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Effective September 1, 2003, all College academic students entering South Texas College will need to comply with new state-mandated Texas Success Initiative Rules (TSI) and STC Developmental Education Plan regarding testing requirements. Students who are TSI liable and who have not met the TSI requirements will be limited to 13 credit hours during the Fall or Spring terms and 7 credit hours during the summer terms. Such students wishing to enroll in a greater number of credit hours must obtain a waiver from the appropriate Division Dean based on the student's declared major.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, Veteran status, or disability. Any individual meeting any one of the following conditions may be admitted to the College:

## HIGH SCHOOL GRADUATION

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills/ Texas Assessment of Knowledge and Skills (TAAS/TAKS) test and the date of graduation must be requested prior to enrollment. All high school graduates entering South Texas College without TAAS/TAKS scores are subject to TSI requirements. A high school transcript waiver will be accepted for students who are in the process of obtaining their official high school transcript. Students who are unable to provide an official high school transcript by census date will have a registration hold placed upon their record.

## EXAMINATION

Applicants who did not graduate from high school may be admitted by successfully completing the English version of the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency must be submitted to the Office of Admissions and Records. Students who have completed the GED in a language other than English may be admitted to the College but are limited to enrollment in English as a Second Language (ESL) coursework to enable them to make use of already existing knowledge, training, or skills. Admission to other program and courses requires completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500. A copy of these scores must be submitted prior to registration for other than ESL coursework.

## INDIVIDUAL APPROVAL

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the ACCUPLACER, ASSET, COMPASS, THEA, prior to enrollment. Special admissions will be considered on an individual basis and continued enrollment is provisional. All applicants must submit an official transcript from the last high school attended prior to enrollment. Course selection and load may be restricted. Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.

## TRANSFER FROM ANOTHER COLLEGE

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit courses taken 10 or more years prior to enrollment.

6. Out of state transfer students who have not taken ACCUPLACER, ASSET, COMPASS, THEA, will need to be advised prior to registration.

### DUAL ENROLLMENT

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students must be eligible to participate in dual enrollment as determined by the policy of the students' high school. In addition, high school students admitted to the College must meet the same requirements as all other admitted students, with the exception that successful completion of Math and/or ELA portion of the TAKS test be required in lieu of the TSI Assessment Instrument(s) for dual students who are enrolled in TSI exempt certificate programs. High school credit may be earned with the approval of the Principal. College credit may be earned upon successful completion of the course.

### INTERNATIONAL STUDENT

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy.

## SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

## Bachelor Degree Programs

***Bachelor of Applied Technology Admission Requirements***

Admission to the Bachelor of Applied Technology Program requires the following:

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.
C. Applicants are eligible for admission if they meet one of the following criteria:
   a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
   b. Applicants with prior college level course work must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
   c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
D. Submit a completed Bachelor of Applied Technology program application.

## Certificate and Associate Degrees

### NURSING & ALLIED HEALTH SELECTIVE ADMISSION PROGRAMS

***Associate Degree Nursing:***

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.
E. Satisfy program specific requirement for math proficiency.
F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
G. Earn a minimum grade of "B" in "Introduction to Nursing" course within past 2 years.
H. Complete prerequisite courses with a minimum grade of "C" as listed in the degree plan.
I. Satisfy program specific requirements for clinical practice.
J. Submit a completed ADN program application.

***Emergency Medical Technology***

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
E. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better or course placement as follows:
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
G. Hold a valid Texas Driver's License.
H. Satisfy program specific requirements for clinical practice.
I. Submit a completed EMT program application.
J. Participate in mandatory EMT Program advisement prior to application
K. Attend Mandatory Hospital Orientation.

***Health and Medical Administrative Services:***

A. All applicants must meet general admission requirements to South Texas College.
B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.

C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
E. Satisfy program specific requirements for clinical practice.
F. Submit a completed Health and Medical Administrative Services program application.
G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application.

***Medical Assisting Technology:***
A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent
C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent
E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Medical Assisting program application.
H. Participate in individual student advisement with Medical Assisting faculty prior to application.

***Occupational Therapy Assistant:***
A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
C. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a Registered Occupational Therapist.
D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the OTA degree plan.
E. Complete prerequisite courses with a minimum grade of "C" as listed in the OTA degree plan.
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed OTA program application.
H. Participate in individual student advisement with OTA faculty prior to application.

***Patient Care Assistant:***
A. All applicants must meet general admission requirements to South Texas College.
B. Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0080 or equivalent.
   Completion of ENGL 0081 or equivalent.
   Completion of MATH 0085 or equivalent.
C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
D. Satisfy program specific requirements for clinical practice.
E. Participate in a student advisement session with PCA program faculty prior to application.
F. Submit a completed PCA program application.

***Physical Therapist Assistant***
A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
F. Present documentation of minimum of fifty (50) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings.
G. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
H. Satisfy program specific requirements for clinical practice.
I. Submit a completed PTA program application.
J. Participate in student advisement session with PTA faculty prior to application.

***Pharmacy Technology:***
A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted
E. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows;
   Completion of READ 0090 or equivalent.
   Completion of ENGL 0091 or equivalent.
   Completion of MATH 0090 or equivalent.
F. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC.
G. Complete program specific requirements for clinical practice.
H. Submit a completed Pharmacy Technology program application.
I. Participate in individual student advisement with Pharmacy Technician program faculty prior to application.

***Radiologic Technology:***

A. All applicants must meet general admission requirements to South Texas College
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Be within three months of 18 years of age orolder (required by Bureau of Radiologic Health & Safety Regulation).
E. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
F. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
G. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
H. Submit a completed Radiologic Technology program application.
I. Participate in individual student advisement with RADT faculty prior to application.

***Respiratory Therapy:***

A. All applicants must meet general admission requirements to South Texas College
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RSPT degree plan.
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Respiratory Therapy program application.
H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.

***Vocational Nursing:***

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Satisfy program specific requirements for clinical practice.
E. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
F. Earn a minimum grade of "B" in Medical Terminology and Anatomy & Physiology courses.
G. Submit a completed Vocational Nursing program application.
H. Participate in individual student advisement with VN faculty prior to application.

# ALTERNATIVE EXAMS AND MANDATORY PLACEMENT TESTING

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under the Texas Success Initiative (TSI) rules to improve individualized programs to ensure the success of students in higher education. Effective with the fall 2003 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student.

Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.

The following assessment instruments may be used:

1. ASSET and COMPASS offered by ACT;
2. ACCUPLACER offered by The College Board
3. Texas Higher Education Assessment (THEA) (formerly TASP Exam) offered by Evaluation Systems group of Pearson of Hadley, Massachusetts

The Student Assessment Center administers the ACCUPLACER and/or THEA Exams throughout the year. Information on test dates, registration deadlines, and general information is available upon request and/or can be found on our website: http://studentservices.southtexascollege.edu/testing/index.html.

Call 1-800-742-7822 for information or contact the Student Assessment Center at the Pecan Campus: 956-872-3484, Mid-Valley Campus: 956-447-6602, Starr County Campus: 956-488-6976 for more information or visit the web site at http://studentservices.southtexascollege.edu/testing/index.html.

## WHO MUST TAKE AN ALTERNATIVE ASSESSMENT EXAM?

As of the Fall 2003 semester, all students who plan to enroll at South Texas College (STC) and students in high school enrolling in a college-level course MUST take an Alternative Exam before enrolling in any college-level credit coursework.

## WHO DOES NOT HAVE TO TAKE AN ALTERNATIVE ASSESSMENT TEST:

- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- Students who have achieved a sufficiently high score on ACT, SAT, or TAAS/TAKS. ACT and SAT scores may be no more than five (5) years from the date of testing, and exit level TAAS/TAKS scores may be no more than three (3) years from the date of testing.

- Students who are enrolled in a certificate program of one-year or less (42 or fewer semester credit hours or the equivalent) unless required for a prerequisite.
- Students who have graduated with an associate's or baccalaureate degree from an accredited institution of higher education.
- Transfer students from an accredited institution of higher education who have earned a "C" or better in a corresponding course (See Developmental Education Plan Procedures Guide).

## WHEN MUST A STUDENT TAKE AN ALTERNATIVE ASSESSMENT EXAM?

All students enrolling in credit programs at STC for the first time must have scores from an assessment instrument approved by the Texas Success Initiative (TSI) prior to advisement and registration.

## REGISTRATION FOR THE ACCUPLACER EXAM

To register for the ACCUPLACER Exam, a student must fill out an STC Admissions form prior to the test administration. Once an Admissions form has been processed, the student may reserve a test date on-line through Market Place at https://secure.touchnet.com/C20193_ustores/web/ and choose to test for ACCUPLACER/THEA. A student that has already tested for an ACCUPLACER Exam and failed one or more sections of the test must wait 30 days before attempting the ACCUPLACER Exam. An ACCUPLACER Exam is offered by appointment only.

Please contact the Student Assessment Centers (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

## REGISTRATION FOR THE THEA EXAM

To register for the THEA Exam, a student must fill out a registration form by entering the Internet www.tasp.nesinc.com. The THEA web site provides the student with all the information necessary to register. All registration is handled through the National Evaluation System-Pearson (NES) located in Austin, Texas. STC is a designated test site. Tests are administered several times during the year.

## PAYMENT FOR THE THEA EXAM

The THEA Exam fee is $29.

## TAKING AN ALTERNATIVE ASSESSMENT EXAMINATION TO FULFILL STC PLACEMENT STANDARDS

To be considered TSI College Ready, a student must pass all three sections of an Alternative Exam - reading, writing, and math. If the student does not pass one or more sections, the student may register for an Alternative Exam again and take only the section(s) of the exam that he/she needs to fulfill minimum placement standards. A student must be in "continuous" developmental coursework for any section of an exam not passed. For each student who fails to meet the minimum passing standards the following student success initiatives will apply. These new initiatives will foster the academic preparation necessary for students to be successful in future academic courses.

- All developmental courses will be included in the Grade Point Average for all students at STC.
- Students in developmental studies will be limited to a maximum of 13 credit hours of course work per fall and spring semester, and seven credit hours of course work per summer session.
- Students who have not met Assessment requirements will be required to take more than one developmental course each semester if they are deficient in more than one area.

Students required to take an Alternative Exam may not graduate from a certificate program that has six or more semester credit hours or the equivalent outside of the specified curriculum, an associate degree program or a Baccalaureate degree program until they have passed all three sections of an Alternative Exam and/or completed sections with "C" or Better option. To obtain additional information on Alternative Exams, contact the Student Assessment Center located at each campus: Mid-Valley (956) 872-6602; Pecan (956) 872-3484, or Starr (956) 488-6976 or visit the web site at: http://studentservices.southtexascollege.edu/testing/index.html.

## ACCUPLACER EXAM

The ACCUPLACER Exam is offered throughout the year. Each section of the ACCUPLACER Exam is designed to measure a student's academic skill in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested.

The ACCUPLACER EXAM includes four computer-adaptive, multiple-choice tests and a writing essay:

***Reading Comprehension Test***

Each student taking this test will be presented with a series of 20 questions of two primary types. The first type consists of a reading passage followed by a question based on the text. The second type of question, sentence relationships, presents two sentences followed by a question about the relationship between these two sentences. The question may ask, for example, if the statement in the second sentence supports that in the first, if it contradicts it, or if it repeats the same information.

***Sentence Skills Test***

Each student receives 20 Sentence Skills questions of two types. The first type is sentence correction questions, which require an understanding of sentence structure. The second type is construction shift questions. Within these two primary categories, the questions are also classified according to the skills being tested. These categories include social sciences, natural and physical sciences, human relations and practical affairs, and the arts.

***Arithmetic Test***

The 17 arithmetic questions administered by the ACCUPLACER™ Tests are divided into three types.

- Operations with whole numbers and fractions.
- Operations with decimals and percents.
- Applications and problem solving.

Questions from all three categories are always presented to the student although the number of questions from each category varies with the student's skill level.

***Elementary Algebra Test***
A total of 12 questions, divided into three types, are administered in this test. The first type involves operations with integers and rational numbers, and includes computation with integers and negative rationals, the use of absolute values, and ordering. A second type, which involves operations with algebraic expressions tests minimal skill levels using evaluation of simple formulas and expressions, and adding and subtracting monomials and polynomials. The third type of question involves the solution of equations, inequalities, and word problems.

***Texas WritePlacer Plus™***
Writing samples for Texas WritePlacer Plus™ are scored using a modified holistic scoring method, a procedure used to evaluate the overall quality of writing based on the features of writing identified below.

Each response is evaluated based on the following features of writing:
- Focus
- Organization
- Development and Support
- Sentence Structure and Usage
- Mechanical Conventions

A score of zero indicates that the essay was off topic, in a language other than English, too short to be evaluated, or in some other way not able to be scored. Descriptions of each score are shown below.

## PAYMENT FOR THE ACCUPLACER EXAM
The ACCUPLACER Exam fee is $29 for all three sections; or $10 for one section or $20 for two sections plus a $15 Reservation Fee Registration for this exam is now done on-line through Student Marketplace: https://marketplace.southtexascollege.edu/ustores/web/.

Please contact the Student Assessment Center (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

## THE THEA EXAM
Each section of the THEA Exam is designed to measure a student's academic skill in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested.

The THEA Exam consists of the following sections:
***Reading***
The reading section includes reading selections similar to those found in course materials (e.g., textbooks, lab manuals, essays) that students are likely to encounter during their first year in college. Each selection is approximately 300 to 750 words in length. Students will be asked to answer several multiple-choice questions about each selection.

***Mathematics***
The mathematics section contains multiple-choice questions covering four general areas: fundamental mathematics, algebraic graphic and equations, algebraic operations and quadratics, and geometry and reasoning. The test questions focus on a student's ability to perform mathematical operations and/or solve problems. Appropriate formulas will be provided for students to use in performing some of the calculations required by the test questions. Examinees will not be permitted to use calculators during the test.

***Writing***
The writing section consists of two subsections: a group of multiple-choice questions and a writing sample portion. Examinees must take both writing subsections. The multiple-choice subsection of the test assesses students' skills in various elements of effective writing. The writing sample subsection requires students to demonstrate their ability to communicate effectively by writing on a given topic. Students will be instructed to provide a writing sample of approximately 300 to 600 words. Generally, topics will allow examinees to draw from personal experience and general knowledge. Students will not be allowed to use dictionaries.

## TESTING TIME PROVIDED
The test session(s) are five hours in length. Examinees may use the time available to work on any of the three sections of the test. The individual test sections (Reading, Mathematics, Writing) are not limited within the testing session. The test is designed so that most students should be able to finish all three sections within five hours.

For more information, visit the Counseling and Advising Center or call 872-8372 or 1-800-742-7822.

For complete testing information, visit the Student Assessment Center or call Pecan Campus: 956-872-3484, Mid-Valley Campus: 956-447-6602, Starr County Campus: 956-488-6976.

## MANDATORY PARTICIPATION
Students required to take Developmental courses including College Success must attend scheduled classes.

If they drop or are dropped for non-attendance by their instructors, they are identified by the office of Admissions as non-compliant. The Testing officer sends these students letters informing them of their non-compliant status. These students must make arrangements with the Testing officer and/or Staff representative. Students who fail to comply with any of the following policies and procedures may be withdraw from all of their classes and will not earn any college credit hours for the semester.

## DROPPING OR WITHDRAWING FROM DEVELOPMENTAL COURSE WORK
Students under TSI requirements who have been assigned developmental courses due to Initial placement or failing a section of an Alternative Exam may not drop these courses.

Withdrawal from a developmental course must be associated only with withdrawal from the institution.

# Placement Scale

## Texas Success Initiateive (TSI) Exemption Scores

| TAAS* | | TAKS* | | ACT** | | SAT** | |
|---|---|---|---|---|---|---|---|
| READING | 89 | READING | 2200 & 3 | ENGLISH | 19 | VERBAL | 500 |
| WRITING | 1770 | WRITING | | MATH | 19 | MATH | 500 |
| MATH | 86 | MATH | 2200 | COMPOSITE | 23 | COMPOSITE | 1070 |
| Exemption is valid for a period of three (3) years from the date of testing. | | | | Exemption is valid for a period of five (5) years from the date of testing. | | | |

Exemptions also granted to students who have graduated with an associate or baccalaureate degree or students and students who transfer to STC from a private or independent college or an accredited out of state college and have satisfactorily completed college-level coursework as determined by STC.

## Academic and Development Placement Scores

| SUBJECT AREA | THEA | ACCUPLACER | ASSET | COMPASS | COURSE PLACEMENT |
|---|---|---|---|---|---|
| READING | 230+ | 78+ | 41+ | 81+ | **College Reading Standard**: HIST1301 HIST1302 GOVT2301 GOVT2302 |
| | 200-229 | 61-77 | 37-40 | 73-80 | READ0090 ENGL1301 + Writing |
| | 180-199 | 44-60 | 33-36 | 66-72 | READ0080 |
| | 100-179 | 0-43 | 0-32 | 0-65 | READ0070 |
| 2 Course Developmental Sequence | 190-229 | 50-77 | 34-40 | 68-80 | READ0200 |
| | 0-189 | 0-49 | 0-33 | 0-67 | READ0100 |
| WRITING | 220+ | E8/60+ E6/60+ E7/60+ E5/80+ | E6/40+ | E6/59+ | **College Writing Standard**: ENGL1301 + Reading |
| | 200-219 | E8/0-59 E6/0-59 E7/0-59 E5/73-79 | E5/36-39 | E5/53-58 | ENGL0091 |
| | 180-199 | E5/66-72 E4/66-72 | E4/33-35 | E4/48-52 | ENGL0081 |
| | 100-179 | E5/0-65 E4/0-65 E3/0-65 | E3/0-32 | E3/0-47 | ENGL0071 |
| 2 Course Developmental Sequence | 180-219 | E8/0-59 E7/0-59 E6/0-59 E5/66-79 E4/66+ | E5/33-35 E5/36-39 | E4/48-52 E5/53-58 | ENGL0200 |
| | 100-179 | E5/0-63 E4/0-65 E3/0-65 | E3/0-35 | E3/0-47 | ENGL0100 |
| | Both Essay and Sentence Skills are required for placement (E=Essay) | | | | |
| MATH | 230+ | EA 63+ | 41+ | 42+ | **College Math Standard**: MATH1414 MATH1442 MATH1332 MATH1324 |
| | 250+ | 78+ | Students who scores exceed 250 or 78 may be eligible for MATH2413; however, chair approval is required. | | MATH 2412 |
| | 210-229 | EA 50-62 **&** AR 65+ | 38-40 | 39-41 | MATH0090 |
| | 190-209 | EA 18-49 **&** AR 65+ | 35-37 | 36-38 | MATH0085 |
| | <190 | AR 0-64 | 0-34 | 0-35 | MATH0080 |
| 2 Course Developmental Sequence | 200-229 | EA 45-62 **&** AR 65+ | 35-40 | 37-41 | MATH0200 |
| | <200 | EA<45 **or** AR <65 | <40 | <41 | MATH0100 |
| | AR = Arithmetic and EA = Elementary Algebra | | | | |

# ADMISSIONS PROCEDURES AND CHECKLIST

Follow this easy roadmap to begin taking credit classes at South Texas College.

### APPLICATION AND TRANSCRIPTS

1. Complete an Application for Admission. Apply online at **www.applytexas.org** or in person at a campus near you.
2. Provide official transcripts from your high school, or proof of GED completion (test scores or certificate) and any college transcripts.

### ORIENTATION

1. Complete the mandatory New Student Orientation on campus or online.
2. New Student Orientations are held before each semester. Visit the Welcome Center, or logon to **www.southtexascollege.edu** for the orientation schedule.

### FINANCIAL AID

Free cash, scholarships, work opportunities and emergency loans are available to eligible students. Complete the financial aid application online at www.fafsa.ed.gov or in person at the financial aid office. **STC's school code is 031034**. Prospective students and parents may visit http://www.southtexascollege.edu/security/disclosure.html to view institutional reports and information regarding FERPA, campus safety and student success.

### TESTING

Contact the Assessment Center to determine whether you need to take a state-mandated reading, writing and/or math assessment test (THEA, ACCUPLACER or COMPASS) or if you are eligible for an exemption or waiver. For additional information including available test dates, logon to http:// studentservices.southtexascollege.edu/testing/index.html or call 956-872-3484.

### ADVISING

Advisors will assist you in managing your degree plan, and ensuring that you are aware of campus tools and resources that will assist you in becoming a successful student. Together, you will plan your class schedule.

### REGISTRATION

Select courses from the current STC course schedule. The course schedule is available online and at campus Student Information Centers. Register online or in person.

### TUITION & FEES

Pay tuition and fees. Enrollment is complete only upon payment of tuition and fees, financial aid award or approved installment plan. Tuition must be paid in full by the due date or you will be dropped from your classes.

### BOOKS

Buy your books. You may buy your books at the campus bookstore. The bookstore may have used books for sale which can save you money.

### STUDENT LIFE

Check out Student Life! Get connected and meet people through intramural sports, activities, cultural events, clubs, Student Government, volunteer and leadership opportunities.

# AUDITING A CLASS

The option of auditing a class is offered for lecture courses only; auditing is not allowed for laboratory, performing or activity courses. Audit students do not participate in fieldwork, submit assignments or take examinations; therefore, they never receive college credit or a grade after enrolling on an audit basis.

An Application for Admission must be submitted; test scores and transcripts are not required. Registration to audit a lecture course is available on the 7th class day of the fall and spring semesters and the 3rd class day of each summer session with a space availability contingency. Tuition is charged for auditing a class.

# TECH PREP/ ADVANCED TECHNICAL CREDIT (ATC)

South Texas College is a participating member of the Lower Rio Grande Valley Tech-Prep consortium and member of the state's Advanced Technical Credit (ATC) program. Tech Prep and ATC are part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts and through the state enable high school students to enter STC with college credits in a technical area and prepare them to enter the workforce in high demand technical courses.

A high school student who successfully completes a Tech Prep/ATC approved articulated course at their high school is eligible to receive credit at STC when the following criteria are met:

1. Completes the high school course(s) with a grade of 80 (B) or better.
2. Meets all STC admission and program entrance requirements.
3. Enrolls in a Associate of Applied Science Degree or related certificate at STC within 15 months after graduating from high school.
4. Successfully completes a minimum of six credit hours at STC with a grade of 70 (C) or better.

Upon registering at STC, the student should visit the advisor's office and/or the office of High School Programs and Services to ensure proper application of their credit.

# DUAL ENROLLMENT

The dual enrollment program allows eligible high school students to enroll in college courses while attending high school. Courses are taken in place of, or in addition to, the normal course load in high school. High school students admitted to the program must meet the same requirements as all other college students.

Students must meet the TSI standards for college readiness, or be TSI exempt in order to enroll in academic courses. College credit will be earned upon successful course completion and may be applied towards an Associates Degree at STC or may transfer to other colleges and universities.

Students must submit an application and an official high school transcript in order to register for the college course(s). Please contact the Outreach Department at 872-8391 or 1-800-742-7822 for further details.

# STUDENTS RECORDS

## CHANGE OF NAME

The name of a student used on academic records is based upon the initial Application for Admission completed and submitted by the student. Students may change their name on academic records by completing and submitting a Change of Information form, with supporting legal documentation, to the office of Admissions and Records. If a student submits a subsequent Application for Admission with a different name, the student must also submit a Change of Information form, with supporting legal documentation, in order to change their name on academic records.

## CHANGE OF ADDRESS

Students must provide the College with a correct, current permanent and mailing address on the Application for Admission. Students must complete and submit a Change of Information form to the office of Admissions and Records as soon as possible whenever their address changes.

## CHANGE OF MAJOR

A "major" is a concentration of specialized coursework, which leads to a certificate or degree. Students may declare a major on the Application for Admission and may change their major at any time by completing and submitting a Change of Information form to the office of Admissions and Records. A list of "Majors and Codes" is included with both of the above-mentioned documents.

## CONFIDENTIALITY OF RECORDS

It is the policy of STC to maintain the confidentiality of academic records and be in compliance with all federal and state laws governing the release of academic records.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act and the Texas Open Records Act are federal and state laws, respectively, that provide for the review and disclosure of academic records. In accordance with these laws, STC will not permit access to or the release of personally identifiable information contained in academic records to any party without the written consent of the student, except:

- to appropriate STC officials, who require access to academic records in order to perform their legitimate duties, which means the information or records requested is relevant and necessary to accomplish a task or make a determination, and the task or determination is an employment-related responsibility of the inquirer or is a properly assigned duty for the inquirer.
- to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record, if desired.
- to federal, state or local officials or agencies authorized by law.
- in connection with a student's application for or receipt of financial aid.
- to accrediting agencies or organizations conducting educational studies, provided that these entities do not release personally identifiable data.
- to the parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

*NOTICE:*
As permitted under section 99.34 (a)(1)(ii) of the Family Educational Rights and Privacy Act of 1974 as amended, and upon request of The University of Texas-Pan American (UTPA), STC will forward academic records for students who seek or intend to enroll at UTPA.

## DIRECTORY INFORMATION

STC may release information that includes:

- Name, address and telephone number
- Date of birth and place of birth
- Educational institution(s) attended
- Dates of attendance and enrollment verification
- Classification
- Declared major
- Degrees and awards received
- Date of graduation
- Participation in officially recognized sports and activities

Students may withhold information by completing and submitting a Request to Withhold Directory Information to the office of Admissions and Records during the first 12 days of a fall or spring semester and the first four days of a summer semester. STC will honor a request for nondisclosure for the current term only; therefore, a request must be submitted to the office of Admissions and Records each term that a student is enrolled.

## REVIEW OF RECORDS

Students who desire to review their records may do so upon request to the appropriate office.

Students who desire to challenge the accuracy and validity of their records should follow the procedure, as follows:

- Students have the right to challenge the content of their academic records in order to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy of the student. They have the right to correct or delete any inaccurate or inappropriate data contained therein. Students who wish to exercise this right should complete and submit a Student Records Challenge Request Form to the Custodian of Records/Registrar in the office of Admissions and Records.

- The Custodian of Records/Registrar may attempt to settle the dispute with the student through informal meetings and discussions held within a reasonable period of time after the request is submitted.

- Formal hearing procedures may be necessary when the informal procedures are not satisfactory to the student or Custodian of Records/Registrar. If a formal hearing is required, the Vice President for Student Affairs and Enrollment Management, or a designee, shall conduct a formal hearing and render a decision within a reasonable period of time following the request. The student and Custodian of Records/Registrar have the opportunity to present evidence relevant to the issue(s). The appeal cannot go beyond the Vice President for Student Affairs and Enrollment Management.

# RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas College (STC/College) that students provide proof of residency at the time they apply to the College by completing and submitting an Application for Admission. Students are required to sign an "Oath of Residency" on the Application for Admission. Any violation of residency rules and regulations may result in disciplinary action.

For purposes of determining residency, STC complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. The STC district includes all of Hidalgo and Starr counties. STC uses three residency classifications for students: “in-district” (students who live in Hidalgo or Starr counties), “out-of-district” (students who live in all other counties within the state of Texas), and "non-residents" (out-of-state or international students). According to STC policy, international students will always be classified as "non-residents."

It is the student's responsibility to provide a copy of one of the documents listed as 1-3 below, and any other supporting documents required. These documents will be used to establish that the student is domiciled in Texas and has maintained a residence in Texas continuously for at least 12 months prior to the census date of the semester in which the student is enrolling. These documents must be in the name of the student or dependent student's parent(s) and dated to encompass at least 12 months prior to the census date of the semester in which the student is enrolling.

(1) Statement from Employer, including start and current/end dates, which encompasses at least 12 months prior to the census date. Student employment, such as work-study, receipt of stipends, fellowship, research or teaching assistant positions, does not qualify as a basis for establishing domicile.

(2) Lease or Rental Agreement/Contract of real property, other than campus housing, which encompasses at least 12 months prior to the census date. If this document is provided as the sole basis of a domicile, it must be accompanied by at least three documents that support the maintenance of this residence for at least 12 months prior to the census date, as follows:
   - Texas high school transcript
   - Texas college or university transcript
   - Permanent Texas Driver's License (at least one-year-old)

Generally, the license expiration date minus the date of enrollment should not exceed three years.
   - Texas Voter Registration Card
   - Texas vehicle registration
   - Bank statements or cancelled checks
   - Utility bill (electric, telephone, water or cable) for the year preceding enrollment
   - Federal income tax return for the previous year

(3) Copy of one of the documents below, which must be (a) accomplished and maintained for at least 12 months prior to the census date and (b) accompanied by at least one of the documents above, as follows:
   - Title to real property in Texas
   - Marriage certificate with documentation to support that the spouse is a domiciliary of Texas
   - Ownership of a business in Texas with documentation to support that (a) the business is a partnership or corporation and (b) it is owned by the student or dependent student's parent(s)
   - State or local licenses to conduct business or practice a profession in Texas

Persons and their dependents, who do not live in the STC district, but who own property that

is subject to ad valorem taxation by the STC taxing district, are also classified as "in-district" students. Proof of ownership of such property is a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties, which must be submitted with the Application for Admission, re-submitted annually and retained by the College. Dependents of property owners must submit a copy of the income tax return for the previous year, listing the student as a dependent.

When completing the "Oath of Residency" on the Application for Admission, students are responsible for declaring the proper residency classification and providing proper documentation, as required by the College. If there are any questions about residency classification, it is the student's obligation, prior to or at the time of enrollment, to raise the questions with the proper College official for a determination. Students classified as "in-district" or "out-of-district" must provide proof of that classification as part of the admissions process, as explained above. If a student's residency classification changes for any reason, it is the responsibility of the student to notify the proper College official, and failure to do so constitutes a violation of the "Oath of Residency." Out-of-state students classified as "non-residents" have not met the state requirements for establishing residency prior to the census date of the semester in which they are enrolling.

**Aliens Eligible to Domicile or be Treated as Permanent Residents in The United States**
Texas Education Code 54.07 "Aliens. An Alien, who is living in this country under a visa permitting permanent residence or has applied to or has a petition pending with the U.S. Immigration and Naturalization Services to attain lawful status under federal immigration law, has the same privilege of qualifying for resident status for fee purposes under this Act as a citizen of the United States..." Students should contact the office of Admissions and Records to determine if they have a visa that allows them to domicile.

**Aliens Who are Residents of Texas Based on their High School Graduation or Receipt of a GED Certification**
Texas Education Code 54.052(j) provides:
"Notwithstanding any other provision of this subchapter, an individual shall be classified as a Texas resident until the individual establishes a residence outside this state, if the individual resided with their parent(s), guardian or conservator while attending a public high school in Texas and:

(1) graduated from a public high school or received the GED in Texas;

(2) resided in Texas for at least three years as of the date the student graduated from high school or received the GED in Texas;

(3) resided in Texas for 12 months prior to the census date of the semester in which the student plans to enroll;

(4) provides to the institution an Affidavit, stating that the student will file an application to become a permanent resident at the earliest opportunity the student is eligible to do so."

All documentation must include the student's name and address.

# TUITION AND FEES

# TUITION FISCAL YEAR 2011-2012

| Number of Credit Hours | In-District Tuition | Out-of-District Tuition | Non-Residents of Texas Tuition |
|---|---|---|---|
| 1 | $135.00 | $164.50 | $202.00 |
| 2 | $220.00 | $264.00 | $404.00 |
| 3 | $264.00 | $310.20 | $606.00 |
| 4 | $312.00 | $361.60 | $808.00 |
| 5 | $390.00 | $452.00 | $1,010.00 |
| 6 | $438.00 | $503.40 | $1,212.00 |
| 7 | $511.00 | $587.30 | $1,414.00 |
| 8 | $584.00 | $671.20 | $1,616.00 |
| 9 | $612.00 | $696.60 | $1,818.00 |
| 10 | $680.00 | $774.00 | $2,020.00 |
| 11 | $748.00 | $851.40 | $2,222.00 |
| 12 | $804.00 | $913.20 | $2,424.00 |
| 13 | $871.00 | $989.30 | $2,626.00 |
| 14 | $938.00 | $1,065.40 | $2,828.00 |
| 15 | $1,005.00 | $1,141.50 | $3,030.00 |
| 16 | $1,072.00 | $1,217.60 | $3,232.00 |
| 17 | $1,139.00 | $1,293.70 | $3,434.00 |
| 18 | $1,206.00 | $1,369.80 | $3,636.00 |
| 19 | $1,273.00 | $1,445.90 | $3,838.00 |
| 20 | $1,340.00 | $1,522.00 | $4,040.00 |
| 21 | $1,407.00 | $1,598.10 | $4,242.00 |

**Note:**
In-District includes Hidalgo and Starr County residents.
Out-of-District includes all other Texas Residents.
Non-Resident includes all other United States and International Students.

**Tuition and fees are per semester and are subject to change upon approval by the Texas Higher Education Coordinating Board and/or the Board of Trustees of South Texas College.**

** See fee schedule for additional applicable fees on page 28.*

# FEES 2011-2012 ACADEMIC YEAR

*Other Student Additional Fees*

## MANDATORY FEE:

Student Registration Fees
- If registered and paid or registered and financial aid complete **BEFORE** August 1st: ..... 90.00
- If registered or paid or financial aid processed **AFTER** July 31st: ..... 150.00

Information Technology Fee per credit hour ..... 16.00
Learning Support Fee per credit hour ..... 12.00

## COURSE FEES:

Lab Fee per Lab Credit Hour (for applicable courses with labs) ..... 24.00
Electronic Distance Education Fee per credit hour ..... 26.00
Developmental Study Fee (one-time fee) ..... 50.00
Physical Education Special Activity Fee per Course ..... 55.00
Hybrid Course Fee per credit hour ..... 5.00
NAH Student Clinical Data Fee (per year) ..... 60.00
Course Repeat Fee (per credit hour):
- First repeat (excludes Developmental) ..... 50.00
- Second repeat (includes Developmental) ..... 75.00
- Third or more repeat (includes Developmental) ..... 100.00

## DIFFERENTIAL TUITION PER CREDIT HOUR FOR:

Supplemental Instruction ..... 15.00
3000/4000 level courses ..... 30.00
Associate Degree Nursing ..... 40.00
Emergency Medical Technology ..... 35.00
Pharmacy Technology ..... 40.00
Occupational Therapy Assistant ..... 40.00
Patient Care Assistant ..... 20.00
Physical Therapist Assistant ..... 40.00
Radiologic Technology ..... 40.00
Respiratory Therapy ..... 40.00
Vocational Nursing ..... 40.00

## DUAL ENROLLMENT TUITION & FEES:

Non "S" courses (per credit hour) ..... 50.00
Fees applicable to non "S" course ..... waived
Dual credit late process fee ..... 150.00

## CONTINUING EDUCATION TUITION AND FEES:

Continuing Education per contact hour ..... 6.00
Continuing Education Late Registration Fee ..... 10.00
Continuing Education Installment Plan Fee ..... 5.00
Continuing Education Late Installment Plan Fee ..... 10.00

## OTHER NON-REFUNDABLE FEES:

Add/Drop Fee (one-time fee) ..... 25.00
Withdrawal Fee (one-time fee after census) ..... 50.00
Audit Fee ..... Tuition
Credit by Examination ..... Tuition
Installment Plan Fee ..... 30.00
Late Installment Payment Fee ..... 30.00
Late Emergency Loan Payment Fee ..... 30.00
Reinstatement Fee ..... 200.00
Student I.D. Replacement fee ..... 15.00
Lost or Damaged Library Item Fee - Cost of item plus a processing fee of ..... 30.00
Returned Check ..... 30.00
Wellness Center Student Membership Fee (per semester) ..... 72.00
Workforce/Continuing Education and other Conferences/Seminars/Summer Camps/ Workshops/ Customized Training/Negotiated Training/Other Training Activities ..... Recovery of cost
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee ..... 50.00
Emotional Skills Assessment Process Exam (ESAP) ..... 10.00
Graduation Gown Purchase Fee ..... 25.00
Student Insurance Fee (voluntary) ..... (Obtain information from the Cashier's Office)
NAH Course Fees: Liability Insurance/Exams/Booklets/Badges/Certificates/ Other Activities ..... (Obtain information from your program chair)
Parking Permit Fee (per year) ..... 25.00
Parking Permit Replacement fee ..... 25.00
Parking Permit Violations ..... First 30.00, Second 50.00, Third 70.00, Fourth 90.00, Fifth 110.00
Handicap Parking Violations ..... 150.00
Vehicle Boot Removal Fee ..... 100.00
Moving Traffic Violations ..... First 30.00, Second 50.00, Third 70.00
THEA/Accuplacer Testing Reservation Fee ..... 25.00
Accuplacer Exam Fee (All Exams) ..... 29.00
- Accuplacer Exam Fee – Reading only ..... 10.00
- Accuplacer Exam Fee – Writing only ..... 10.00
- Accuplacer Exam Fee – Math only ..... 10.00

# FINANCIAL INFORMATION

## SPECIAL COURSES

The College reserves the right to set appropriate fees and tuition for any special courses which may be offered after publication of this catalog.

## FINANCIAL OBLIGATIONS/ ADMITTANCE TO CLASS

- A student who is indebted to South Texas College will not be allowed to register until he/she has cleared all financial obligations due to the College and cleared all Business office and other applicable holds;
- Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- No transcripts, grades, or information about the student will be released until such debts are paid.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

## REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. Installment payment plans and an emergency loan program are available.

## PAYMENTS

- During arena registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of cash, personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. Students may mail-in their payment.
- Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped; however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- Transcripts, grades, or information about the student will not be released until such debts are paid.

## INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STC does not re-deposit checks. These checks are forwarded directly to the Check Rite office for processing.
- To clear a returned check, the student must call the Check Rite office 1-800-840-3725 to pay for the check. A $30 fee plus applicable tax is charged to the student.
- Checks returned by the bank due to accounts closed or stop payments are not re-deposited.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the office of Admissions and Records.

## SCHEDULE CHANGES

(Adding and Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately.
- Failure to pay the additional tuition, fees and drop/add fee may cause cancellation from the classes.
- **Students must not assume that they will "automatically" be dropped from their classes if they do not attend.**
- Stopping payment on tuition checks does not constitute an official withdrawal from the college. An official withdrawal must be processed at the office of Admissions and Records.
- Dropping and adding a course of equal value is considered an even exchange when done on the same day before the twelfth class day during the Fall and Spring, and fourth class day during the summer sessions. The student will be responsible for the drop/add fee. After the twelfth class day or fourth class day, whichever applies, a percentage for the course dropped will be charged. Please read the section on refunds and registration fees for further information.

## INSTALLMENT PAYMENTS

**Available up until the twelfth day of semester ONLY!!!!**

- Online log on to **http://jagnet4.southtexascollege.edu** or visit Cashier Offices
- To qualify the student must:
  - ✓ Be enrolled at STC for the semester
  - ✓ Complete the installment plan agreement available on-line or at the Cashiers' Office
  - ✓ Not have an outstanding balance with STC.
  - ✓ Be 18 years old.
- Eligible students may select a payment plan
  - ✓ Payment of tuition and registration fee by Installment is available each semester during the open enrollment period. Visit the Cashier's

website at http://southtexascollege.edu. Click: Cashiers under Services Menu→Emergency Loans/Installments link..

- Eligible students may select a payment plan during the open enrollment period. For payment plan details visit us online at: http://www. southtexascollege.edu/ under Services Menu –Click Cashiers→Emergency Loans/Installments→Installment Plans→Select applicable term.

- Incidental fees associated with the installment payment plan are as follows:
  - $30.00 processing fee due at time of enrollment
  - $30.00 late payment fee assessed if total balance outstanding is not paid by "each" scheduled due date.
- Students who fail to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.
- Installment Due dates as per Installment agreement and Cashiers' website.

## EMERGENCY LOAN PROGRAM

(subject to availability)

- ***Is a short-term loan to pay for tuition and fees, therefore, must be repaid.***
- ***Student may apply for an emergency loan during the processing period until funds are exhausted.***
- ***Processing period:***
  - *During the Fall and Spring semesters*-First day of the semester through the twelfth (12th) class day.
  - *During the summer session*-First day of the semester through the fourth (4th) class day.
- ***To qualify the student must:***
  - Be enrolled for a minimum of three credit hours
  - Not have an outstanding balance owed to STC and not be in default with any student loans.
  - Be 18 years old
- ***Eligible students:***
  - Applications are available at the Cashier Office.
  - Initial payment of 50% to be paid by student
  - Emergency Loan will pay remaining balance of 50%
- ***Due dates as per the Emergency Tuition and Fees Loan Application and Promissory Note and Cashiers website.***
- ***Please note that the student is responsible for 100% of tuition and fees if Emergency Loan funds are not available.***

## THIRD PARTY CONTRACTS AND SCHOLARSHIPS

Third Party contracts constitute written agreements between a third party (i.e., Texas Rehabilitation Commission, WIA) and South Texas College; wherein, payment for tuition and fees for a student is to be paid to STC by a third party. The student must provide the written agreement prior to or during registration and present such agreement or document as a third party voucher, deferment form, or contract to the Financial Aid office.

If the donor issues a scholarship check made payable to the student or STC and the student is initially presented a scholarship award letter to STC, it is the student's responsibility to present the check to STC.

## CONCURRENT ENROLLMENT FEES

*Students enrolled at two Texas public institutions of higher education.*

The total amount of tuition charged at STC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Incidental fees are billed by each institution at its regularly authorized rates. The student in this situation is liable for full tuition payment at registration. Proof of dual enrollment in the form of a receipt is required at the office of Admissions and Records on a semester basis.

During the Fall and Spring semesters, proof must be submitted before the twelfth class day. During the summer sessions, proof must be submitted before the fourth class day for evaluation and necessary adjustments.

Appropriate refunds will be determined by payment method and will be issued either by mail to the student's address on file at the office of Admissions and Records, credit card, or refund preference selected on JAGCARD/HIGHERONE.

# REFUNDS

The **"effective date"** of a **class drop or add** is the **date the course schedule form is received at the office of Admissions and Records from the student.** The refund policy also applies to drop due to advisement from faculty.

**"Class days"** refers to STC's scheduled class days, not the students' class meeting days.

## DROP OR WITHDRAWAL FROM STC

**To officially withdraw or drop from the college, a student must go to the office of Admissions and Records.**

STC will refund a percentage of collected tuition and mandatory fees to students who **officially withdraw or drop** from the institution according to the refund schedule established by the Texas Higher Education Coordinating Board.

Dropping and adding a course of equal value is considered an even exchange when done prior to the twelfth class day during the Fall and Spring, and fourth class day during the summer sessions. The student will be responsible for the drop/add fee. After the twelfth class day or fourth class day, whichever applies, a percentage for

the course dropped will be charged. Please read the section on refunds and registration fees for further information.

Students who officially withdraw from all courses at the college after a specific date will be assessed a one-time withdrawal fee.

## REFUND GUIDELINES

- The College may apply existing credits to the student's delinquent outstanding debt.
- All students who are eligible for a cash refund will receive the refund via mail or preference selected on JAGCARD/HIGHERONE.
- Refunds made in accordance with NACHA (National Agency Clearing House Association) and the Merchant Services Agreement (merchant shall make no cash refunds to purchasers on Card sales):
  - If classes are paid with a credit card, a refund is to be first applied to the original credit card payment.
  - Any Financial Aid posted after the account has been paid by a credit card is refunded back to the credit card before any money is refunded to the student.
  - There will be NO exceptions to this procedure.

As prescribed by the Texas Higher Education Coordinating Board, the STC refund policy is as follows:

## TUITION

Refund percentage may be greater than stated below.

### FALL AND SPRING SEMESTERS

Prior to or on the second class day..... 100 percent

During the next 13th class days ..... 70 percent

During the 16th through 20th class days ..... 25 percent

After the 20th class day..... None

### SUMMER I AND II SESSIONS

Prior to or on the first class day..... 100 percent

During the next four class days..... 70 percent

During the sixth class day ..... 25 percent

After the sixth class day..... None

### SUMMER III SESSION

Prior to or on the first class day..... 100 percent

During the next eight class days..... 70 percent

During the 10th through 12th class days ..... 25 percent

After the 12th class day..... None

Range of days in each percent category is ***subject to change*** based on the length of the semester and in accordance with the Texas Higher Education Coordinating Board.

## INCIDENTAL FEES

### OTHER FEES

Audit Fee, Credit by Exam Fee, Reinstatement Fee, Installment (Processing and Late) Fee, Emergency Loan Late Fee, and any other fee approved by the Board of Trustees of South Texas College.

Prior to the first class day ..... 100 percent

First class day and after .....None

Tuition and fees are per semester and are ***subject to change*** upon approval by the Texas Higher Education Coordinating Board and/or the Board of Trustees of South Texas College.

## BOOKSTORE REFUNDS

Bookstore services are contracted with Barnes & Noble College Booksellers which determines the bookstore refund policy.

The policy listed below is, therefore, subject to change at the discretion of Barnes & Noble.

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes. First 14 days for Summer classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt

* No refunds on supplies
* Texts purchased the last week of classes or during exams are ineligible for refunds.
* The bookstore charges a $25 fee for returned checks.

## HB 1096 - BOOKSTORE TEXTBOOK INFORMATION

To comply with HB 1096 (81st Legislature of Texas) South Texas College advises that a student of this institution is under no obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

This chart highlights some differences among the benefits discussed in this publication. See the text for definitions and details. **DO NOT RELY ON THIS CHART ALONE**.
CAUTION: You generally cannot claim more than one benefit for the same education expense.

| | Scholarships, Fellowships, Grants, & Tuition Reductions | American Opportunity Credit | Lifetime Learning Credit | Student Loan Interest Deduction | Tuitions and Fees Deduction | Coverdell ESA* | Qualified Tuition Program (QTP)* | Education Exception to Additional Tax on Early IRA Distributions* | Education Savings Bond Program* | Employer Provided Educational Assistance* | Business Deduction for Work-Related Education |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **What is your benefit?** | Amounts received may not be taxable | 40% of credit may be refundable (limited to $1,000) | Credits can reduce amount of tax you must pay | Can deduct interest paid | Can deduct expenses | Earnings not taxed | Earnings not taxed | No 10% additional tax on early distribution | Interest not taxed | Employer benefits not taxed | Can deduct expenses |
| **What is the annual limit?** | None | $2,500 credit per student | $2,000 credit per tax return | $2,500 deduction | $4,000 deduction | $2,000 contributions per beneficiary | None | Amount of qualified education expenses | Amount of qualified education expenses | $5,250 exclusion | Amount of qualifying work-related education expenses |
| **What expenses qualify besides tuition and required enrollment fees?** | Course-related expenses such as fees, books, supplies, and equipment | Course-related books, supplies, and equipment | None | Books, supplies, equipment; Room and board; Transportation; Other necessary expenses | None | Books, supplies, and equipment; Expenses for special needs services; Payments to QTP; Higher education: Room and board if at least half-time student; Elem/sec (K-12) education: Tutoring, Room and board, uniforms, transportation, computer access, supplementary expenses | Books, supplies, equipment; Room and board if at least half-time student; Expenses for special needs services;Computer technology, equipment, and internet access (2010) | Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services | Payments to Coverdell ESA; Payments to QTP | Books, supplies, equipment | Transportation; Travel; Other necessary expenses |
| **What education qualifies?** | Undergraduate and graduate K-12 | 1st 4 years of undergraduate (postsecondary) | Undergraduate and graduate; Courses to acquire or improve job skills | Undergraduate and graduate | Undergraduate and graduate | Undergraduate and graduate K-12 | Undergraduate and graduate | Undergraduate and graduate | Undergraduate and graduate | Undergraduate and graduate | Required by employer or law to keep present job, salary, status; Maintain or improve job skills |
| **What are some of the other conditions that apply?** | Must be in degree or vocational program; Payment of tuition and required fees must be allowed under the grant | Can be claimed for only 4 tax years; (which includes years Hope credit claimed); Must be enrolled at least half-time in degree program; No felony drug conviction(s) | No other conditions | Must have been at least half-time student in degree program | Cannot claim both deduction & education credit for same student in same year | Assets must be distributed at age 30 unless special needs beneficiary | No other conditions | No other conditions | Applies only to qualified series EE bonds issued after 1989 or series I bonds | No other conditions | Cannot be to meet minimum educational requirements of present trade/ business; Cannot qualify you for new trade/business |
| **In what income range do benefits phase out?** | No phaseout | $80,000 - $90,000<br>$160,000 - $180,000 for joint returns | $50,000 - $60,000<br>$100,000 - $120,000 for joint returns | $60,000-$75,000;<br>$120,000-$150,000 for joint returns | $65,000-$80,000;<br>$130,000-$160,000 for joint returns | $95,000 -$110,000;<br>$190,000-$220,000 for joint returns | No phaseout | No phaseout | $70,100 - $85,100;<br>$105,100-135,100 for joint and qualifying widow(er) returns | No phaseout | No phaseout |

* Any nontaxable distribution is limited to the amount that does not exceed qualified education expenses.

*Table from Department of the Treasury Internal Revenue Service, Publication 970, TAX Benefits for Education. http://www.irs.gov/pub/irs-pdf/p970.pdf*

# SCHOLASTIC REGULATIONS

# ACADEMIC INFORMATION

## TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

A student transferring from another accredited college or university is eligible for admission if the student is eligible for readmission to the institution previously attended. Students who are on academic or disciplinary suspension from the last institution attended will be admitted to the College on a probationary status for one term only and will be blocked from further registration until term grades illustrating positive scholastic progress are available. Transfer students must comply with the Standards of Scholastic Progress. Credits for courses in which a passing grade, "C" or better, has been earned may be transferred to South Texas College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course, cannot be used in determining grade point averages.

Coursework completed at a college outside the United States should be evaluated by an American Association of Collegiate Registrars and Admissions officers (AACRAO) approved evaluating service. A list of such services is available at the office of Admissions and Records. A course-by-course evaluation of a transcript which has been translated to English will be completed by appropriate personnel as needed for a degree plan or program planning in the enrollment process. Courses transferred will be posted to the student's South Texas College transcript as earned hours.

## TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

Lower-division courses included in the ACADEMIC COURSE GUIDE MANUAL and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL-(revised FALL 2010). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/ remedial courses.

For information regarding transferability of courses to institutions outside of Texas, students should check with the institution receiving the credit.

## TRANSCRIPTS FROM OTHER INSTITUTIONS

South Texas College does not issue copies of transcripts (high school or university) or other documents received from other institutions.

> Notice: As permitted under section 99.34 (a)(1)(ii) of the Family Educational Rights and Privacy Act of 1974 as amended, and upon the request of The University of Texas-Pan American, South Texas College will forward educational records to UT-Pan American for students who seek or intend to enroll there.

## TRANSFER DISPUTES

If course credit earned by a student at another institution of higher education in Texas is not accepted by South Texas College, or if course credit earned by a student of South Texas College is not accepted by another institution of higher education in Texas, the student and the transferring institution will receive written notice that the transfer of the course is denied. Both STC and the other institution along with the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules. If the transfer is not resolved to the satisfaction of the student, or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution denying transfer will notify the commissioner of higher education of its denial and the reason for denial. The commissioner of higher education or the commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and will give written notice of the determination to the involved student and institutions.

## ORIENTATION 101 (COLLEGE SUCCESS)

This course helps the student to determine a personal learning style, manage time and money, memorize information, read textbooks for maximum learning, take effective class notes, take tests, think critically, communicate, develop a career plan, write a resume, and dress and interview successfully for employment.

This course is a requirement for all first-time developmental students who have not passed all sections of an Alternative Exam (ACCUPLACER, ASSET, COMPASS, or THEA). This course is also required for all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI Exempt.

## CHANGE OF SCHEDULE

Students must use a drop/add form for all schedule changes once classes have begun. If the request originates with the student, the change must be completed within the time specified in the college calendar. A one-time fee of $25 will be charged. The College reserves the right to make changes in a student's schedule; when this occurs, no fee is charged.

Within the parameters of the calendar in effect, student may drop a course. A grade of "W" (Withdrew) may be received. Refer to the academic calendar for information concerning withdrawal dates.

Students who are Texas Success Initiative (TSI) mandated to attend a developmental course(s) must remain in at least one developmental course unless they plan to withdraw from the College. Students who are required to enroll in two or three developmental courses may not drop developmental courses without approval of the office of Student Support Services. Upon re-enrollment, the student must enroll in developmental courses as approved by the office of Student Support Services.

All changes in schedule, including adding and dropping courses, must be arranged by the student in writing. Changes are not official until all steps in the process have been completed. Records of withdrawal and re-enrollment will be maintained.

## WITHDRAWAL FROM SEMESTER CREDIT COURSES

Initiation of Withdrawal

Withdrawal from a course results in a grade of "W" and may be affected through action taken by the affected student, the course instructor, the instructor's immediate supervisor, or the appropriate administrator.

A student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a drop form from the office of Admissions and Records or any Student Information Center. The form must be turned in to the office of Admissions and Records prior to the published deadline for withdrawals. Students who are failing a course and have not withdrawn as of the established deadline will receive an "F". A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor.

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course. Instructors are authorized, but not required, to withdraw students that in their opinion are not able to successfully complete a course. A student may appeal an instructor-initiated withdrawal.

Course withdrawals may occur at any time after the official reporting date of a semester and up to the established deadline for withdrawals in each semester. The established deadline will be approximately three weeks prior to the end of each semester. The specific deadline will be published in a timely manner in the appropriate College publications.

## COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours. The normal course load for each Summer term is two courses totalling six to eight semester hours.

## BASIC SKILLS TEST

The Texas State Education Code requires that all students be tested for reading, writing, and mathematics skills. All full-time or part-time students enrolled in a degree program or certificate program that deviates from their certificate degree plan and students in high school enrolling in a college-level course **MUST** take an Alternative exam (ACCUPLACER, ASSET, COMPASS, or THEA) **before enrolling in any college-level credit coursework.** For more information about placement testing and Alternative exam (THEA), refer to the TSI section located in the Admissions Guidelines chapter of this catalog.

Students scoring below college level in their basic skills (reading, writing, mathematics) must be "continuously" enrolled in developmental coursework for any section of an Alternative exam (ACCUPLACER, ASSET, COMPASS, or THEA) not passed.

Students who require developmental coursework activity, but do not register for developmental coursework, will be required to drop academic courses in which they were enrolled.

# ACADEMIC TRANSFERABLE COURSES

The following STC academic courses are transferable in accordance to the Texas Common Course Numbering System. Four-year institutions determine which courses will be required for degrees at their institution. *(Last modified: June 2011)*

## ACCOUNTING

- ◆ACCT 2401 Principles of Financial Accounting
- ◆ACCT 2402 Principles of Managerial Accounting

## ANTHROPOLOGY

- ◆ANTH 2301 Physical Anthropology
- ◆ANTH 2302 Introduction to Archeology
- ◆ANTH 2346 General Anthropology
- ◆ANTH 2351 Cultural Anthropology

## ART

- ◆ARTS 1301 Art Appreciation
- ◆ARTS 1303 Art Survey I
- ◆ARTS 1304 Art Survey II
- ◆ARTS 1311 Design I
- ◆ARTS 1312 Design II
- ◆ARTS 1316 Drawing I
- ◆ARTS 1317 Drawing II
- ◆ARTS 1325 Drawing and Painting (For Non-Art Majors)
- ◆ARTS 2289 Academic Cooperative
- ◆ARTS 2313 Design Communications I
- ◆ARTS 2314 Design Communications I
- ◆ARTS 2316 Painting I
- ◆ARTS 2317 Painting II
- ◆ARTS 2323 Drawing III
- ◆ARTS 2324 Drawing IV
- ◆ARTS 2326 Sculpture I
- ◆ARTS 2327 Sculpture II
- ◆ARTS 2333 Printmaking I
- ◆ARTS 2334 Printmaking II
- ◆ARTS 2341 Art Metals / Jewelry Design I
- ◆ARTS 2342 Art Metals / Jewelry Design II
- ◆ARTS 2346 Ceramics I
- ◆ARTS 2347 Ceramics II
- ◆ARTS 2348 Digital Art I
- ◆ARTS 2349 Digital Art II
- ◆ARTS 2356 Photography I (Fine Arts Emphasis)
- ◆ARTS 2357 Photography II (Fine Arts Emphasis)

## ASTRONOMY

- ◆PHYS 1403 Introduction to Astronomy I- Stars and Galaxies
- ◆PHYS 1404 Introduction to Astronomy II- Sky and Galaxies

## BIOLOGY

- ◆BIOL 1322 Nutrition and Diet Therapy
- ◆BIOL 1408 General Biology I
- ◆BIOL 1409 General Biology II
- ◆BIOL 2306 Environmental Biology
- ◆BIOL 2389 Academic Cooperative in the Biological Life Sciences
- ◆BIOL 2401 Anatomy and Physiology I
- ◆BIOL 2402 Anatomy and Physiology II
- ◆BIOL 2416 Genetics
- ◆BIOL 2421 Microbiology
- ◆BIOL 2428 Comparative Vertebrate Anatomy

## BUSINESS ADMINISTRATION

- ◆BUSI 1301 Business Principles
- ◆BUSI 2301 Business Law

## CHEMISTRY

- ◆CHEM 1411 General Chemistry I
- ◆CHEM 1412 General Chemistry II
- ◆CHEM 2423 Organic Chemistry I
- ◆CHEM 2425 Organic Chemistry II

## CHILD CARE AND DEVELOPMENT

- *EDUC 1325 Principles And Practices of Multicultural Education
- ◆TECA 1303 Family, School, and Community
- ◆TECA 1311 Educating Young Children
- ◆TECA 1318 Wellness of the Young Child
- ◆TECA 1354 Child Growth and Development

## COMMUNICATION

- ◆COMM 1307 Introduction to Mass Communication
- ◆COMM 2289 Academic Cooperative
- ◆COMM 2305 Editing and Layout
- ◆COMM 2311 News Gathering and Writing I
- ◆COMM 2315 News Gathering and Writing II
- ◆COMM 2327 Introduction to Advertising
- ◆COMM 2330 Introduction to Public Relations
- ◆COMM 2339 Writing for Radio, Television, and Film

## COMPUTER SCIENCE

- ◆COSC 1301 Microcomputer Applications
- ◆COSC 1315 Fundamentals of Programming
- ◆COSC 1336 Programming Fundamentals I
- ◆COSC 1337 Programming Fundamentals II
- ◆COSC 1430 Computer Programming
- ◆COSC 2325 Computer Organization and Machine Language
- ◆COSC 2330 Advanced Structured Languages
- ◆COSC 2336 Programming Fundamentals III

## CRIMINAL JUSTICE

- ◆CRIJ 1301 Introduction to Criminal Justice
- ◆CRIJ 1306 Court Systems and Practices
- ◆CRIJ 1307 Crime in America
- ◆CRIJ 1310 Fundamentals of Criminal Law
- ◆CRIJ 2313 Correctional Systems and Practices
- ◆CRIJ 2328 Police Systems and Practices

## DANCE

- ◆DANC 1210 Tap Dance
- ◆DANC 1241 Ballet I
- ◆DANC 1242 Ballet II
- ◆DANC 1245 Modern Dance
- ◆DANC 1247 Jazz Dance I
- ◆DANC 1248 Jazz Dance II
- ◆DANC 1253 Spanish Ballet I
- ◆DANC 2303 Dance Appreciation

## DRAMA

- ◆DRAM 1120 Theater Practicum I
- ◆DRAM 1121 Theater Practicum II
- ◆DRAM 1310 Drama Appreciation
- ◆DRAM 1351 Acting I
- ◆DRAM 1330 Stagecraft I
- ◆DRAM 1341 Makeup
- ◆DRAM 1342 Introduction to Costume
- ◆DRAM 2120 Theater Practicum III
- ◆DRAM 2366 Film Appreciation
- ◆DRAM 2389 Academic Cooperative

## ECONOMICS
- ECON 2301 Principles of Economics I-Macro
- ECON 2302 Principles of Economics II-Micro

## EDUCATION
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 2301 Introduction to Special Populations

## ENGINEERING
- ENGR 1101 Introduction to Engineering
- ENGR 1204 Engineering Graphics
- ENGR 2301 Statics
- ENGR 2302 Dynamics
- ENGR 2407 Fundamentals of Circuit Analysis
- ENGR 2430 Digital Systems Engineering I

## ENGLISH
- ENGL 1301 Composition
- ENGL 1302 Composition II – Rhetoric
- ENGL 2289 English Academic Capstone
- ENGL 2307 Creative Writing I
- ENGL 2308 Creative Writing II
- ENGL 2311 Technical Writing
- ENGL 2321 British Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2341 Introduction to Literature
- ENGL 2342 Studies in Themes and Genres
- ENGL 2351 Mexican American Literature
- ENGL 2389 Academic Cooperative in English

## GEOGRAPHY
- GEOG 1301 Principles of Physical Geography

## GEOLOGY
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology
- GEOL 1445 Oceanography
- GEOL 1447 Meteorology

## GOVERNMENT
- GOVT 2301 American Government I
- GOVT 2302 American Government II
- GOVT 2304 Introduction to Political Science
- GOVT 2311 Mexican-American Politics

## HISTORY
- HIST 1301 United States History I
- HIST 1302 United States History II
- HIST 2301 Texas History
- HIST 2311 Western Civilization I
- HIST 2312 Western Civilization II
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HIST 2327 Mexican American History I
- HIST 2328 Mexican American History II
- HIST 2381 African American History

## HUMANITIES
- HUMA 1301 Introduction to The Humanities I
- HUMA 1302 Introduction to The Humanities II
- HUMA 1305 Introduction to Mexican-American Studies
- HUMA 1311 Mexican-American Fine Arts Appreciation
- HUMA 1315 Fine Arts Appreciation
- HUMA 2319 American Minority Studies
- HUMA 2323 World Cultures

## KINESIOLOGY
- KINE 1100 Fitness Walking
- KINE 1101 Fitness and Motor Development I
- KINE 1103 Weight Training and Conditioning I
- KINE 1104 Weight Training and Conditioning II
- KINE 1105 Badminton
- KINE 1107 Basketball I
- KINE 1109 Bowling I
- KINE 1110 Bowling II
- KINE 1111 Flag Football I
- KINE 1113 Golf I
- KINE 1114 Golf II
- KINE 1115 Karate I
- KINE 1116 Karate II
- KINE 1119 Racquetball I
- KINE 1120 Racquetball II
- KINE 1121 Soccer I
- KINE 1123 Softball I
- KINE 1125 Swimming I
- KINE 1126 Swimming II
- KINE 1127 Tennis I
- KINE 1128 Tennis II
- KINE 1129 Volleyball I
- KINE 1131 Yoga and Flexibility Training
- KINE 1132 Self Defense and Personal Safety
- KINE 1133 Outdoor Adventure Training
- KINE 1149 Team Sports I
- KINE 1150 Team Sports II
- KINE 1210 Aerobic Dance I
- KINE 1211 Aerobic Dance II
- KINE 1251 Beginning Scuba
- KINE 1252 Scuba II
- KINE 1253 Lifeguard Training
- KINE 1301 Introduction to Kinesiology
- KINE 1304 Personal Health and Wellness
- KINE 1305 Community and Environmental Health
- KINE 1306 First Aid and Safety
- KINE 1308 Sports Officiating I
- KINE 1309 Sports Officiating II
- KINE 1321 Techniques of Coaching Sports I
- KINE 1322 Techniques for Coaching Sports II
- KINE 1331 Kinesiology for Elementary School
- KINE 1346 Drug Use and Abuse in Society
- KINE 2255 Water Safety Instructor
- ROTC 1201 Marksmanship and First Aid
- ROTC 1202 Survival and Land Navigation Training
- ROTC 3202 Advanced Army Physical Development

## MATHEMATICS
- MATH 1316 Plane Trigonometry
- MATH 1324 Finite Mathematics
- MATH 1332 Contemporary Mathematics
- MATH 1350 Fundamentals of Mathematics I
- MATH 1351 Fundamentals of Mathematics II
- MATH 1414 College Algebra
- MATH 1425 Business Calculus
- MATH 1442 Statistics
- MATH 2412 Precalculus and Trigonometry
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III
- MATH 2418 Linear Algebra
- MATH 2420 Differential Equations

## MUSIC
- MUAP 1201 Applied Violin
- MUAP 1202 Applied Viola
- MUAP 1203 Applied Cello
- MUAP 1204 Applied Double Bass
- MUAP 1205 Applied Flute
- MUAP 1206 Applied Clarinet
- MUAP 1207 Applied Saxophone
- MUAP 1208 Applied Trumpet

◆MUAP 1209 Applied French Horn
◆MUAP 1210 Applied Trombone
◆MUAP 1211 Applied Baritone
◆MUAP 1212 Applied Oboe
◆MUAP 1213 Applied Bassoon
◆MUAP 1214 Applied Tuba
◆MUAP 1215 Applied Percussion
◆MUAP 1216 Applied Guitar
◆MUAP 1217 Applied Piano
◆MUAP 1218 Applied Voice
◆MUEN 1121 Band Ensemble
◆MUEN 1131 Mariachi Ensemble
◆MUEN 1132 Jazz Ensemble
◆MUEN 1133 Guitar Ensemble
◆MUEN 1134 String Ensemble
◆MUEN 1141 Choir Ensemble
◆MUSI 1181 Piano Class I
◆MUSI 1182 Piano Class II
◆MUSI 1183 Voice Class I
◆MUSI 1184 Voice Class II
◆MUSI 1192 Guitar Class
◆MUSI 1193 Guitar Class II
◆MUSI 1258 Opera Workshop
◆MUSI 1290 Electronic Music I
◆MUSI 1291 Electronic Music II
◆MUSI 1301 Fundamentals of Music
◆MUSI 1306 Music Appreciation
◆MUSI 1308 Music Literature I
◆MUSI 1309 Music Literature II
◆MUSI 1311 Music Theory I
◆MUSI 1312 Music Theory II
◆MUSI 2181 Piano Class III
◆MUSI 2182 Piano Class IV
◆MUSI 2183 Voice Class III
◆MUSI 2184 Voice Class IV
◆MUSI 2311 Music Theory III
◆MUSI 2312 Music Theory IV

## PHILOSOPHY

◆PHIL 1301 Introduction to Philosophy
◆PHIL 1304 Introduction to World Religions
◆PHIL 1316 History of Religions I
◆PHIL 1317 History of Religions II
◆PHIL 2303 Introduction to Logic
◆PHIL 2306 Introduction to Ethics
◆PHIL 2307 Introduction to Social and Political Philosophy
◆PHIL 2316 History of Classical and Modern Philosophy I
◆PHIL 2317 History of Classical and Modern Philosophy II
◆PHIL 2318 Contemporary Philosophy
◆PHIL 2321 Philosophy of Religion

## PHYSICS

◆PHYS 1401 College Physics I
◆PHYS 1402 College Physics II

## PHYSICAL SCIENCE

◆PHYS 1415 Physical Science I
◆PHYS 1417 Physical Science II
◆PHYS 2425 University Physics I
◆PHYS 2426 University Physics II

## PSYCHOLOGY

◆PSYC 2301 General Psychology
◆PSYC 2302 Applied Psychology
◆PSYC 2306 Human Sexuality
◆PSYC 2307 Adolescent Psychology
◆PSYC 2308 Child Psychology
◆PSYC 2314 Lifespan Growth and Development
◆PSYC 2315 Psychology of Human Adjustment
◆PSYC 2316 Psychology of Personality
◆PSYC 2317 Statistical Methods in Psychology
◆PSYC 2319 Social Psychology

## SIGN LANGUAGE (AMERICAN)

◆SGNL 1301 Beginning American Sign Language I
◆SGNL 1302 Beginning American Sign Language II
◆SGNL 2301 Intermediate American Sign Language I
◆SGNL 2302 Intermidiate American Sign Language II

## SOCIOLOGY

◆SOCI 1301 Introductory Sociology
◆SOCI 1306 Contemporary Social Problems
◆SOCI 2301 Marriage and The Family
◆SOCI 2319 Minority Studies

## SOCIAL WORK

◆SOCW 2361 Introduction to Social Work
◆SOCW 2362 Social Welfare as a Social Institution

## SPANISH

◆SPAN 1300 Beginning Spanish Conversation I
◆SPAN 1310 Beginning Spanish Conversation II
◆SPAN 1311 Beginning Spanish for Spanish Speakers
◆SPAN 1312 Beginning Spanish II for Spanish Speakers
◆SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
◆SPAN 1412 Beginning Spanish II for Non-Spanish Speakers
◆SPAN 2306 Intermediate Conversational Spanish
◆SPAN 2311 Intermediate Spanish I
◆SPAN 2312 Intermediate Spanish II
◆SPAN 2316 Career Spanish I
◆SPAN 2317 Career Spanish II
◆SPAN 2321 Introduction to Spanish Literature I
◆SPAN 2322 Introduction to Spanish Literature II
◆SPAN 2323 Introduction to Latin American Literature
◆SPAN 2324 Spanish Culture
◆SPAN 2389 Academic Cooperative

## SPEECH

◆SPCH 1311 Introduction to Speech Communication
◆SPCH 1315 Public Speaking
◆SPCH 1318 Interpersonal Communications
◆SPCH 1321 Business and Professional Speaking
◆SPCH 2301 Introduction To Technology and Human Communication
◆SPCH 2333 Discussion and Small Group Communication
◆SPCH 2335 Argumentation and Debate

## CREDIT BY EXAMINATION

Credit given by examination may be earned in all technical courses. Students who have been given grades other than a "W" in the course are eligible for credit by examination unless the course is otherwise unavailable and is required for graduation. Grades for credit by examination are recorded as credit and are not considered in computing grade point averages. The minimum passing score for credit by examination is 80.

Credit earned by students not yet enrolled at STC are held in escrow until the student earns six traditional credit hours at STC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas College may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the school they plan on attending to verify transfer requirements.

Cost of Credit by examination is tuition only (based on the student's residency status). The tuition cost for the course must be paid to the Business office and a receipt presented to the instructor before the student is permitted to take the examination. The instructor must submit the credit by examination form and a copy of the exam to the office of Admissions and Records.

## COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

High school seniors anticipating advanced placement through CEEB Advanced Placement should make arrangements with their counselors to take the proper examination.This should be far enough in advance of their first college semester for their scores to be received by the college and to be evaluated before the first registration period begins. A student must have taken the CEEB within the last five (5) years in order to receive credit.

***Required scores for CEEB credit***

| Subject | Min. Score | STC Course | Hrs. Credit |
|---|---|---|---|
| Biology | 3 | BIOL 1408, 1409 | 8 |
| Environ. Science | 3 | BIOL 2306 | 3 |
| Chemistry Science (A) | 3 | CHEM 1411, 1412 | 8 |
| Computer Science (A) | 3 | COSC 1301 | 3 |
| Economics (Macro) | 3 | ECON 2301 | 3 |
| Economics (Micro) | 3 | ECON 2302 | 3 |
| Eng. Lang./ Comp. | 3 | ENGL 1301, 1302 | 6 |
| Eng. Lang./ Comp. | 3 | ENGL 1301 | 3 |
| Eng. Lang./ Comp. | 4 | ENGL 1301, 2341 | 6 |

***Required scores for CEEB credit***

| | | | |
|---|---|---|---|
| American History | 3 | HIST 1301, 1302 | 6 |
| European History | 3 | HIST 2311, 2312 | 6 |
| Math (AB Cal.) | 3 | MATH 2413 | 4 |
| Math (BC Cal.) | 4 | MATH 2413, 2414 | 8 |
| Physics | 3 | PHYS 1401, 1402 | 8 |
| Political Science | 3 | GOVT 2301, 2302 | 3 |
| Spanish Lang./Lit. | 3 | SPAN 1411 | 3 |
| Spanish Lang./Lit. | 4 | SPAN 1411, 1412 | 6 |

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP Subject Examinations are standardized, 90-minute, multiple-choice tests designed for credit-granting purposes in specific areas. The exams are given by arrangement, and one or two tests can be taken in one day of testing. For a list of test dates, visit the Testing Center. In preparing for the test, the examinee may purchase a publication titled The *official Student Guide for the* CLEP *Examinations*, available in the bookstore, or order one from the College Board using the order from attached to the CLEP Registration Admission Form.An examinee does not have to be enrolled at STC to take a CLEP test on campus; however, no STC credit will be posted to a transcript until the student officially enrolls and earns six (6) hours of academic credit. A student must have taken the CLEP exam within the last five (5) years in order to receive credit.

Individuals planning on transferring to other institutions may take the exams at this center. However, the individual is responsible for checking with the institution at which he or she is planning to enroll to verify which CLEP tests are accepted for credit.

***Required scores for CLEP Subject Examination credit***

| Subject | Min. Score | STC Course | Hrs. Credit |
|---|---|---|---|
| Info. Systems and Comp. Apps. | 50 | COSC 1301 | 3 |
| Accounting | 50 | ACCT 2401,2402 | 8 |
| Biology | 50 | BIOL 1408, 1409 | 8 |
| Business Law | 50 | BUSI 2301 | 3 |
| Chemistry | 50 | CHEM 1411, 1412 | 8 |

CLEP continued on next page

| *Required scores for CLEP Subject Examination credit* | | | |
|---|---|---|---|
| Economics/ Micro. | 50 | ECON 2302 | 3 |
| Economics/ Macro. | 50 | ECON 2301 | 3 |
| Composition | 50 | ENGL 1302,1302 | 6 |
| Spanish | 65 | SPAN 1411, 1412 | 6 |
| Analy. and Interp. of Lit. | 50 | ENGL 2341 | 3 |
| American Lit. | 50 | ENGL 2326 | 3 |
| English Lit. | 50 | ENGL 2321 | 3 |
| American History | 50 | HIST 1301, 1302 | 6 |
| Western Civ. | 50 | HIST 2311, 2312 | 6 |
| College Algebra | 50 | MATH 1414 | 4 |
| Calculus | 50 | MATH 2413, 2414 | 8 |
| Psychology | 50 | PSYC 2301 | 3 |
| Sociology | 50 | SOCI 1301 | 3 |
| College Mathematics | 50 | MATH 1332 | 3 |
| Principles of Management | 53 | TMGT 3305 | 3 |
| Principles of Marketing | 53 | TMGT 3000 (upper-level elective) | 3 |
| Intro. to Business Law | 54 | TMGT 3336 | 3 |

# GRADING SYSTEM

The following grading system is used at South Texas College:

| Grade | Interpretation | Grade Points Per Sem. Hour |
|---|---|---|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Minimum Passing | 1 |
| F | Failing | 0 |
| I | Incomplete | Not Computed |
| W | Withdrew | Not Computed |
| AUD | Audit | Not Computed |
| CR | Credit Given for | Not Computed |
| N | Non-Credit | Not Computed |
| S | Passing | Not Computed |
| P | Passing | Not Computed |
| NP | Not Passing | Not Computed |
| IP | In Progress | Not Computed |

Certain grades are utilized in particular courses. Each course syllabi will indicate the grades that may be issued in the course.

The grade of "I" (for Incomplete) may be given by an instructor in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted. The student must complete all of the objectives as dictated by the instructor by the end of the next long (Fall or Spring) term. Failure to complete all requirements by the end of the next long (Fall or Spring) term will result in a final grade of “F” or “NP” for the course.

With the exception of the "I", all grades are considered final unless College error is involved. In the event of a grade dispute, an appeal process is provided.

In the case of a repeated course, the last grade received will be used for degree plan requirements as applicable and as part of the student’s cumulative grade point average.

South Texas College accepts the responsibility to establish and maintain standards of excellence in the courses taught and to subscribe to the following principles:

1. We recognize the need for consistency and fairness in the evaluation of student performance.

2. We fully recognize the need to maintain public confidence in the academic integrity of the College.

# SCHOLASTIC PROGRESS STANDARDS

In an effort to promote student success, South Texas College has established categories of students based on the student's scholastic progress.

Students are expected to meet academic standards for coursework completed at South Texas College. Students who fail to maintain a cumulative grade point average of 2.00 (C average) are considered scholastically deficient and will be placed on early academic alert, mandatory intervention or academic suspension as appropriate. All grade points earned by a student will be included in the computation of the current semester grade point average. All grade points earned by a student, including developmental courses and the College Success course, will be included in the computation of the cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The scholastic progress standards for students attending the College are as follows:

| LEVEL OF ACADEMIC STATUS | GPA CRITERIA |
|---|---|
| Good Standing | Cumulative GPA is 2.00 or above |
| Early Academic Alert | Cumulative or current semester GPA, including developmental coursework, below 2.00. |
| Mandatory Intervention | Previously on Early Academic Alert and current semester GPA is below 2.00. |
| Academic Suspension | Previously on Mandatory Intervention and current semester GPA is below 2.00. |

Good Standing, Early Academic Alert, Mandatory Intervention, and Academic Suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester grade point average, including developmental studies and College Success coursework. Academic suspension may last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

***Early Academic Alert***
Early Academic Alert is a system of monitoring student grades in all South Texas College courses in order to identify those who are experiencing difficulty in making satisfactory progress. Early Academic Alert occurs at the end of any semester when a student's current semester GPA drops below 2.00.

Mandatory Intervention is a system of monitoring student grades in all South Texas College for students placed on Early Academic Alert in order to identify those who continue to experience difficulty in making satisfactory progress. Mandatory Intervention occurs at the end of the semester following Early Academic Alert when a student's current semester GPA remains below 2.00.

***Academic Suspension***
Academic Suspension is a system of forced interruption in attendance at the College in those instances where a student is unable to maintain satisfactory academic progress. Academic Suspension occurs when the student who has previously been on Mandatory Intervention fails to earn a 2.00 in the current semester.

***Readmission After A Period of Suspension***
After a period of scholastic suspension, a student may be readmitted on academic probation. Before readmission under probationary status, the suspended student must report to office of Counseling and Advising for an academic counseling interview.

A student on academic suspension who raises their cumulative GPA to 2.00 or higher can be reinstated in good standing following application to the office of Admissions and Records. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a failing grade.

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Scholastic Appeals Committee in care of the Counseling and Advisement Center.

All students are responsible for knowing whether they are eligible to continue at the College. An ineligible student who nevertheless registers shall be dropped and cannot attend classes. Students shall not receive special consideration for lack of knowledge of scholastic status, regardless of whether the student registered and paid fees.

## DEVELOPMENTAL STUDIES PROGRAM

South Texas College offers students the opportunity to develop college-level skills in mathematics, reading, writing and college success.

Based on the results of an Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, and/or THEA, students are placed in the appropriate Developmental Studies courses if the courses are required.

Students who do not pass one of the state-required Alternative Exam(s) must continue to remain in Developmental Studies courses (in which deficiencies have been identified) until they pass all three sections of an Alternative Exam.

Failure to remain in a Developmental Studies course will result in the students' compulsory withdrawal from all college courses.

The Center for Learning Excellence is another means by which Developmental Studies students receive individualized tutoring in most subject areas.

The Center for Learning Excellence is equipped with computer, printers and software for those students who need to work on college papers or prepare for an Alternative Exam (ACCUPLACER, ASSET, COMPASS, and/or THEA).

## STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

South Texas College shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within one week after the absence.

A student who is excused may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

The student must notify the instructor(s) in writing of the proposed absence using a form provided by the institution no later than the 15th day of the fall or spring semester and the fifth day of the summer term, during which the approved absence is being requested.

In some cases, a letter of verification of the observed holy day from the religious institution may be required. Forms are available in the office of Admissions and Records at each campus.

# ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. In some cases, an instructor will have additional attendance guidelines with administrative approval which will be consistent with the fundamental policy but will fulfill individual course requirements.

The policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. The attendance policy is effective on the first official day of classes.

*The South Texas College policy states:*

As a premier learning-centered higher education institution, student attendance and participation is paramount to academic success; therefore, regular and punctual attendance in class and laboratories is expected of all students.

It is the student's responsibility to communicate with the faculty member concerning any absence as specified by the respective course syllabus. The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.

Dropping a course is the responsibility of the student and not taking the appropriate steps may result in an "F" for the course.

In addition to Division based guidelines related to attendance, faculty may drop students, prior to the withdrawal deadline when, in the opinion of the faculty, the student would have difficulty in successfully completing the course.

# STUDENT CODE OF CONDUCT

Detailed information regarding South Texas College's expectations for students is presented in the Student Code of Conduct.

The Student Code of Conduct is an articulation of South Texas College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

The Student Code of Conduct is available in the Student Handbook, which can be found online at studentservices.southtexascollege.edu/studentlife or by contacting the Conflict Resolution Center at 956-872-2180.

# ACADEMIC HONORS

## HONORS PROGRAM

The South Texas College Honors Program is designed to provide progressive opportunities for study and innovative challenges to students who are highly motivated, intellectually gifted, academically well-prepared, and/or exceptionally creative.

The program offers unique opportunities for enrichment that will enhance and encourage intellectual curiosity, good citizenship, and leadership skills. Students participating in the challenging standards of this program will be formally recognized and will receive assistance with transfer opportunities.

### Admission Requirements

Students must apply for admission to the Honors Programs and once accepted they must sign an Honors Program Student Course Contract. Applications may be obtained from the Honors Program Coordinator. Each application will be reviewed and admission determined by the Honors Program Coordinator. Students may apply at any time during the academic year. For further information about the Honors Program, contact the Academic Excellence Office 956-872-2246.

To be eligible to apply for the STC Honors Program, students currently enrolled at STC must be THEA complete and must have a cumulative college GPA of 3.25 on transferable courses only. Students entering STC following graduation from high-school must have a cumulative high-school GPA of 3.5. To apply, the student must: 1. Submit a complete Honors Application; 2. Submit STC transcript; 3. Meet with the Honors Program Coordinator.

All Honors Program students will receive advising, scheduling, and consultation within the Honors Program.

### Curriculum Structure

### Honors Instruction

The Honors Curriculum is concentrated in coursework designated as STC Core Curriculum and Bachelors of Applied Technology required courses at South Texas College.

The Honors Program provides each student with an Advising Plan, the outline of which is determined by the program of study chosen by the student. Each Advising Plan is outlined by semester and suggests Core Curriculum or junior and senior level coursework and field of study coursework to be taken prior to graduation.

The Honors Curriculum will be presented to students in specially designed Honors class sections. Each Honors section is limited in enrollment, instructed by specifically chosen instructors, and incorporates enrichment activities or thematic exploration.

## HONORS PROGRAM GRADUATION

Students, who have applied for an Associate degree and have completed 12 hours of Core Curriculum Honors courses and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

Students, who have applied for the Bachelors of Applied Technology degree and have completed 18 hours of BAT Curriculum Honors courses (including Capstone) and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

## PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students.

To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Each fall and spring semester invitation for membership is extended by the Beta Epsilon Mu Chapter to students who are currently enrolled, have completed at least 12 academic transferrable hours of coursework leading to an associate degree, and have a cumulative GPA of 3.5 or higher (transferable courses only).

For further information, contact STC's Chapter advisor Dr. Kevin Peek at 872-2665 or co-advisor Willie Johnson at 872-2650.

## VALLEY SCHOLARS PROGRAM

The Valley Scholars Program was established in 1997 to recognize and promote academic excellence by providing financial assistance, academic support services, mentoring, and leadership development. The program provides a foundation that empowers students to excel in their academic achievements and to become leaders that will make significant contributions to their communities.

Valley Scholars are Hidalgo and Starr County high school graduates in the top 10 percent or within a 90 percent grade point average. Students in the program receive a scholarship, individualized registration and advisement, academic excellence workshops, annual college tours, employment and leadership opportunities on campus, and transfer scholarship opportunities.

Eligibility for the program is contingent on students being enrolled at the college on a full time basis, maintaining a GPA of 3.25 each semester, and participating in scholastic and leadership activities. Importantly, the program also requires students to be actively engaged in community service projects. All community service projects are structured and utilize the team concept as a motivational tool.

The Valley Scholars immediately create a natural learning community that studies and works together and is able to build on the synergy of high expectations and team leadership.

For further information about this program, contact the Academic Excellence Office at 872-6440.

### PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

The President of South Texas College awards a $1,000 scholarship to the graduating student who has served as a source of inspiration to his/her fellow students and to faculty and staff as a result of his/her accomplishments in spite of adversity.

### PRESIDENT'S HONOR LIST

South Texas College recognizes students with high academic achievement by naming them to the President's Honor List. To receive this honor, a student must be enrolled in 12 or more credit hours and must have earned a grade point average (GPA) of a 4.0 on a 4.0 scale for the semester.

### VICE PRESIDENT'S HONOR LIST

South Texas College recognizes students with high academic achievement by naming them to the Vice President's Honor List. To receive this honor, a student must be enrolled in 12 or more credit hours and must have earned a grade point average (GPA) of at least 3.5 on a 4.0 scale for the semester.

# EDUCATIONAL PROGRAMS

## CERTIFICATE PROGRAMS

Certificate programs are workforce education programs consisting of 15-59 semester credit hours.

Certificate programs are designed to prepare students with the competencies necessary to enter a technical or professional field and are normally a building block toward an A.A.S. degree.

Level One Certificates consist of 15-42 semester credit hours and are Texas Success Initiative (TSI) exempt although all certificate programs require a basic skills assessment.

Level Two Certificates consist of 43-59 semester credit hours and require completion of TSI Alternative Exam for graduation.

## ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

An Associate of Applied Science degree is awarded upon completion of a prescribed program of study of 60-72 semester credit hours in a technical or professional field. A.A.S. curricula are designed to enable the student to master competencies required to enter an occupation with marketable skills upon graduation.

- *Specialization*
  Some A.A.S. degrees offer curricula variations that allow students to specialize.

  The specialty does not result in a different A.A.S. degree, but allows the student to focus on a specific area within their chosen field.

- *General Education Requirements*
  All workforce education students at STC are required to complete 15 semester credit hours in general education courses before receiving an A.A.S. degree.

  These 15 hours of general education courses must include at least one course in each of the following three areas: humanities/fine arts; social/behavioral sciences; and mathematics/ natural sciences.

# TRANSFER PROGRAMS

## BACCALAUREATE PROGRAMS

South Texas College currently offers a Bachelor of Applied Technology (B.A.T.) in Technology Management and Computer and Information Technologies.

The B.A.T. In Technology Management consists of the 45 semester-credit-hour Core Curriculum, 30 semester-credit-hours of lower-division technical specialty courses, and 45 semester-credit-hours of upper-division coursework in Technology Management.

The B.A.T. In Computer and Information Technologies consists of the 45 semester-credit-hour Core Curriculum, 39-40 semester-credit-hours of lower-division technical specialty courses, and 36 semester-credit-hours of upper-division coursework in Technology Management.

## ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE (A.A. AND A.S.)

The Associate of Arts and Associate of Science degrees are designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution.

The curricula in this catalog will satisfy the requirements of most four-year institutions. However, students must consult the catalog of the institutions to which they wish to transfer to determine the specific requirements of the receiving institution.

Formal articulation agreements have been established with several other institutions to facilitate the transfer of credit. For more information, consult your advisor.

- *Core Curriculum*
  The Core Curriculum includes the courses in communication, mathematics, natural sciences,

humanities, visual and performing arts, social and behavioral sciences, and computer science. All students are required to complete before receiving an A.A. or A.S. degree.

If a student successfully completes the entire 44-45-semester-credit-hour core curriculum at STC, that block of courses may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum.

- *Field of Study Curriculum*
  The Field of Study Curriculum includes a set of courses that will satisfy the lower division requirements for a baccalaureate degree in a specific academic area.

  A student, who does not plan on earning a degree from South Texas College, but plans on transferring to a senior college or university, should follow the appropriate degree plan from the receiving institution.

# GRADUATE GUARANTEE

Subject to the conditions listed below, South Texas College guarantees that students earning the Certificate of Completion, Associate of Applied Science Degree, or Bachelor of Applied Technology, will have the job skills necessary for entry level employment in the technical field for which they have been trained. If an employer judges the graduate as lacking in skills identified as exit competencies for the program of study, the graduate will be provided up to 12 tuition free credit hours of additional training.

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.

2. The graduate must have completed the degree or certificate program with the College (with 75% of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology.

3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, program chair, counselor, and 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 to those classes regularly scheduled during the period covered by the retraining plan.

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 is 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.

11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.

12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

# GRADUATION REQUIREMENTS

South Texas College awards the Bachelor of Applied Technology, Associate of Art and Associate of Science degrees, Associate of Applied Science and the Certificate of Completion.

A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation.

## GRADUATION CEREMONY AND APPLICATION

The ceremony for graduation is held in May or at such other times determined by the Board based upon the needs of the College.

An application for graduation must be submitted to the Office of Admissions 4 weeks prior to the end of the fall or spring semester or 30 days prior to the end of the summer term in which the degree/ certificate is to be conferred.

A preliminary degree check will be made at that time. Although participation is optional, graduates are strongly encouraged to participate in the ceremony so that faculty and staff may publicly express their congratulations to each student.

Those who have satisfied the following requirements may be graduated.

## BACHELOR OF APPLIED TECHNOLOGY

To be awarded the Bachelor of Applied Technology, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a 4 year Bachelor of Applied Technology program as specified in the College catalog. Developmental, other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology granted by STC.

3. Maintain a minimum average of “C” (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of “C” (2.0 G.P.A. in all other courses).

4. Pay all debts to the College prior to graduation

## ASSOCIATE OF ART

To be awarded the Associate of Art degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Art program as listed in the catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AA granted by STC.

3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

## ASSOCIATE OF SCIENCE

To be awarded the Associate of Science degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for an Associate of Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AS granted by STC.

3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

## ASSOCIATE OF APPLIED SCIENCE

To be awarded the Associate of Applied Science degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a 2 year Associate of Applied Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AAS granted by STC.

3. Maintain a minimum average of “C” (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

## CERTIFICATE OF COMPLETION

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.

2. Accreditation requirements mandate that at least 25% of the required semester credits be STC courses.

3. Maintain a minimum average of a “C” (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.

4. Pay all debts to the College prior to graduation.

## COURSE SUBSTITUTIONS

Course Substitution Forms are available in the Office of Admissions and Records. All course substitutions must be initiated at the departmental level.

The Program Chair of the student’s major will complete and approve the Course Substitution Form and forward it to the Program Chair of the course owner for review and approval. Then, the Dean of the course owner will review, approve and forward it to the office of Admissions and Records for processing.

# SUPPORT SERVICES

# STUDENT SUPPORT SERVICES PROGRAMS

The office of Student Support Services reflects South Texas College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. The staff at the office of Student Support Services help achieve academic success through the following services: academic advisement, career and personal counseling, special services for students with disabilities, and assistance to special populations.

## COUNSELING SERVICES

Life situations at times require professional assistance. At South Texas College, counselors provide many services designed to help students attain educational, career, and personal goals.

## INDIVIDUAL AND GROUP COUNSELING

***Academic Counseling***

- One-on-one attention
- Assessment, goal-setting and orientation
- Study skills assessment and training
- Referrals to appropriate services
- Academic Probation/Suspension

***Career Counseling and Transfer Assistance***

- Assistance in choosing a career that is compatible with the student's interests, personality traits, work values, and abilities.
- Vocational assessment is available through the online program called Career Cruising, as well as other instruments.
- Assistance in selecting courses and gaining information about transferring to other institutions.
- Through the Transfer Track Program, representatives from other institutions visit STC and meet with students.

***Personal Counseling***

Assistance in resolving crisis or personal issues interfering with educational success such as:

- Becoming comfortable in a college setting;
- Making personal, educational, and career choices;
- Taking control of one's life;
- Reducing stress;
- Time-Management;
- Setting goals;
- Eliminating self-defeating behavior;
- Esteeming oneself and others;
- Asserting oneself;
- Coping with crisis;
- Dealing with loss;
- Managing anger;
- Dealing with eating disorders;
- Surviving past physical, emotional, and sexual abuse;
- Coping with alcohol and drug abuse;
- Enhancing relationships;
- Adjusting to cultural diversities;
- Enhancing social skills.
- Fiscal responsibility (Credit Smart)

***Special topic Presentations, Workshops and National Mental Health Screenings***

- Academic Study Skills Workshops
- Life Skills Workshops
- Career Planning Workshops
- Americans with Disabilities Act (ADA) Awareness Day
- Safe Spring Break Campaign
- National Depression Screening Day
- National Alcohol Screening Day
- National Eating Disorders screening Day

The Counseling Center offers students and the campus community a variety of professional services including those listed above. Most services are pre-paid through your student service fee. These services are offered in a confidential atmosphere where the student may discuss concerns that are important to their educational and personal success.

Counselors are available during the day on a walk-in or appointment basis; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Nursing and Allied Health Campus, Technology Campus, Mid-Valley Campus, and Starr County Campus locations. Schedules vary at each location so students should call (956) 872-8372 or 1-800-742-7822 to inquire about office hours and appointments.

***Providing Academic Support to Students (PASS)***

PASS began in 1993 as Project HOPE with the goal of assisting single mothers complete a postsecondary education by helping them pay for childcare. As the program grew it became apparent that our participants had a variety of needs ranging from financial to academic and emotional. The program grew to accommodate those needs and became known as the together In Achievement (TIA) and Striving towards A Non-traditional Degree (STAND) programs. Demand for the services that TIA and STAND provided grew to such an extent that in the fall of 2000 it was expanded to include all Technical/Vocational majors and was re-named PASS.

Today, the PASS Program which is funded by a grant from the Texas Higher Education Coordinating Board with funds from the Carl D. Perkins Career and Technical Education Act of 2006 focuses on the following:

- Career and Technical Education programs
- Retention and Transfer
- Elimination of barriers to special population students (single parents, displaced homemakers, non-traditional students, economically disadvantage, and an individual with a disability).
- Graduation

PASS provides specialized case management services for students with career and technical education majors, Associate of Applied Science majors, or Certificate majors. CTE are evaluated upon entering the program and placed into one of three risk categories based on their THEA or Accuplacer status. The PASS program is able to assist eligible students in the following areas:

- Case Management
- Career/Academic Advising
- Registration
- Referral Services
- Child Care Assistance (Enrolled Full-Time)
- Lending Library (Textbook Assistance)

For more information, visit Pecan Campus, Bldg. K 2.200, or call (956) 872-6489.

### dis-ABILITY SERVICES

Students or prospective students requiring special accommodations should contact the DSS office at (956) 872-2173. Accommodation requests must be in writing. Students are required to provide documentation to verify his/her disability before accommodations are provided.

Services and accommodations as required by the Americans with Disabilities Act may include: assessment for special needs, academic advisement, short-term personal counseling, assistance with the admission process, registration, financial aid application, applications for THEA accommodations, academic appeals, arrangements for sign language interpreters, tutorial assistance, the use of provision of adaptive equipment, readers, scribes, instructional/ testing/classroom modifications, liaison between students, faculty, staff and others, and referral services to other STC departments or outside service providers. STC is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran students in accordance with the Americans With Disabilities Act of 1990, Section 504 of Rehabilitation Act 1973, and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

## ACADEMIC ADVISEMENT

The office of Student Support Services will be proactive in helping students through the process of academic advising which will result in the accomplishments of short-term and long-term goals. The most critical success factors for a case management approach for the academic advising program at South Texas College will be connection, motivation, caring and persistence. These success factors will be core values the department will adhere to.

STC provides academic advisement to students at the Advisement Center and through designated division advisors in the appropriate division, department, or program. It is very important that new, transfer, and undeclared major students (prior to registration) contact the Advisement Center for assistance with degree plan maintenance and course selection.

***Student Success Specialists***

All STC students with a declared major are encouraged to meet with their respective student success specialist before registering to discuss course selection and preparation of degree plans. The retention specialists serve as liaisons between Instructional Divisions and Student Support Services. Student success Specialists also provide specialized divisional advising, off-site advising, degree plans specific to the division, and graduation requirements. The following is a list of Instructional Divisions for which student success specialists will assist you in.

- Math and Science
- Business and Technology
- Liberal Arts and Social Sciences
- Distance Education Programs

Some of the services offered by the Advisement Center:

- Help in preparing academic time-lines and course selection, if needed.
- Periodic checks of degree or certificate completion are encouraged.
- Help in choosing a major/minor.
- Point of contact for new and transfer students
- Referrals to appropriate services
- Selection of appropriate courses and other educational experiences

  NOTICE: The student is responsible for seeking academic advisement, for knowing and complying with STC's assessments and the State of Texas Texas Success Initiative Rule (TSI) requirements of their declared degree or certificate program, and for taking courses in the proper sequence to ensure progress toward his/her educational goals.

**(956) 872-8372 / 1-800-742-7822**

Please call one of the numbers listed above for immediate answers to all your advising situations. The receptionist answering your call will direct you to an available advisor. Students are encouraged to call for an appointment, however, advisors are available for walk-ins on a first come first serve basis.

## SPECIAL PROGRAMS

The mission of the office of Special Programs is to encourage and assist people who are traditionally under-represented in post-secondary education because of income, family educational background, disability, or other relevant federal, state, or institutional criteria, in the preparation for, entry to, and completion of a post-secondary education.

In fulfillment of this mission, this office administers the PASS, JOB, and Upward Bound programs and seeks out other funding sources to establish programs that will promote retention of STC students and provide them with other services which may assist them in receiving a certificate or degree, or in transferring to a four-year institution.

***Upward Bound and GEAR UP***

South Texas College actively seeks to promote post secondary education as an option for high school and middle school students. As part of this initiative, the College is an active participant in the federally funded Upward Bound and GEAR UP programs. STC's Upward Bound Program offers a six-week summer academic program, supplemental instructional classes on twenty

Saturdays during the school year for qualified students at Roma High School. These classes are designed to help prepare students for college.

In coordination with Region 1 Education Service Center, STC provides workshops, supplemental instructional programs, career awareness programs, and parental involvement programs to middle schools participating in Region 1's GEAR UP program.

## STUDENT I.D. CARDS

All students are responsible for obtaining an identification card at the time of initial registration with the college. Students should carry it at all times as it must be presented when cashing checks, paying fees, requesting transcripts, and utilizing library services.

Student identification cards are issued to students free of charge. The identification card replacement fee is $10.

Student identification cards are available at campus Student Information Centers district wide.

## HEALTH SERVICES

South Texas College does not provide health care services. The College is close to several health care facilities and will utilize the 911 system in an emergency situation.

## STUDENT RIGHTS AND RESPONSIBILITIES

As a premier learning-centered higher education institution, South Texas College is committed to academic integrity and standards of excellence of the highest quality in all courses and programs and to providing an environment that fosters the educational process and the well-being of the campus community.

South Texas College recognizes that student success is a shared responsibility between the student and the College. Students attending South Texas College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is paramount to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending South Texas College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, South Texas College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider manifestly unjust or improper.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding South Texas College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of South Texas College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

The Student Code of Conduct is available in the Student Handbook, which can be found online at http://studentservices.southtexascollege.edu/studentlife or by contacting the Conflict Resolution Center at 956-872-2180.

## OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

South Texas College recognizes that contagious diseases are a serious threat to public health and is committed to encouraging an informed and educated response to issues and questions concerning these diseases.

No individual with Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities.

Students with HIV or HBV infection may attend any STC function or event as long as they are physically and mentally able to participate, perform assigned work and pose no health risks to others.

All information regarding the medical status of South Texas College faculty, staff and students is confidential. Contact the office of Counseling and Advising for additional information or call (956) 872-8372.

# CLINICAL REQUIREMENTS OF NURSING AND ALLIED HEALTH PROGRAMS

Before assignment to a clinical or cooperative study, a student must have on file with the Clinical Affairs Specialist all of the following:

- Proof of required immunizations:
  - MMR
  - Hepatitis B
  - Tdap (Tetanus/diphtheria/pertussis)
  - Varicella
  - Current T.B. test results (yearly)-if positive, chest X-ray required every 2 years
- Proof of Health Insurance or Accident Insurance
- Current Infant-Child-Adult CPR certification (Healthcare Provider from the American Heart Association)
- Current Malpractice Insurance of at least $1 million available through STC. Contact the Program Chairperson for more information.
- Criminal background check clearance
- Drug and alcohol screening

# IMMUNIZATION REQUIREMENTS

The following immunizations are required for all students enrolled in health-related courses which will involve direct patient contact in medical settings.

Students for whom these requirements are not applicable are strongly encouraged by the institution to obtain them for their own protection.

- Measles, Mumps and Rubella (MMR): Proof of Immunization as defined by the Texas Department of Health Standards or proof of Immunity by disease.
- Tetanus/Diphtheria/Pertussis (Tdap): Proof of "booster" dose administered within the last 10 years.
- Hepatitis B Virus (HBV): Written certification of serological immunity to HBV or completed series of HBV vaccinations
- Chicken pox (Varicella) proof of immunity by disease or immunization.

Students enrolled at STC will assume full cost of any immunizations.

Inquiries concerning any exemptions to these requirements should be directed to the Dean of the Nursing and Allied Health Programs.

# BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution.

It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year.

There is a treatment, but those who survive may develop severe health problems or disabilities.

***What are the symptoms?***

- High fever, severe headache, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea, lethargy or seizures.
- There may be a rash of tiny, red-purple spotscaused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

***How is Bacterial Meningitis diagnosed?***

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

***How is the disease transmitted?***

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

***How do you increase your risk of getting Bacterial Meningitis?***

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

***What are the possible consequences of the disease?***

- Death (in 8 to 24 hours from being perfectly healthy to dead)
- Coma
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Gangrene
- Limb damage that requires amputation (fingers, toes, arms, legs)
- Convulsions

***Can the disease be treated?***

- Antibiotic treatment, if received early, cansave lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  -Those living in close quarters
  -College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe-most common side effects are redness and minor pain at injection site for up to 2 days.

***How can I find out more information?***

- Contact your own health care provider
- Visit www.cdc.gov/meningitis/about/faq.html

# VOLUNTARY STUDENT HEALTH INSURANCE

South Texas College makes available to all enrolling students health and accident insurance coverage. Such coverage is voluntary and must be purchased by the student each semester.

Coverage terminates at the end of every semester. As with most insurance coverage, the policy will not cover 100 percent of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students have the following options in regard to insurance purchase:

a. Have their own insurance (BCBS, Aetna, Medicaid, Medicare, VA, ect.)

b. Purchase the STC policies (insurance must be purchased on line at www.sas-mn.com)

c. Accept full financial responsibility for expenses from an accident and/or sickness (students must have insurance they don't have an option if they want to purchase or not)

For further information please contact the Cashier's office.

# FINANCIAL AID

Education after high school costs time, money, and effort. It's a big investment, and you should carefully evaluate the school you are choosing.

South Texas College has elected to participate in the following U.S. Department of Education Title IV programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study Program

South Texas College also receives state assistance from The Texas Higher Education Coordinating Board. For more information visit www.collegeforalltexans.com

Grants are financial aid you do not have to repay. The Work Study Program lets you work and earn money to help you pay for school.

## GENERAL INFORMATION

***Student Eligibility***

To receive aid from the federal student aid programs you must:

1. Fill out a Free Application for Federal Student Aid (FAFSA)

2. Meet all Department of Education eligibility requirements including but not limited to:
   a. Have financial need
   b. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit ATB). Please see Admissions Requirements for more information on ATB benefits.
   c. Register with the Selective Services, if required.
   d. Be a U.S. citizen or eligible non-citizen.
   e. Have a valid Social Security Number.

3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.

4. Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP).

***Financial Need***

When you apply for federal student aid, the information you report on the FAFSA is used in a formula established by the U.S. Department of Education. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you will be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements.

There is not a maximum EFC that defines eligibility for the other financial aid programs. Instead, your EFC is used in an equation to determine your financial need:

Cost of Attendance
- Expected Family Contribution (EFC)
= Financial Need

To determine your need for aid other than Federal Pell Grant, the calculation to determine unmet need is:

Cost of Attendance
- EFC
- Pell Grant and any other Financial Aid
= Unmet Need

***Dependency Status***

When you apply for Federal Student Aid, your answers to certain questions will determine whether you are considered dependent on your parents. If you are considered dependent on your parents, you must report their income information and assets as well as your own. If you are considered independent, you must report only your own income information and assets (and those of your spouse, if you are married).

Students are classified as dependent or independent because Federal Student Aid Programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post secondary education.

You are an independent student if at least one of the following applies to you:

- You were born before January 1, 1988 for the 2011-2012 (July 1, 2011 to June 30, 2012) Federal Award Year, or January 1, 1989 for the 2012-2013 (July 1, 2012 to June 30, 2013) Financial Aid Award Year
- You will be working on a master's or doctorate program on the award year you are applying for (beyond a bachelor's degree)
- You are married
- You have children or dependents other than a spouse
- You are an orphan or were a ward of the court (until age 18)
- You currently serving on active duty in the U.S. Armed Forces for purposes other than training or
- You are a veteran of the U.S. Armed Forces
- You are an emancipated minor
- You are or were in legal guardianship
- You are homeless or at risk of being homeless, unaccompanied youth

If you think you have unusual circumstances that would make you independent even though none of the above criteria applies to you, please review the Dependency Override information in the Professional Judgment section of this catalog and talk to a financial aid representative. He or she will advise you on how to put together your case for review by the Financial Aid Appeals Committee. The committee reviews all requests from students for changes in dependency status. All decisions made by the committee are final.

## APPLYING FOR FAFSA AND RENEWAL FAFSA

***The Free Application for Federal Student Aid (FAFSA)***

The FAFSA is made available each year by the U.S. Department of Education to determine student eligibility for financial aid. The form must be filled out completely and correctly for a student's eligibility to be calculated correctly. Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area.

When you apply, you should have certain records on hand. These records are listed on the application. You should save all records and all other materials used in completing the application because you may need them later to verify the information you reported is correct.

You should make a copy of your application (or print out a copy of your FAFSA) before you submit it. This way, you have a copy of the data you submitted for your own records, so be sure you keep all documents and be sure the information you report is accurate.

***Renewal FAFSA***

If you applied for federal student aid this past school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA) online.

If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information you provided in the previous year. You will have to write in some new information and update information that has changed (for example, family size, and income). Check with the Office of Financial Aid if you have questions about the Renewal FAFSA.

## WAYS TO SUBMIT A FAFSA APPLICATION TO THE U.S. DEPARTMENT OF EDUCATION

***By Mail***

If you apply by mail, your application will be processed in approximately four weeks. You will receive a Student Aid Report (SAR) by mail. At that time, the SAR will list the information you provided on your application, and any questions that the U.S. Department of Education may have in response to your application. Each school you listed on the application may also receive your application information if the school can receive the information electronically.

If it has been more than four weeks since you mailed in your application and you have not received a response, visit the STC Financial Aid office and we can check on your application, or you can check yourself by calling 1-800-433-3243. TTY users may call 1-800-730-8913. You can also check online at: www.fafsa.ed.gov

***Through the WEB***

**File Using FASFA on the WEB**

Personal computers are located in the STC Labs where you can apply online at www.fafsa.ed.gov. If you apply through the WEB, your application will be processed 7 to 14 days faster than if you mail in a paper FAFSA. The Department of Education will not accept any applications without either a signature page with original signatures from the student and a parent (if required), or a PIN, which is an electronic signature that the Department of Education assigns to you. If you don't already have a PIN, apply for one now at www.pin.ed.gov. If you are a dependent student, your parents should also apply for a PIN now so that they can electronically sign your FAFSA. Your PIN will be e-mailed to you within 1 to 5 days. If you don't provide a valid e-mail address, your PIN will be mailed to you within 7 to 10 days. Your PIN should not be shared with anyone, even if someone else completes your FAFSA/Renewal FAFSA for you.

### WHEN DO I APPLY?

Apply as soon as possible AFTER January 1. (You can not apply before this date.) It is easier to complete the application when you have your federal income tax return forms completed, so you should file your taxes as early as possible. Do not sign, date, or submit your application before January 1. If you apply by mail, send your completed application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

*NOTE: You must reapply for federal aid every year. Check with your new school to find out what steps you must take to continue receiving aid.*

## THERE ARE NO EXCEPTIONS TO THESE DEADLINES.

### APPLICATION SUBMISSION DEADLINES

Whether you apply online or by mail, the U.S. Department of Education (DOE) application processor must receive your application by June 30, 2010 for the 2009-2010 school year and June 30, 2011 for the 2010-2011 school year for the application to be processed. The STC Office of Financial Aid must receive your processed application information from the U.S. Department of Education by your last day of enrollment in the school year for which you are applying for awards.

*NOTE: If you are selected for verification, additional deadlines apply to you. Your Financial Aid Administrator can tell you what they are.*

Apply each year AFTER January 1. (Do not sign, date, or send your application before this date).

### WHAT HAPPENS AFTER I APPLY?

As soon as your application has been processed by the U.S. Department of Education and sent to STC, the Student Financial Services office will set up a student account and evaluate the student's application. At this point, one of three things may occur.

1. The STC Student Financial Services office will post your award(s), you will be notified via email to check your JagNet account. This happens when your financial aid application is complete and there are no unresolved eligibility issues, or;

2. You will be notified via email to log in to your JagNet account to view documents that need to be provided or conflicts that may need to be resolved. This occurs when there are issues/questions that need to be resolved before your eligibility may be determined. Approximately 45 percent of the applications submitted to STC have issues/questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;

3. The U.S. Department of Education may determine for one of several possible reasons that you are not eligible for Federal Student Aid. This does not mean that you are not eligible for scholarships or state aid. If you are interested in any of these types of aid, you should inquire with the Student Financial Services office so they can determine whether or not you are eligible for one of these other sources of aid.

### APPLICATIONS WHICH ARE QUESTIONED BY THE U.S. DEPARTMENT OF EDUCATION

The U.S. Department of Education performs several matches of the information that students provide on the FAFSA/Renewal FAFSA form with national databases, including:

- The Selective Service Administration
- The Department of Homeland Security
- The Social Security Administration
- The Department of Justice
- The National Student Loan Data System
- The Veterans Administration

If any of the information that is provided on the application is not consistent with the data that is on these databases, or if these agencies have any information that is relevant to your financial aid eligibility, the U.S. Department of Education will alert STC and the issues/questions will have to be resolved before your eligibility can be confirmed.

### VERIFICATION

***Selection of Students for Verification***

The U.S. Department of Education (DOE) selects Free Application for Federal Student Aid (FAFSA) applications at random, for verification. In addition, DOE or South Texas College may select a student for verification if the information submitted appears to be incorrect or fraudulent.

The Student Financial Services Office (SFSO) at South Texas College verifies all financial aid applications for students who are selected for

verification by the U.S. Department of Education who attend South Texas College during the Award year in which they are selected. In addition, South Texas College reserves the right to select additional applications as deemed appropriate by the Financial Aid Professionals.

Students who are selected for verification must submit the required documentation to the STC Student Financial Services Office (SFSO) 30 (thirty) days before they expect to have the verification resolved and their account cleared for disbursement. The STC SFSO will endeavor to review verifications sooner than 30 days after submission, but during peak times this may not always be possible. The STC SFSO will continue to accept and review verification information until the Department of Education's published correction deadlines for each award year.

***If the Documentation is Not on Time***

If the student does not submit documentation in time for any changes to be confirmed by DOE, South Texas College is not responsible for any eligibility lost. It is the student's responsibility to provide documentation in a timely manner so that deadlines can be met.

***Acceptable Documentation***

Below is a list all acceptable documentation and forms used:

- Verification Worksheets. These forms are available on the Internet at http://studentservices.southtexascollege.edu/finaid/forms/index.html

- Federal Income Tax Forms for all people whose income information is required by the U.S. Department of Education.

- In cases where a conflict is perceived, STC Student Financial Services Office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets from the student. This proof will vary by agency. For example:
  - Untaxed Income Sources
  - Unemployment Benefits-A statement from the agency which provided the benefits.

- Signature requirements:
  - Verification Worksheets
  - Dependent Students-Must be signed by the student and one parent.
  - Independent Students-Must be signed by the student
  - Federal Income Tax Return Forms.
  - Must be signed by the tax payer or the tax preparer can sign it but the EIN number or Social Security number must appear on the tax return. Tax returns prepared by VITA or self prepared must be signed by the taxpayer.

***Notification of Completion of Verification***

The STC Student Financial Services Office will rely on the U.S. Department of Education to mail students a copy of their corrected Student Aid Report for notification that the verification changes are complete. If the student wishes, he or she may check with the Student Financial Services Office and see how verification affected their EFC. The change will be reflected in the award amounts (if any) on the award letter. Award notifications are sent via email to students after all issues related to verification and any other eligibility issues are resolved.

***Conflicting Information***

For the purposes of verification, conflicting information is any information that is reviewed during the verification process which does not match the information that the student and parent provided initially. The Financial Aid Representative who is reviewing the information will make the determination that conflicting information exists.

The applicant can reconcile conflicting or inaccurate information with the Student Financial Services Office (SFSO) by submitting documents showing correct information from the information provider. For example if conflicting information is perceived related to income tax information, the SFSO will request that the student provide a tax transcript from the IRS, rather than a copy of the form that they have submitted. If the student's record is incomplete, no funds are approved for disbursement until the conflicting information is resolved.

## PROFESSIONAL JUDGEMENT

Although the process of determining a student's eligibility for Federal Student Aid is basically the same for all applicants, there is some flexibility. All requests for professional judgment are reviewed by the Financial Aid Appeals Committee. All requests must be documented. Below are three separate sets of circumstances where professional judgment may be exercised.

***Dependency Overrides***

Appeals may be made by students to change their status from dependent to independent. Please note, per U.S. Department of Education regulations, none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency override:

1. Parents refuse to contribute to the student's education,

2. Parents are unwilling to provide information on the FAFSA application or for verification,

3. Parents do not claim the student as a dependent for income tax purposes,

4. Student is able to demonstrate total self-sufficiency.

***Professional Judgment/Cost of Attendance Appeals***

A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases, STC may adjust your cost of attendance to take into account additional costs which are not included in the normal need calculation. These circumstances could include a family's unusual medical, dental,

or tuition expenses for children attending a private elementary or secondary school, and additional costs related to school attendance for students with disabilities.

These requests should be submitted to the Financial Aid office in writing, with appropriate documentation attached. The Financial Aid Appeals committee will review cost of attendance professional judgment requests. All decisions made by the committee are final.

***Professional Judgment/Income Adjustment***
An adjustment to the income amounts that you reported on your FAFSA application may be made if you, your spouse, or either of your parents (parental information is relevant to dependent students only) have been recently unemployed, or have had experienced a significant decrease in income. If conditions such as these apply to you or your family, contact the STC Student Financial Services Office.

Check with the STC Student Financial Services Office if you feel you have any other special circumstances that might affect the amount you and your family are expected to contribute. The Financial Aid Administrator will advise you on how to document your situation and forward your information to the Financial Aid Appeals Committee. The committee will review all professional judgment requests from students. All decisions made by the committee are final.

***Frequently Requested Telephone Numbers and Websites***
The STC Financial Aid office maintains an extensive website which contains:

1. Information about aid programs offered at STC at: http://studentservices.southtexascollege.edu/finaid/

2. Information about all subjects related to the financial aid process at STC at: http://studentservices.southtexascollege.edu/finaid/faq.html

3. All STC financial aid forms in.pdf (Adobe Acrobat) format at: http://studentservices.southtexascollege.edu/finaid/forms/index.html

4. Links to important Federal and State Aid Websites at: http://studentservices.southtexascollege.edu/finaid/websites.html

5. Links to scholarship databases and scholarship sources outside STC at: http://studentservices.southtexascollege.edu/finaid/programs/scholarships.html

The address of the Financial Aid office main web page is: http://studentservices.southtexascollege.edu/finaid/

If you need answers right away to questions about Federal Student Aid, call the appropriate number listed below at the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time), Monday through Friday:
1-800-4-FED-AID (1-800-433-3243)
1-800-730-8913 TDD (for hearing impaired)

The Federal Student Aid Information Center can:
- Answer questions about completing the FAFSA.
- Tell you whether a school participates in the federal student aid programs and that school's student loan default rate.
- Explain federal student aid eligibility requirements.
- Explain the process of determining financial need and awarding aid.
- Send you federal student aid publications
- Find out if your federal student financial aid application has been processed.
- Send you a copy of your Student Aid Report (SAR).
- Change your address.
- Send your application information to a specific school.

If you have reason to suspect any fraud, waste or abuse involving federal student aid funds, you may call 1-800-MIS-USED (1-800-647-8733). This toll-free number is the hotline to the U.S. Department of Education's Inspector General's office. You may remain anonymous, if you wish.

## REPEATED COURSEWORK

Beginning July 1, 2011, the U. S. Department of Education amends the definition of a full-time student to allow repeated coursework to count toward enrollment status in term-based programs:
- Student may repeat a previously passed course once. That is, if a student passes a course with a low grade and wants to get a better grade to improve his GPA, he can retake the course once. If, after the student retakes the course, he wants to retake it again and his course load at the time is 12 credit hours, the student will not be considered to be attending full time; he will be considered to be attending 3/4 time and financial aid will be disbursed as such. This is for financial aid purposes only.
- Student may repeat failed course until it is passed.

## FEDERAL PELL GRANTS

***What is a Federal Pell Grant?***
Federal Pell Grant funds are not required to be repaid like loans. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry). Eligibility for the Federal Pell Grant is partially determined by the number of credit hours in which the student is enrolled during the semester. South Texas College's award letters show student eligibility for Federal Pell Grant funds for eligible students assuming that the students will take at least 12 credit hours per semester.

The Student Financial Services Office adjusts the amount of Pell Grant that students receive if the number of credit hours that students are enrolled in changes through the census date of each semester.

For more information on eligibility requirements please refer to the sections that follow, on the award letter, and on STC's website at: http://studentservices.southtexascollege.edu/finaid/process/index.html.

***How do I qualify?***

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by the U.S. Department of Education, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. The lower the EFC number, the more aid the student is eligible for. Your Student Aid Report (SAR) and the Institutional Student Information Record (ISIR) contain this number and will tell you if you are eligible.

South Texas College, Student Financial Services Office monitors requirements that can affect your eligibility for Federal Pell Grant funds, including but not limited to:

1. Your enrollment status, the number of credit hours that you are registered for and in which your instructors confirm that you attend class at least once.
2. Your continued enrollment within a semester, if you withdraw or are withdrawn from school you may be required to repay funds that have already been awarded to you.
3. Your grades, if you do not earn at least one passing grade in a semester you may be required to repay funds that have already been awarded to you.
4. The number of developmental courses that you have attempted, STC may only fund 30 credit hours (10 classes) of developmental work over a student's educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status- which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.
5. Students who receive Federal Pell Grant for the first time on or after Fall 2008 semester will have a limited period of time where they may receive the Federal Pell Grant. The limit will be 18 semesters or the equivalent as determined by Federal Regulations. The regulations are to provide fractional equivalents for terms in which a student is enrolled less than full-time. As a result, a student is eligible to receive up to nine Federal Pell Grant scheduled awards.

***Attendance***

The U.S. Department of Education requires that schools are able to document that students are actually in attendance to finalize their Federal Pell Grant eligibility. For example, if a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility.

South Texas College documents attendance for Federal Pell Grant purposes by collecting on-line rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes.

In cases where students do not attend class at least once, Federal Pell Grant eligibility will be adjusted based on the enrollment status for the number of credits that they are actually attending. If this adjustment results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay South Texas College for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

***How much money can I get?***

How much you may receive will depend on your EFC, your cost of attendance, your enrollment status, and whether you attend school for a full academic year. You may not receive Pell Grant funds from more than one school at a time.

***How will I be paid?***

STC will credit Pell Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification STC will pay you the difference directly, usually via the Jagcard, by check or direct deposit into an account that you designate (direct deposit). Book allowance and final refund release dates are provided to students before the start of each semester; they are published at http://studentservices.southtexascollege.edu/finaid/allowances.html.

Students' eligibility for the Federal Pell Grant takes time. The STC Student Financial Services Office must confirm, through an enrollment verification process that all students have attended all of the courses that they have enrolled in. The enrollment verification takes place after census date of each semester, and may take up to three weeks.

More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter on JagNet under Terms and Conditions tab and on STC's Student Financial Services Office website.

***Can I receive a Federal Pell Grant if I am enrolled less than half-time?***

Yes, if your EFC is low enough to be eligible. You will not receive as much as if you were enrolled full time, but STC will disburse your Pell Grant funds in accordance with your enrollment status.

## FEDERAL STUDENT LOANS

STC does not participate in any type of Federal Title IV student loan program. Therefore, Direct and FFEL Stafford Loans and Federal Perkins Loans are not an option at this institution.

***Even though STC does not participate in any federal loan programs, is it ever possible to postpone repayment of my loan from another school?***

Yes. Under certain circumstances, you can receive a deferment or forbearance on your loan. A deferment allows you to temporarily postpone payments on your loan.

If you have a subsidized loan, you will not be charged interest during the deferment period. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment period and if you don't pay the interest as it accrues, it will be capitalized. See the Loan Deferment Summary for the list of deferments available if your loan was first disbursed on or after July 1, 1993. For information on deferments for loans disbursed prior to that date, Direct Stafford Loan borrowers should contact the Direct Loan Servicing Center. FFEL Stafford borrowers should contact the lender or agency holding the loans. You cannot receive a deferment if your loan is in default.

If you are temporarily unable to meet your repayment schedule but are not eligible for a deferment, you may receive forbearance for a limited and specified period. During forbearance, your payments are postponed or reduced. Whether your loans are subsidized or unsubsidized, you will be charged interest. If you don't pay the interest as it accrues, it will be capitalized.

For example, you may be granted forbearance if you are:

- Unable to pay due to poor health or other unanticipated personal problems.
- Serving in a medical or dental internship or residency.
- Serving in a position under the National Community Service Trust Act of 1993.
- Obligated to make payments on certain federal student loans that are equal to or greater than 20 percent of your monthly gross income.

Deferments and forbearances are not automatic. If you have a Direct Stafford Loan, you must contact the Direct Loan Servicing Center to request either option.

If you have a FFEL Stafford Loan, you must contact the lender or agency that holds your loan. For either program, you may have to provide documentation to support your request. You must continue making scheduled payments until you receive notification that the deferment or forbearance has been granted.

## COLLEGE ACCESS LOANS

For information on the College Access Loan (CAL) you may contact the Texas Higher Education Coordinating Board at 1-800-242-3062 or www.hhloans.com.

## CAMPUS-BASED PROGRAMS

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

***What is a Federal Supplemental Educational Opportunity Grant?***

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need-that is, students with the lowest Expected Family Contribution (EFC)-and gives priority to students who receive Federal Pell Grants. FSEOG grant funds do not have to be repaid like student loans.

***What is the difference between the FSEOG and Federal Pell Grant?***

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive a FSEOG. At STC students are awarded based on the availability of funds, first applied, first complete basis.

***How much money can I get?***

Because of changing and limited federal funding of the SEOG program, STC's SEOG award amounts change from year to year. Please reference STC's Financial Aid Frequently Asked Questions link at the STC Financial Aid website for the current year to see maximum award amounts and the number of credit hours that students must enroll in to qualify.

***How will I be paid?***

STC will credit the SEOG Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). Please reference the "How will I be paid?" section in the Pell Grant section for more information about the timing and method of payments.

## FEDERAL WORK-STUDY

***What is Federal Work-Study?***

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Federal Work Study Program is from September 1, 2011 through June 30, 2012 for Award Year 2011-2012. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

***How much will I make?***

Your Federal Work-Study salary will be at least the current federal minimum wage, but it may be higher, depending on the type of work you do and the skills required. Your total Federal Work-Study award depends on when you apply, and your level of need.

***How will I be paid?***
If you are an undergraduate, you will be paid by the hour. No commission or fee may be paid to a work-study student. STC must pay you directly at least once a month.

***Are Federal Work-Study jobs on campus or off campus?***
Both, you may be assigned to work at any of the locations of the STC campus. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

***Can I work as many hours as I want?***
No. The amount you earn cannot exceed your total Federal Work-Study award; the most you can work per week is 19 hours. When assigning work hours, STC Student Financial Services Office will consider your class schedule and your academic progress. The work study may or may not earn all the funds that he/she was eligible to receive.

***What are the requirements under the Federal Work Study Program?***
- Student must be registered for at least 6 credit hours
- Student must have unmet need
- Student must have his/her Financial Aid File complete
- Student must be meeting Financial Aid Satisfactory Academic Progress

## STATE AID PROGRAMS

The following state-sponsored programs are only available to students attending schools in Texas. They cannot be used to attend out-of-state institutions.

### COLLEGE ACCESS LOANS

The College Access Loan (CAL) Program provides alternative education loans to Texas students who are unable to meet the cost of attendance. The CAL may be used to cover part or all of the student's Expected Family Contribution (EFC); students do not have to demonstrate financial need. However, the amount of federal aid for which you are eligible must be deducted from the cost of attendance in determining the CAL amount. This loan program is part of the Hinson-Hazlewood College Student Loan Program administered by the Texas Higher Education Coordinating Board (THECB).

***How do I apply?***
To apply for the College Access Loan (CAL) you must logon to www.hhloans.com and complete the entire application.

***How do I qualify?***
The borrower must:
1. Be a Texas Resident
2. Be enrolled in at least 6 credit hours each semester (half-time)
3. Declare a valid major (certificate, associate or bachelors degree)
4. Meet the satisfactory academic progress (SAP) requirements set by the institution.
5. Receive a favorable credit evaluation or provide a co-signer who has good credit standing and meets other requirements set by the Texas Higher Education Coordinating Board (THECB) and
6. Complete the financial aid file IF an application (FAFSA) has been submitted

***How much money can I get?***
Annual Loan Amounts
- Freshmen *$ 3,500
- Sophomores *$ 4,500
- Juniors *$ 5,500
- Seniors *$ 5,500

*As long as you do not exceed your cost of attendance or unmet need.
A 3% origination fee will be deducted from the proceeds of each loan if both the borrower and cosigner, have a good credit standing.
OR
A 5% origination fee will be deducted from the proceeds of each loan if either the borrower or cosigner, have a good credit standing.

***How will I get paid?***
STC will credit College Access Loan (CAL) funds to your school account to pay for tuition, fees and other related costs which appear on your student account. If you are eligible for funds STC will disburse the difference directly, usually by direct deposit, check or through your jagcard.

For information on the College Access Loan (CAL) you may contact the Texas Higher Education Coordinating Board at 1-800-242-3062 or www.hhloans.com or visit your nearest Office of Financial Aid.

## GRANTS AND SCHOLARSHIPS

### TEXAS Grant (Towards, EXcellence, Access and Success)

***What is a TEXAS Grant?***
The TEXAS Grant is a grant that was established by the Texas Legislature to help well-prepared high school graduates with financial need attend public institutions of higher education in Texas.

***How do I qualify?***
To determine if you are eligible for a TEXAS Grant you must complete and submit a FAFSA and have an Expected Family Contribution (EFC) less than or equal to $4000. Funding is limited, so you need to submit your application as soon as possible after January 1 of your senior year in high school. You must also be a Texas Resident (or a non-resident who graduated from a Texas high school, or received a GED Certificate in Texas, and have resided in Texas for three years leading up to graduation or receiving a GED Certificate. The student must also have resided in Texas for 12 months prior to the census date of the semester in which he/she will enroll at South Texas College, and will file or have filed an Application for Permanent Residency at the earliest opportunity he/she is eligible to do so).

Other requirements include:
- Complete the Recommended High School Program or Distinguished Achievement Program in high school

- Enroll in a non-profit public college or university within 16 months of graduation from a public or accredited private high school in Texas
- Enroll in at least 3/4 time (9 semester credit hours), and have not accumulated more than 30 semester credit hours, excluding those earned for dual or concurrent enrollment courses or awarded for credit by examination (AP, IB or CLEP)
- If male must register with Selective Service
- Have earned an associate's degree from a public technical, state or community college in Texas and enroll in any public university in Texas no more than 12 months after receiving their associate's degree
- Have not been convicted of a felony or crime involving a controlled substance

***How much can I get?***
The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2011-2012 the maximum amount is $1890 per year, or $945 per semester and the targeted award is $1325 per year, or $663 per semester.

***How long can I get it?***
Students entering the program from high school who continue in college and who meet the program academic standards can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a 4-year degree plan, or six years if enrolled in a 5-year degree plan, whichever comes first.

Students entering the program based on acquisition of an associate's degree who continue in college and who meet program academic standards can receive awards for up to 90 semester credit hours, until they receive a bachelor's degree, or for three years if enrolled in a 4-year degree plan or four years if enrolled in a 5-year degree plan, whichever comes first.

***What are the academic requirements for the grant?***
The academic requirements for continuing to receive the grant are as follows. At the end of the first year the student must meet STC's Financial Aid Satisfactory Academic Progress Policy. The student must complete 67% of the hours attempted in the academic year, and have an overall grade point average (GPA) of 2.0 on a 4.0 scale.

At the end of the second year and every year after the student must complete 75% of the hours attempted in the academic year, have a 2.5 GPA, and complete at least 24 semester credit hours per academic year.

Students who receive the grant based on an associate's degree must complete 75% of the hours attempted in the academic year, have a 2.5 GPA and complete at least 24 semester credit hours per academic year.

**Texas Educational Opportunity Grant Program (TEOG)**

***What is a TEOG Grant?***
The TEOG Grant is a grant that was established by the Texas Legislature to help students with financial need attend public community colleges, public technical colleges, or public state colleges in Texas.

***How do I qualify?***
To determine if you are eligible for a TEOG Grant you must complete and submit a FAFSA and have an Expected Family Contribution (EFC) less than or equal to $2000. Funding is limited, so you need to submit your application as soon as possible after January 1. You must also be a Texas Resident (or a non-resident who graduated from a Texas high school, or received a GED Certificate in Texas, and have resided in Texas for three years leading up to graduation or receiving a GED Certificate. The student must also have resided in Texas for 12 months prior to the census date of the semester in which he/she will enroll at South Texas College, and will file or have filed an Application for Permanent Residency at the earliest opportunity he/she is eligible to do so).

Other requirements include:
- Enroll in at least 1/2 time (6 semester credit hours),
- Be in the first 30 semester credit hours in an associate's degree or certificate program at a public two-year college in Texas
- Have not been granted and associate's degree or bachelor's degree
- If male must register with Selective Service
- Have not been convicted of a felony or crime involving a controlled substance
  - An individual convicted of a crime involving a controlled substance can compete for an award in this program two years after he/she has fulfilled his/her obligation to society.

***How much can I get?***
The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2011-2012 the amount is $1890 per year, or $945 per semester.

***How long can I get it?***
Students who continue in college and who meet the program academic standards can receive awards for up to 75 semester credit hours, for four years or until they receive an associate's degree, whichever comes first.

***What are the academic requirements for the grant?***
The academic requirements for continuing to receive the grant are as follows. At the end of the first year the student must meet STC's Financial Aid Satisfactory Academic Progress Policy. The student must complete 67% of the hours attempted in the academic year, and have an overall grade point average (GPA) of 2.0 on a 4.0 scale.

At the end of the second year and every year after the student must complete 75% of the hours attempted in the academic year, and have a 2.5 GPA.

**Texas Public Educational Grant (TPEG)**

***What is a Texas Public Educational Opportunity Grant?***

A Texas Public Educational Opportunity Grant (TPEG) is a grant that was established by the Texas Legislature to help students with financial need attend public community colleges, public technical colleges, or public state colleges in Texas. The TPEG does not have to be repaid like student loans.

***How much money can I get?***

STC's TPEG award amounts are $500 dollars per semester; although this amount may change. The number of credit hours that students must enroll in to qualify is at least half time (6 or more credit hours) per semester.

***How will I be paid?***

STC will credit the TPEG Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). Any credit balances will be sent to student via the JagCard, check or direct deposit.

***How do I qualify?***

Students must be meeting eligibility requirements listed earlier in the catalog. There is no additional application to apply for this grant besides the FAFSA. The requirements follow,

- For residents, nonresidents or foreign students.
- For undergraduates or graduates.
- For students attending public colleges in Texas.
- For students with financial unmet need.

*Note: There is no guarantee every eligible student will be able to receive a TPEG. At STC students are awarded based on the availability of funds, first applied, first complete basis.*

## STATE AID FOR FOREIGN STUDENTS

***Texas Education Code 54.07 and 54.052(j)***

Students who qualify as residents under Texas Education Code 54.07 and 54.052(j) may be eligible to receive Texas State Aid. For details on the requirements, please consult the Resident Status for Students sections of this catalog. Students who feel that they should be considered residents under this policy should begin the process at the STC Office of Admissions and Records.

***Non-Resident Texas Public Education Grant Funds***

Non-Resident Texas Public Education Grant (TPEGNR) is a grant that is generated from funds that non-resident students pay for tuition and fees at STC. These funds are very limited and are set aside every year to award non-resident students. Non-Resident students may apply for a TPEGNR award by filling out a Non-Resident TPEG Request Form. These forms may be available each semester and contain detailed information on how to apply and the application deadlines. The forms can be requested at any Office of Financial Aid.

## TEXAS WORK-STUDY PROGRAM

***What is Texas Work-Study?***

The Texas Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of Texas Work Study is from September 1, 2011 through May 30, 2012 for Award Year 2011-2012, and September 1, 2012 through May 30, 2013 for Award Year 2012-2013. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive and once funds have been exhausted employment will end

***How much will I make?***

The Texas Work-Study salary will be at least the current federal minimum wage, but it may be higher, depending on the type of work you do and the skills required. Your total Texas Work-Study award depends on when you apply, and your level of need.

***How will I be paid?***

If you are an undergraduate, you will be paid by the hour. No commission or fee may be paid to a work-study student. STC must pay you directly at least once a month.

***Are Texas Work-Study jobs on campus or off campus?***

On Campus only. You may be assigned to work at any STC campus location.

***Can I work as many hours as I want?***

No. The amount you earn cannot exceed your total Texas Work-Study award. When assigning work hours, STC Financial Aid office will consider your class schedule and your academic progress. The work study may or may not earn all the funds that he/she was eligible to receive.

***What are the requirements under the Texas Work Study Program?***

- Student must be registered for at least 6 credit hours
- Student must have unmet need
- Student must have his/her Financial Aid file complete
- Student must be meeting Financial Aid Satisfactory Academic Progress
- Texas Work Study is for students attending public or non-profit Independent colleges In Texas
- Student may not be on an athletic scholarship
- Student must be Texas resident
- Student may not be enrolled in a seminary or other program leading to ordination or licensure to preach.

## TUITION AND/OR FEE EXEMPTIONS

### Hazlewood Exemption

***What is the Hazlewood Act?***

The purpose of the Hazlewood Exemption (Hazlewood Act) is to provide an education benefit to honorably discharged or separated Texas Veterans or to qualified dependent children.

***How do I qualify for the Hazlewood Act?***

Veterans who:

1. Are Texas residents
2. Were Texas residents at the time they entered the U.S. Armed Forces
3. Have served at least 181 days of active military duty, as indicated as "net active service" (the sum of 12(c) and 12(d) on the DD-214
4. Have received an honorable discharge or separation or a general discharge under honorable conditions
5. Have Federal veterans education benefits for term or semester enrolled that do not exceed the value of Hazlewood benefits. (Pell and SEOG Grants are NOT relevant as of Fall 2005.)
6. Are not in default on a student loan made or guaranteed by the State of Texas or in default on a federal education loan if that default affects their eligibility for GI education benefits; and
7. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Dependents who:

1. Have a parent who was a resident of Texas at the time of entry who died as a result of service related injuries or illness or whose parent became totally disabled for purposes of employability as a result of service related injury or illness.
2. Are Texas residents, and
3. Are not in default on a loan made or guaranteed by the State of Texas or in default on a federal education loan if that default affects their eligibility for GI education benefits.

The benefit may not be used for correspondence courses unless the courses are part of the student's degree plan.

At this time, Hazlewood benefits are not available to veteran's spouses or veterans from other states.

***What Institutions are eligible for the Hazlewood Act?***

The awards are available only for use at a Texas public college or university. Independent Institutions do NOT qualify for Hazlewood Exemptions.

***What does the Hazlewood Exemption cover?***

The Hazlewood Exemption covers all dues, fees and charges, including fees for correspondence courses, but excluding property deposit fees, student service fees, and any fee or charges for books, lodging, board, or clothing. These funds may not be used to pay tuition for continuing education classes (for which the college receives no state tax support).

***How do you apply for the Hazlewood Act?***

To use the Hazlewood benefits, you must complete an application/ release form:

1. Application for Veterans New to Hazlewood
2. Application for Dependent New to Hazlewood
3. Application for Previous Hazlewood Recipients

Veterans must provide proof (DD-214) from the Department of Defense regarding their military service and nature of discharge. In addition, both veterans and dependents must also provide proof of eligibility or ineligibility for GI/Montgomery benefits by requesting an education benefits letter from the VA office in Muskogee, OK at (888)-442-4551 or www.gibill.va.gov. Dependents must provide proof from Dept of Defense or from Veterans Administration regarding parent's death or parent's disability related to service. Both groups should contact their college financial aid office regarding their status on prior federal student loans made or guaranteed by the State of Texas. All the above information must be submitted to the Financial Aid/VA office prior to the first class day of each semester.

### For Highest Ranking High School Graduates

***What is an exemption for Highest Ranking High School Graduate?***

The purpose of this exemption is to provide an award to students graduating top of their classes in high school.

***How do I qualify?***

To determine if you are eligible for this exemption you must be a Texas resident, non-resident, or foreign student, and have graduated from an accredited high school in Texas and are the highest ranking graduate in your high school. You must also provide the Financial Aid office a copy of the certificate you received from your high school indicating you are the highest ranking high school graduate. For more information contact the Texas Education Agency at 512-463-3070.

***How much can I get?***

The exemption covers the cost of tuition during both semesters of the first regular session immediately following the student's high school graduation. Fees are not covered. No funds may be used to pay tuition for continuing education classes.

### Blind/ Deaf Students Tuition Waiver/ Exemption

***What is a Blind/ Deaf Tuition Waiver/ Exemption?***

The Blind/ Deaf students' tuition waiver is an exemption from tuition and fees at public colleges and universities in Texas. There are a variety of services available to the consumer, including:

- Assessments
- Rehabilitation Teaching
- Counseling, Guidance, Referral
- Services for Deaf blind Individuals
- Orientation and Mobility Services
- Physical and Mental Restoration
- Reader Services
- Transportation
- Technological Aids and Devices
- Vocational Training
- Employment Assistance

***How do I qualify?***
Students who have a vision/hearing problem that prevents them from getting a job or that may cause them to lose their job may qualify for services available from the Division for Blind Services Vocational Rehabilitation Program or Transition Program (for students 10 and older). For information on any Division for Blind Services program or to apply for services, contact any DBS office located throughout Texas. To find the nearest office, check the DBS Offices in Your Area feature on the http://www.dars.state.tx.us/index.shtml web site or call the Division for Blind Services at 1-800-628-5115.

Students who have received a certificate of deafness or blindness from the appropriate state vocational rehabilitation agency must present a copy to the financial aid office.

***How much can I get?***
The Blind, Deaf Students Tuition Waiver/Exemption covers tuition and fees only. Once the financial aid office has received a certificate of blindness or deafness tuition and fees will be paid with the tuition waiver/exemption provided the student is registered.

***How will I be paid?***
A student may receive financial aid and the Blind, Deaf Students Tuition Waiver/ Exemption. In this case students will be eligible for refunds. In the event that the student withdraws from the semester, the blind/deaf tuition waiver will cover the adjusted amounts for tuition and fees but the student will not eligible for a refund.

**What is a Children of Disabled or Deceased Fireman, Peace Officer, Game Wardens, and Employees of Correctional Institutions Exemption?**
This exemption provides a benefit to the children of persons who have been disabled or killed in the line of duty while serving the community.

***How do I qualify for this exemption?***
1. Apply before their 21st birthday or, if the person is eligible to participate in a school district's special education program under section 29.003, age 22,
2. Had a parent who was a paid or volunteer fireman, paid municipal, county, or state peace officer, or a custodial employee of the Texas Department of Corrections, or a game warden
3. Are the child of a parent who suffered an injury, resulting in disability or death, sustained in the line of duty
4. Enroll in classes for which the college receives tax support (i.e. a course that does not depend solely on student tuition and fees to cover its costs).

A person may receive an exemption from the payment of tuition and fees only for the first 120 undergraduate.

***In which Institutions is this exemption available?***
This exemption is available only for use at a Texas public college or university.

***How much can be awarded?***
The exemption from the payment of tuition and required fees for the first 120 undergraduate semester credit hours for which a person registers. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

***How do I apply?***
1. Obtain a sample letter from the Texas Higher Education Coordinating Board.
2. Have a parent's prior employer complete the sample letter on official letterhead.
3. Submit the letter to the Texas Higher Education Coordinating Board.
4. The Texas Higher Education Coordinating Board will notify the college or university of the student's eligibility.

***Who do I contact for more information?***
1. Contact your college or university for additional information.

**What is the exemption for Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POW's)?**
This exemption is to provide an education benefit to the children of persons listed as Missing in Action or Prisoners of War by the U.S. Department of Defense.

To be eligible for this exemption you must meet the following requirements?
1. Are Texas Residents
2. Are 21 or younger or 25 or younger and receiving most of his/her support from a parent.
3. Have documentation from the Department of Defense that a parent, who is classified as a Texas resident, is missing in action or a prisoner of war.
4. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs).

***What Institutions are eligible for this exemption?***
This exemption is available only for use at a Texas public school or university.

***What will this exemption cover?***
The exemption will cover tuition, service fees, lab fees, building use fees, and all other fees except room, board or clothing fees, or deposits in the nature of security for the return or proper care of property. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

***What is the process for applying for this exemption?***
You must contact the financial aid office for additional information on this exemption.

**Fire Fighters Enrolled in Fire Science Courses**

Exemption from tuition and laboratory fees for courses of a fire science curriculum at public colleges or universities in Texas. To be eligible:

- Texas Resident
- Employed as a paid fire fighter by a political subdivision of the state of Texas OR,
- Active member of volunteer fire departments who hold an accredited advanced certification (or the equivalent), under the State Firemen's and Fire Marshal's Assication of the Texas Volunteer certification program OR,
- A Phase V (Firefighter II) certification (or equivalent) under the Texas Commission of Fire Protection's voluntary certification program under Section 419.071, Govt Code
- Provide the college registrar proof of employment as a paid fire fighter
- Enrolled in courses offered as part of a Fire Science Curriculum

**Peace Officer Exemption Courses**

Exempt from tuition and laboratory fees for courses offered as part of a law enforcement-related

- Texas Resident
- Provide proof of employment as a paid police officer
- Enrolled in a Law Enforcement or Criminal Justice programs
- Enrolled in classes beginning fall 2011 or later
- Meeting satisfactory academic progress
- Apply for the exemption at least one week before the first day of class
- Not attempted more than 30 hours beyond the degree requirement

**Foster Care Students Tuition Waiver**

***What is the Foster Care Students Tuition Waiver?***

Youths who have been in foster or other residential care under the conservatorship of Protective and Regulatory Services may be exempt from the payment of tuition and fees at state supported junior colleges, four-year colleges or universities, and technical institutes. A student may be eligible for the tuition waiver if he/she meets one of the following criteria listed below.

***How do I Qualify for Exemption from Tuition and Fees?***

1. If the student was in foster or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after one of the following criteria
   - The day preceding the student's 18th birthday;
   - The day the student graduated from high school or received the equivalent of a high school diploma; or
   - The day of the student's 14th birthday, if the student was also eligible for adoption (parental rights have been terminated) on or after that day; and

And enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of

- The date the student was discharged from foster or other residential care, or
- The date the student graduated from high school or received the equivalent of a high school diploma, whichever date is earliest; or
- The student's 21st birthday.

2. College Tuition Waiver for Youth who have been Adopted Protective and Regulatory Services Child Protective Services (CPS)Any youth is exempt from college tuition and fees if he or she was either:
   - in foster or other residential care under Protective and Regulatory Services conservatorship as of the youth's 14th birthday; and
   - eligible for adoption on or after that day; or
   - adopted; and
   - the subject of a signed adoption assistance agreement between The Protective and Regulatory Services and the adoptive parents under Subchapter D, Chapter 162, of the Texas Family Code.

3. Exemptions for Students over Age 21Some students meeting the above eligibility requirements may qualify for the tuition waiver if they enroll after age 21, using the earlier of the two following dates:
   - The third anniversary of the date of discharge from foster or other residential care.
   - The third anniversary of the date of high school graduation or completion of an equivalency of a high school diploma (GED). For example, a student would be exempt from the payment of tuition and fees if he or she received a GED at age 19 and enrolled at age 22.

4. Exemption Based on Adoption Assistance Agreement. Another way a student is exempt from payment of tuition and fees is if the student was:
   a) Adopted; and
   b) The subject of a signed adoption assistance agreement between Protective and Regulatory Services and the adoptive parents under Subchapter D, Chapter 162, of the Texas Family Code.

***What do I need if I am eligible for Foster Care Student Tuition Waiver?***

The Letter: The district coordinator or the district designee is responsible for researching a youth's eligibility for a tuition waiver. If a youth is eligible and will be entering a state supported college or technical institute (as defined by Texas Education Code 54.001 and 54.002), the coordinator or district designee provides a tuition waiver letter to the youth to take to the registrar's office of the college or institution.

Eligibility is determined by the Texas Department of Family and Protective Services. A copy of the tuition waiver letter must be submitted to the financial aid office in order to utilize the exemption. If a copy is not submitted to the financial aid office, aid will not be awarded.

***How much money can I get?***

The Foster Care Students Tuition Waiver / Exemption covers tuition and fees only. Once

the financial aid office has received a tuition waiver, funds will be posted provided the student is registered.

***How will I be paid?***
A student can receive financial aid simultaneously with the Foster Care Student Tuition Waiver. In this case students will be eligible for refunds. If in the event that the student withdraws from his semester, the Foster Care Students Tuition Waiver will cover the adjusted amounts for tuition and fees. The student is not eligible for a refund.

**Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund)**
The Texas Guaranteed Tuition Plan is a program that allows Texas families to lock in the cost of tomorrow's college tuition and fees required as a condition of enrollment. For more information, contact the Texas tomorrow Fund/Texas Guaranteed Tuition Plan at 1-800-445-GRAD or check with the Financial Aid office. If funds are available the TGTP covers only the following charges:

- Tuition
- Registration Fee
- Information Technology Fee
- Learning Support Fee

*Note: Students are responsible to pay any other fees not covered by TGTP.*

## OTHER ASSISTANCE PROGRAMS

***Scholarships***
Each year, a number of individuals, organizations and companies provide scholarships that are available to students attending STC. The amount and criteria for these awards will vary. These scholarships are advertised when available, and eligible students may apply at that time. Information is available from the Financial Aid office and from the Program Chairperson.

**Top 10% Scholarship Program**
What is the Top 10% Scholarship Program
The 80th Texas legislature created the Top 10% Scholarship to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education.

***How do I qualify?***
To qualifying for the Top 10 % Scholarship students must submit the Free Application for Federal Student Aid (FAFSA) by March 15, 2011 and have financial need. Other requirements include:

- Be a Texas Resident
- Demonstrate financial need ( to be determined by the college Financial Aid office)
- Complete a 2011-2012 FAFSA and file by March 15, 2011
- Complete Recommended or Distinguished Achievement high school curriculum
- Rank in the top 10 percent
- Graduate from an accredited high school in Texas
- Enroll full time in Fall 2011

***How much can I get?***
If eligible you will receive a $2,000 scholarship if you enroll full time in a Texas public college or university in the Fall 2011 semester.

Please contact the Office of Financial Aid at South Texas College to verify your compliance with the above mentioned requirements.

**South Texas Academic Rising Scholars (STARS)**

***What is STARS?***
The STARS Scholarship Fund awards scholarships to qualified students of South Texas annually. STARS provide scholarships through a general application process, in which recipients are selected on a competitive basis of academic achievement, personal strengths, leadership and financial need. Applications are available at the beginning of the calendar year at www.southtexasstars.org

**Valley Scholars**

***What are Valley Scholars?***
Valley Scholars are Hidalgo and Starr county high school graduates who are in the top 10 percent of their high school's graduating class. Valley Scholars receive a scholarship to be used only at South Texas College to complete an associate degree.

Other benefits for the Valley Scholars include special mentoring, tutoring, college tour trips, and other incentives. For further information about this program call 956-872-2621 or see Academic Honors section of this catalog.

**National Hispanic Scholarship Fund (NHSF)**
***What is the National Hispanic Scholarship Fund?***
The National Hispanic Scholarship Fund is scholarships that assist Hispanic American students in completing their higher education. These scholarships are awarded on a competitive basis to undergraduate and graduate students of Hispanic background.

***How much can I get?***
Awards normally range from $500 to $1000.

*Note: Applications are usually available at all financial aid locations during the months of August and September.*

**Veteran's Educational Benefits**
STC is approved for training veterans under the provisions of the various public laws commonly called the G.I. Bill. A veteran with entitlement may receive a monthly check varying in amount with his/her course load. A spouse or child of a veteran may receive benefits under certain conditions.

Veterans or their families who think they may be eligible for benefits should contact their local Veterans Administration office or the STC Veteran Affairs office. Please visit the Veteran Affairs office or call (956) 872-2109, or at 1-800-742-7822.
Students receiving V.A. educational benefits

must adhere to the V.A. Satisfactory Progress Standards. More information on these standards is available from the Veteran Affairs office.

**Department of Assistive and Rehabilitative Services (DARS)**

***What is DARS?***
The Department of Assistive and Rehabilitative Services (DARS) offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of Department of the Department of Assistive and Rehabilitative Services.

***How do students apply for DARS?***
To apply for VR services, call, write or visit the DARS Division for Rehabilitation Services office nearest you and request an appointment to meet with a counselor. If you need help in locating a DRS office in your area, you may call 1(800) 628-5115. When you contact the local office, please let us know if you need translator services or other accommodations for your appointment.
How much money can I get?

DARS covers tuition and fees, books and sometimes supplies up to an approved amount. The DARS issues purchase orders to the financial aid office with specified amounts for each student's tuition and fees. The financial aid office cannot increase awards without written authorization from DARS. If a student withdraws or has any changes in fees, monies must be returned to DARS, a student is not eligible for any reimbursement.

***How will I be paid?***
A student cannot receive financial aid simultaneously with DARS funds. DARS requires that other aid must be awarded first. If in the event that a student completes or is eligible for any other aid, the DARS award will be cancelled, unless written authorization from DARS has been given.

**Workforce Investment Act (WIA)**
**Workforce solutions**

***What is WIA?***
WIA is the Workforce Investment Act, and its purpose is to provide workforce investment activities that increase the employment, retention, and earnings of participants. WIA programs are intended to increase occupational skills attainment by participants and improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIA authorizes several job training programs including Adult Employment and Training Activities, Youth Activities, and Job Corps. Students interested in applying for WIA should contact their local WorkFORCE center.

***How Do Students Apply for WIA?***
Prior to enrollment at STC a student should contact their local Workforce Solution Center to determine eligibility and types of assistance available to them.

**Workforce Center Locations**

Hidalgo County:
Edinburg Workforce Center
2719 W. University Center
Edinburg, TX 78539
Phone: (956) 380-0008

Mercedes Workforce Center
202 S. Texas
Mercedes, TX 78570
Phone: (956) 565-3368

Starr County:
Rio Grande City Workforce Center
216 Chaparral Blvd.
Rio Grande City, TC 78582
Phone: (956) 487-5619

Elsa Workforce Center
119 - A Retama
Elsa, TX 78543
Phone: (956) 262-0001

Pharr Workforce Center
1100 E. Business 83
Pharr, TX 78577
Phone: (956) 702-0977

Starr County:
Rio Grande STC Campus - (Youth site)
142 FM 3167
Rio Grande City, TX 78582
Phone: (956) 488-5894

La Joya Workforce Center
724 E. Expressway 83
La Joya, TX 78572
Phone: (956) 585-8962

Weslaco Workforce Center
709 Angelina Street
Weslaco, TX 78596
Phone: (956) 447-4693

Starr County
Roma Workforce Center
4 West Lincoln Ave
Roma, TX 78584
Phone: (956) 847-2100

McAllen Workforce Center
3101 W. Business 83
McAllen, TX 78501
Phone: (956) 687-1121

Weslaco STC (Youth site)
400 N. Border
Weslaco, TX 78596
Phone: (956) 973-7694

Willacy County
Raymondville Workforce Center
100 N. Exp 77, Unit H-1
Raymondville, TX 78580
Phone: (956) 689-3412

*Note: Information is subject to change.*

***How much can I get?***

WIA covers tuition, fees, books, equipment, tools and uniforms up to an approved amount. The WIA contract also specifies a contract end date in which the student will not be awarded unless a modification has been received from WIA. A student who is approved under a program must be registered in courses that are on the degree plan. WIA does not cover developmental courses, repeat courses and courses not a part of the degree plan.

***How will I be paid?***
A student may receive financial aid and WIA funds. However a student cannot receive VIDA and WIA at the same time because both are state funded grants. Any funds remaining will not be issued until after enrollment has been verified.

**Valley Initiative for Development and Advancement (VIDA)**

***What is VIDA?***
VIDA is a workforce development program designed to respond to the job training needs of the Rio Grande Valley's Empowerment Zones. Participants of the program will be recruited and trained to qualify for higher paying jobs available in the Rio Grande Valley.

Long-term training (1-2 years) will be limited to targeted occupations with identified job openings. Customized training (less than 1 year) will be made available through a contractual partnering between VIDA, industry and local community colleges. Applications are available at VIDA satellite offices. Students needing more information on VIDA may contact the STC Financial Aid office.

***How do I qualify?***
Interested students must be majoring in one of the following degrees in order to apply for the VIDA program,

***One Year Certificate Programs***
- Accounting Clerk
- Automotive Technology
- EMT-Intermediate
- Import/Export
- Computer Aided Drafting & Design Technology
- Computer Maintenance Technology
- Electronic & Computer Maintenance Tech
- Electronic Serving Tech
- Health Unit Coordination Tech
- Heating, Ventilation, Air Conditioning & Refrigeration
- Industrial Systems Maintenance Tech
- Medical Information Specialist
- Nursing-LVN
- Nursing-LVN/ADN Transition
- Precision Manufacturing
- Secretary
- Diesel Technology
- EMT-Paramedic

***Two Year Associate Degree Programs***
- Networking Specialist
- Accounting
- Administrative Assistant
- Auto Technology
- Child Care & Development
- Communication Service Tech
- Computer Maintenance Tech
- Computer Support Specialist
- Diesel Tech
- E-Commerce
- Electronic Equipment & Computer Maintenance
- Electronic Semiconductor Tech
- EMT-Emergency Medical Technology
- Health Information Tech
- Heating, Ventilation, Air Conditioning & Refrigeration
- Legal Assisting
- Legal Secretary
- Minicomputer Specialist
- Nursing – RN
- Occupational Therapy assistant
- Pharmacy Technology
- Physical Therapist Assistant
- Precision Manufacturing Tech
- Public Service Administration
- Radiologic Tech
- Webmaster Specialist
- Health & Human Services
- Import/ Export

Students interested in applying for the VIDA program must contact VIDA directly at 1715 E. Pike Blvd., Weslaco, TX 78596, 1-800-478-1770.

***How much can I get?***
VIDA covers tuition and fees, books and sometime supplies up to an approved amount. The VIDA program forwards Memo's to the financial aid office with specified amounts for each student's tuition and fees. The financial aid office cannot increase awards without written authorization from VIDA. If a student withdraws or has any changes in fees, monies must be returned to VIDA, and the student will not be eligible for reimbursement.

***How will I be paid?***
A student may receive financial aid and VIDA funds. However a student cannot receive VIDA and WIA at the same time because both are state funded grants. Any funds remaining will not be issued until after enrollment has been verified.

**AmeriCorps**
The AmeriCorps program provides full-time educational awards in return for work in community service. You can work before, during, or after your post secondary education and you can use the funds either to pay current educational expenses or to repay federal student loans. Please go to www.americorps.gov and register in the online payments system.

**VAMOS-Valley Alliance of Mentors for Opportunities and Scholarships**
VAMOS is a Hidalgo County organization that provides scholarships to Hidalgo County Hispanic youth graduating in the top 25 percent of their school's graduating class. Students must be Hispanic and U.S. citizens, or permanent lawful residents. The amount of scholarships varies and is dependent on a student's financial aid and unmet need.

## TAX BENEFITS FOR HIGHER EDUCATION

***Hope Tax Credit***

Program Purpose: It provides a tax credit to families with students in the first two years of college or vocational school, to make post-secondary education more affordable.

Eligibility Requirements are:

- Be enrolled at least 1/2 time an eligible institution in a program leading to a degree, certificate, or other recognized educational credential.
- Cannot have completed the first two years of undergraduate education.
- Have not been convicted of a federal or state felony for possessing or distributing a controlled substance before the end of the tax year in which the student is enrolled.

The Hope Tax Credit could be of up to $1,500 per eligible student per year. Please refer to IRS Publication 970 for information on how to include this credit on your tax forms.

***Lifetime Learning tax credit***

The purpose of the program is to provide a federal tax credit for adult learners--individuals returning to school, changing careers, or taking a course or two to upgrade their skills, and college juniors, seniors, and graduate and professional students. The credit can be claimed by families with one or more individuals in college for all of postsecondary education and for courses to acquire or improve job skills. The award amount can be a tax credit of up to $2000 per return. For more information on how to apply this tax credit, refer to IRS Publication 970.

## SATISFACTORY ACADEMIC PROGRESS

***Financial Aid Satisfactory Academic Progress Policy***

Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester.

South Texas College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing a Certificate, Associate, or Bachelor degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs/ Earned hrs measured by semester).

**Qualitative Standard**

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the STC 2010-2011 Catalog. STC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 average after each semester.

**Quantitative Standard**

The quantitative standard is used to accurately measure a student's progress in a program. There are two components of the quantitative standard:

1. 67 percent completion rate requirement:

Students must complete 67 percent of the course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67 percent calculation after each semester.

67 percent Rule
(Attempted Semester Hours x 67 percent)

| Attempted Semester Hours | 67 Percentage Rule | Earned Sem. Hrs Must Be >or= |
|---|---|---|
| 18 Credit Hours | 67% | 12 |
| 17 Credit Hours | 67% | 11 |
| 16 Credit Hours | 67% | 11 |
| 15 Credit Hours | 67% | 10 |
| 14 Credit Hours | 67% | 9 |
| 13 Credit Hours | 67% | 9 |
| 12 Credit Hours | 67% | 8 |
| 11 Credit Hours | 67% | 7 |
| 10 Credit Hours | 67% | 7 |
| 9 Credit Hours | 67% | 6 |
| 8 Credit Hours | 67% | 5 |
| 7 Credit Hours | 67% | 5 |
| 6 Credit Hours | 67% | 4 |
| 5 Credit Hours | 67% | 3 |
| 4 Credit Hours | 67% | 3 |
| 3 Credit Hours | 67% | 2 |

2. Maximum Time Frame (MTF): Maximum Time Frame is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent, then they have reached Maximum Time Frame.

The graph below contains two examples. Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.

Maximum Time Frame Rule Examples
(Required Grad Hours X MTF percent)

| Hours required graduate | Times 150% | Equals the maximum of credit hours that the student may have and be eligible to receive financial aid for while in that program |
|---|---|---|
| 120 Credit Hours | 150% | 180 |
| 60 Credit Hours | 150% | 90 |
| 42 Credit Hours | 150% | 63 |

In the first example, the program of study requires 120 credit hours to graduate. Therefore, 180 credit hours would be 150 percent. (120 x 1.5=180). In the second example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit

hours would be 150 percent. (60x1.5=90). In the third example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 (42 x 1.5=63) credit hours attempted at STC in that program they would reach Maximum Time Frame.

Up to 30 credit hours of developmental credit hours are not counted in Maximum Time Frame calculations. Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

***How are my grades evaluated under the Standards of Academic Progress?***

- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- Grades of "F", "W", "WP", "WF", "DP", "DF", "IP" or "I" will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

***What happens if I fail to meet the Standards of Financial Aid Academic Progress?***

Following the first semester in which the student does not meet the standards of the Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared major-program of study), the student will be placed on Financial Aid Warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on warning as long as they are otherwise eligible for the funds.

- Students who are on Warning status and whoimprove their academic performance as defined by the Qualitative and Quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- Students who are on Warning status who fail to meet the standards of the Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until he/she meets Qualitative and Quantitative standards again.
- A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- A student who successfully appeals a suspension status is placed on Financial Aid probation and eligible to receive Title IV aid for up to two semesters. The student's record is reviewed after the first semester of Financial Aid probation. If the student brought his cumulative GPA back up to a 2.0 and also successfully completed 67% of the total number of credits attempted for the Financial Aid probation semester, he will be placed on Financial Aid Warning. If the student completed 67% of the total number of credits but did not bring his cumulative GPA up to a 2.0 and the term GPA is a 2.0 or better, the student is eligible for one additional semester of Financial Aid probation. If the term GPA is less than a 2.0 the student will be placed on suspension. This review of Financial Aid probation to students is done manually by a Financial Aid Representative. Students who are on Financial Aid warning status are notified by email of their status and what they must do to continue to receive aid.

## APPEAL PROCESS

Students who fail to meet STC's Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances, such as illness, death in the family, accidents, etc., have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc.

Please follow the procedure below to appeal a Financial Aid Suspension.

- A Financial Aid Appeal form must be obtained and submitted to the STC Student Financial
  Services Office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved/disapproved by the Financial Aid Appeals Committee.
- All decisions made by the Financial Aid Appeals Committee are final.
- It is the student's responsibility to follow up with the Student Financial Services Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

## ADDITIONAL INFORMATION

***Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy***

Students who withdraw from the college must still maintain FA Satisfactory Academic Progress. A complete withdrawal will always have a negative effect on a student's standing under this policy. If a student withdraws from school during the semester, his grades for the semester will be all "W"s. These grades are not passing; therefore the student did not meet the 67% completion rate requirement and will be placed either on Financial Aid Probation or FA Suspension depending on what their status was before the semester began.

***Maximum Time Frame Adjustment for Change of Major***

Students who change their major may have credits attempted and grades earned excluded from the Maximum Time Frame calculation if those credit hours do not count toward the new major. Exclusion of credit hours from the Maximum Time Frame Calculation will be allowed once, for change of major. All developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation when those courses are between the first major and the second major change; these grades after the second major cannot be excluded.

***Academic Probation and Suspension***

Students on academic probation or academic suspension will automatically be placed on Financial Aid Warning or Financial Aid Suspension. If a student successfully appeals his academic probation or suspension, that appeal has no effect on his standing with the Financial Aid Satisfactory Academic Progress Policy; he will still be on Financial Aid Suspension. Please reference to the Appeals Process Section for more information

***Students who graduate and return to STC for a second degree***

If a student graduates from STC and re-enrolls at STC to pursue another educational program, all developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by the Office of Counseling and Advising and submitting it to the Student Financial Services Office for review. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which credit hours from the graduated program apply to the student's new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to one degree plan review per graduation.

***Notification of status under the Financial Aid Satisfactory Academic Progress Policy***

Students placed on Financial Aid (FA) Warning or FA Suspension will be notified via email of their status after grades are available on STC's computer system.

***The Effect of Developmental Course Work on the MTF Calculation***

Thirty (30) credit hours of developmental course work will be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

***The Effect of Dropping a Course***

Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent completion rate requirements.

***Transfer Hours and Maximum Time Frame***

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at STC in their chosen major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do not count toward graduation from the student's current program of study will be eliminated from the total. These reviews are done on a first come first serve basis.

***The Effect of Financial Aid Suspension on Financial Aid Awards***

Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled (or discontinued in the case of work study), if the student is on Financial Aid Suspension.

***Consortium Agreements and the Satisfactory Academic Progress Policy***

When South Texas College has a consortium agreement with a participating institution, the student must meet the Satisfactory Academic Progress Policy of the institution that is awarding aid.

***The Effect of Repeating Courses***

There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy. All course attempts, even repeated courses, will count when assessing if student will meet 67% and/or Maximum Time Frame limit. Please see the Maximum Time Frame section on this document. Please see section Repeated Coursework within Financial Aid section of the catalog, for more information on this.

***The effect of Incomplete grades***

Courses where the student receives an incomplete ( I ) at the end of the semester or term, will count as attempted credit hours and as a non-passing grade when assessing if student will meet 67% and/or Maximum Time Frame limit.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

***Withdrawals***

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is STC's Tuition Refunds Policy, which is located in the Financial Information Section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid office may be reached at (956) 872-8375, and the Cashier's office may be reached at (956) 872-3455 or both may be reached at 1-800-742-7822.

***Policy Summary***

There are five types of Title IV funds that are affected by the return of Title IV funds policy at STC. They are the Federal Pell Grant, Federal SEOG Grant. The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid

toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

***When a student fails to earn at least one passing grade***

As per Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. For example: if a student attempts three courses, withdraws from one course with a "W" and earns "Fs" for the other two courses, or if he or she earns all "Fs" the Financial Aid office must assume that the student withdrew from school. The Financial Aid office is required to re-calculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing South Texas College hundreds of dollars. At STC, the withdrawal date for students who do not earn at least on passing grade is the 50 percent point of the semester.

For students in this situation, the only relief available is related to the date when they stopped attending school classes. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Financial Aid office for dates) and proof of this can be collected then the Financial Aid office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities; it must come from either an instructor or in the case of academic advising, the office of Counseling and Advising.

***Process for students who withdraw themselves***

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

***The process for students who are withdrawn or who do not initiate the withdrawal process***

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn. Students who do not initiate the withdrawal process will be withdrawn up to the 50 percent point of the semester. If the student is withdrawn on or after the 50 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50 percent

***The process for students who are withdrawn or dropped by STC***

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn. For Texas Success Initiative (TSI) Non-compliance the percentage of aid earned by the student is determined by the withdrawal date.

## RETURN OF TITLE IV FUNDS CALCULATION RESULTING IN MONEY OWED TO SOUTH TEXAS COLLEGE

If students withdraw or are withdrawn from all of their classes after the 20th class day of a regular semester or the designated end of the refund period of a shorter term, STC will not adjust the cost of tuition and fees (Please reference the Tuition Refunds Policy, which is located in the Financial Information Section of the STC Catalog). When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, students become responsible to repay funds those funds to STC. The debt must be repaid before the student will be allowed to register for a future semester.

***Grant Overpayments***

Students who have grant overpayments at Department of Education Collections may call 1-800-621-3115, email them at dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

***Three Examples of Return of Title IV funds calculations:***

**Example #1**

Barbara was enrolled in for 12 credit hours at STC for the fall semester. When Barbara began classes she received a Federal Pell Grant. She withdrew from her classes 53 days into the semester. Her bill for tuition and fees was $1250. There are a

total of 159 calendar days in the semester, so Barbara earned 33.3 percent of her Title IV aid (53 days completed divided by 159 total days in the payment period). Barbara received a total of $2675 in Federal Pell Grant for the fall semester. She received a check for the balance of Pell Grant funds in excess of the cost of school after census day.

To determine the amount of Pell Grant funds that Barbara earned, we must multiply the percentage earned by the amount she was eligible to receive.

33.3% X $2675.00= $890.78

Since Barbara was enrolled for 33.3 percent of the fall semester, according to U.S. Department of Education regulations, she has earned $890.78 of her Pell Grant. The Department of Education requires that STC return $846.25 of the unearned funds from the funds that Barbara used to pay for her tuition and fees. Because Barbara withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Barbara will be responsible to repay STC $846.25 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

**Example #2**
David was enrolled for 12 credit hours in the spring semester, attended a few weeks of his classes and decided to leave school. He was eligible for $550.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was $650.00. He did not inform STC of his decision to withdraw, and did not follow the process for withdrawing from school. Joe was dropped from all of his classes for non-attendance, and the Financial Aid office was notified of his withdrawal. The date that he was withdrawn was at the 45 percent point of the semester.

To determine the amount of Pell Grant funds that Joe earned, we must multiply the percentage earned by the amount he was eligible to receive.

45.0% X $550.00 = $247.50

Since Joe was enrolled for 45.0 percent of the spring semester, according to U.S. Department of Education regulations, he has earned $247.50 of his Pell Grant. The Department of Education requires that STC return $357.50 of the unearned funds from the funds that Joe used to pay for his tuition and fees. Because Joe withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Joe will be responsible to repay STC $357.50 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.

**Example #3**
Danny was enrolled in 6 credit hours for the spring semester, was not withdrawn and did not initiate the withdrawal process. He earned all Fs for the spring semester. The Financial Aid office was unable to find documentation showing that she had attended past the 60 percent point of the semester, and consequently was required to perform a Return of Title IV funds calculation.

As per U.S. Department of Education regulations Danny is entitled to 50 percent of her $1,325.00 Pell Grant award. Danny will be responsible to repay STC $300.

## DEVELOPMENTAL COURSEWORK LIMITATION

The U. S. Department of Education provided the following guidelines to schools about how developmental courses may be funded. (Please note that the information in this catalog only pertains to the developmental coursework limitation and a student must satisfy all U. S. Department of Education, State of Texas and South Texas College eligibility requirements to be eligible for Financial Assistance). A student may receive Federal Aid for up to one academic year's worth of developmental coursework. At community colleges, the limit is 30 semester hours. The Financial Aid office complies with this requirement by reviewing all student records after the Census day of each semester to see if any students are scheduled to receive financial aid for a developmental course when they have already attempted 10 or more courses.

Any Pell Grant award made to a student who is scheduled to receive aid for the 11th or greater developmental course attempt will be recalculated without considering the developmental course in the student's enrollment status.

Example:
If a student is enrolled in a total of 12 credit hours, three of which are from his/her 11th developmental course attempt, his/her Federal Pell Grant award will be recalculated based on nine credit hours instead of 12 credit hours.

*NOTE: For the most updated Financial Aid Information on this catalog or student guide, please refer to our Financial Aid Website at http://studentservices.southtexascollege.edu/finaid/index.html*

*Changing lives, Changing Communities*

# CAMPUS PARKING

## PARKING ON SOUTH TEXAS COLLEGE PROPERTY

All students, faculty, and staff must purchase a parking permit to park on South Texas College property. Parking permits must be affixed to the inside lower right hand corner (passenger side) of the windshield. STC students, faculty, and staff who park in a visitor space will be ticketed with or without a permit displayed.

## PARKING PERMITS

A parking permit does not guarantee a parking space, but does authorize parking in designated areas. The person issued a parking permit is responsible for all violations and tickets cited to that permit. Individuals will also be held liable for any citations issued to vehicles on South Texas College property, whether or not the vehicles have a permit.

Parking permits can be purchased online through STC Marketplace, accessible on the STC main web page under the resources tab, via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. STC Marketplace provides an option to have parking permits mailed to a residence or to print a receipt for pick up of permits at the following locations:

***For students:***
Cashier's office located at each campus (956-872-8311). Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589)

***For faculty and staff:***
Site Coordinator's office located at each campus (956-872-8311). Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589)

***Parking permit fees are as follows:***

- Initial permit.....$25.00
- Additional or Replacement permit.....$25.00

***Temporary Parking Permits***
Students and employees who need to park a vehicle without a permit on college property for a day, must obtain a temporary parking permit that will allow parking in general parking areas identified in the campus parking map. Vehicles displaying a temporary parking permits are not authorized to park in faculty or staff parking areas. All visitors who are unable to locate designated "visitor" parking spaces must obtain a temporary permit to park in general parking areas. Temporary parking permits can be obtained at the designated locations shown above.

## SOUTH TEXAS COLLEGE PARKING REGULATIONS

***1. Displaying a parking permit***

- Permits for cars, trucks and SUVs shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield.
- Permits for motorcycles shall be permanently affixed in a clearly visible location.
- Permits shall be displayed in an upright position and not be altered in any way.

***2. Citations will be issued for the following violations:***
***(Texas Education Code Section 51.201 - Laws of the state are in effect for Institutions of Higher Education)***

- Improper display of parking permit, including not permanently affixing the permit in the proper location inside lower right hand corner (passenger side) of the windshield.
- Parking where prohibited by signs/markings (Examples: Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading spaces).
- Parking in "visitors" spaces, with or without a permit, while an employee or student at South Texas College.
- Parking in "visitors" spaces for longer than the allotted time (Example: 2 Hour Limits displayed on signs).
- Parking where there is no designated parking space.
- Parking alongside islands and curbs marked "No Parking" or painted red).
- Double-parked (encroaching on another parking space).
- Parking in a fire lane (red zone) (subject to tow at owner's expense).
- Failure to come to a complete stop at a stop sign.
- Driving the wrong way.
- Moving violations including reckless driving, and driving to endanger.
- Parking in a handicapped parking space without properly displaying a valid handicap placard/ license plate or disabled veteran license plate issued by the state of Texas. Handicap spaces are not for use by individuals who do not have a handicap, even if the vehicle properly displays a handicap placard/license plate or disabled veteran license plate. (Violators are subject to the confiscation of the handicap permit displayed in the vehicle).

***3. Citation Fees***

- 1st Citation .....$30.00
- 2nd Citation.....$50.00
- 3rd Citation.....$70.00
- 4th Citation .....$90.00

- 5th Citation.....$110.00
  *plus $100.00 wheel lock removal fee.*
- Parking in a Fire Lane (Red Zone).....$50.00
- Parking in a handicap space.....$150.00
  *(2nd citation will result in a wheel lock and removal fee. No appeal granted.)*
- 1st Moving Violation.....$30.00
- 2nd Moving Violation.....$50.00
- 3rd Moving Violation.....$70.00

## VEHICLE TOWING

Vehicles may be towed for violation of STC Parking Rules and Regulations. Individuals are responsible for the payment of towing company charges.

## WHEEL LOCKS

Wheel locks shall be placed on vehicles that have 4 previously unpaid fines and are receiving a 5th ticket or for other violations of STC regulations and shall not be removed until all pending citations have been paid and a receipt of payment is presented to the security office.

## PAYMENT OF CITATIONS

Individuals who receive tickets cited to their assigned parking permits or vehicle license plates are responsible for payment of each citation fee issued. If a student or employee fails to pay for a citation, a hold will be placed on their record. Students with holds will not have access to grades, transcripts, and graduation records. Employees are subject to adverse personnel actions as referenced in Board Policy 4920. Payments can be made as follows:

1. At the Cashier's office during operating hours (8 a.m.-5 p.m.).

2. Mailing checks or money orders to the Cashier's office, P.O. Box 9701, McAllen, TX 78502-9701.

3. Making payment through STC Marketplace, accessible on the STC main web page under the resources tab, via any Internet enabled computer or kiosk.

## APPEALS

Appeals of citations must be submitted no later than five (5) working days from receiving the citation. Appeals turned in after the 5 working days will be denied. An appeals committee will review the appeal and forward the decision to the email address shown on the appeal. The decision of the committee will be final and the individual shall abide by the committee's decision. Appeals may be submitted as follows:

1. Access JAGNET via any internet enabled computer or kiosk. Select "Parking Links" and submit the electronic form.

2. Visit the Security Office located in Room 159 of Building N at the Pecan Campus (956-872-2589).

## INCIDENT OR ACCIDENT

If you are involved in an incident or accident on South Texas College property that requires emergency assistance, call 911 immediately. For other assistance contact Campus Security at 956-872-2589.

# CAMPUS SECURITY

The mission of the South Texas College Office of Safety and Security is to provide a safe educational environment for students, faculty, staff, and campus visitors. This is accomplished through:

1. The education of the college community on crime prevention methods and techniques and the need to assume personal responsibility for safety and security on campus.

2. The development of a comprehensive all hazards emergency response plan to ensure the safety of individuals and the protection of college resources.

3. The acquisition and utilization of state of the art technology to deter crime and protect the college community.

4. The enforcement of all laws, policies, and regulations.

The Director of Security prepares this crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. These statistics may also include crimes that have occurred in private residences or businesses that is not required by law. Each year, notification is made to all enrolled students providing the web site to access this report. Faculty and staff receive similar notification.

Copies of the report may also be obtained at the South Texas College Security Department which is located at room 159, building N on the North side of the Pecan Campus.

## STATISTICS REPORT

| ON CAMPUS - OFFENCE | 2007 | 2008 | 2009 |
|---|---|---|---|
| Murder / Non-Negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 1 |
| Sex Offenses, Non-Forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 1 | 0 | 0 |
| Burglary | 0 | 0 | 3 |
| Motor Vehicle Theft | 4 | 1 | 1 |
| Arson | 0 | 0 | 0 |
| Liquor Law Arrests | 1 | 0 | 3 |
| Liquor Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Drug Law Arrests | 2 | 0 | 5 |
| Drug Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 |
| Illegal Weapons Possession Violations Referred For Disciplinary Action | 0 | 0 | 0 |

| NON CAMPUS - OFFENCE | 2007 | 2008 | 2009 |
|---|---|---|---|
| Murder / Non-Negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 0 |
| Sex Offenses, Non-Forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 |
| Liquor Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 |
| Drug Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 |
| Illegal Weapons Possession Violations Referred For Disciplinary Action | 0 | 0 | 0 |

| PUBLIC PROPERTY - OFFENSE | 2007 | 2008 | 2009 |
|---|---|---|---|
| Murder / Non-Negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 0 |
| Sex Offenses, Non-Forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 |
| Liquor Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 |
| Drug Law Violations Referred For Disciplinary Action | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 |
| Illegal Weapons Possession Violations Referred For Disciplinary Action | 0 | 0 | 0 |

| HATE CRIMES - ON CAMPUS OFFENSE | 2007 | 2008 | 2009 |
|---|---|---|---|
| Murder / Non-Negligent Manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 0 |
| Sex Offenses, Non-Forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Destruction/Damage/Vandalism of Property | 0 | 0 | 0 |

# STUDENT LIFE

The department of Student Life enhances the student experience through the development, delivery and evaluation of policies, programs, services and facilities that complement the academic mission of South Texas College and address issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs.

## STUDENT ACTIVITIES

The office of Student Activities fosters the personal growth of individuals and promotes the development of socially responsible citizens and leaders by encouraging the active participation of students and student organizations in leadership, educational, cultural and civic programs which support and enhance student's collegiate experience and their education outside the classroom.

***Campus Programming Board***

The Campus Programming Board engages South Texas College students in the planning, implementation and evaluation of programs and activities designed to meet a wide variety of student needs and interests that facilitate learning outside the classroom and enhance the sense of community at South Texas College.

***Student Organizations***

Over 60 student organizations at South Texas College contribute to a vibrant college community by providing invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Each year, student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

***First-Year Experience***

The First Year Experience at South Texas College is the combination of services, programs, curricular and co-curricular activities that support a student's transition from high school to South Texas College, while providing a foundation for academic success.

***Student Government Association***

The Student Government Association at South Texas College (SGA@STC) is the representative organization for the student body at South Texas College. The SGA@STC provides a forum for open discussion of matters affecting students at South Texas College.

***Student Leadership Academy***
The Student Leadership Academy encourages and aids in the development of student leaders. Through interactive workshops and seminars, this prestigious program allows students to develop their personal leadership style and put their leadership skills into practice, allowing them to gain experience and confidence.

## INTRAMURAL SPORTS AND WELLNESS PROGRAMMING

The office of Intramural Sports and Wellness Programming provides opportunities for individuals to engage in recreational sports and activities in a supportive and safe environment that enhances personal development, increases physical and mental health, encourages social interaction and develops lifetime patterns for healthful living and positive use of leisure time.

## STUDENT CONDUCT ADMINISTRATION

The office of Student Conduct Administration develops influences and enforces South Texas College policies to promote a safe and supportive learning environment that treats each student fairly, equally, and with respect. The office of Student Conduct Administration nurtures student learning and growth by encouraging student accountability, academic integrity and responsible decision-making.

## CONFLICT RESOLUTION CENTER

The Conflict Resolution Center provides guidance to the South Texas College community regarding College protocol and procedures and assists and counsels students in resolving disputes and conflicts in a way that facilitates individual responsibility, contributes to their maturation, and promotes the development of self-advocacy skills.

## JOB PLACEMENT CENTER

The Job Placement Center assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment. Services include a free on-line job search system; assistance with resume preparation, writing job search letters and improving interviewing techniques; job fairs and employment referrals.

## VETERAN AFFAIRS

The office of Veteran Affairs promotes education opportunities to community members who are eligible for Veterans education benefits and provides support, guidance and a variety of services and programs to students attending South Texas College who are using educational benefits under the department of Veteran Affairs educational assistance programs.

# LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STC community. Library facilities are located at the Technology Campus, Mid-Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, Pecan Campus, and Starr County Campus. Librarian assistance is available at these sites. Student-access computers are available at all library facilities

STC libraries hold over 190,000 cataloged items in its collection, including books, video, and audio recordings. The Library catalogs its collections using SIRSI's Symphony library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 280 print serial publications (newspapers, magazines, and journals) and over 100 online databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases, allow direct retrieval of the full-text documents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers. Distance learning students have remote access through a proxy server.

Library Services is a member of the Amigos Library Services, TexShare, and OCLC. Every member of these organizations has made inter-library loan agreements to share resources with other member libraries. Thus, the STC community has access to the collections of several hundred academic and public libraries across the United States. STC Library patrons can borrow materials directly from participating TexShare libraries with their current STC ID card and a TexShare card available from the STC library. Participating TexShare libraries in the region include: University of Texas-Pan American, University of Texas at Brownsville/TSC, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

# CENTERS FOR LEARNING EXCELLENCE

The Center for Learning Excellence (CLE) helps students acquire or reinforce the learning skills and course content knowledge required to be successful in college. At the CLE, students can receive high-quality drop-in or by-appointment tutoring along with other academic support resources in a broad variety of subject areas. The CLE has been awarded the highest level of certification status from the College Reading and Learning Association (CRLA), a leading organization in the certification of academic learning centers based on established best practices for tutor training and evaluation. CLE sites are located on every STC Campus: Pecan, Mid-Valley, Starr County, Nursing and Allied Health, and Technology Center.

Each of the CLE campuses house computer labs where students can access technology-based resources to enhance learning; some available programs include Plato, My Math Lab, Hawkes Learning (math courseware), Tell Me More (self-paced instructional software), Microsoft Office Suite 2010, Adobe Master Collection CS5 and more discipline-specific software. In addition, the CLE offers group study rooms for student use with or without tutoring assistance. Students may also take advantage of the following academic support programs provided by the Centers for Learning Excellence: Supplemental Instruction, Student Success Workshops, Group Tutoring by Appointment, Exam Proctoring, and Learning Communities.

Students may also take advantage of the following academic support programs provided by the Centers for Learning Excellence:

- Supplemental Instruction is a program in which a peer learning mentor, called an SI Leader, is scheduled to attend class and hold regularly scheduled study sessions in order to maximize student success. SI is primarily assigned to certain courses that have been recognized as academically challenging. Students enrolled in an SI course are charged a $15 per credit hour fee. Enrollment in SI classes is limited, so early registration is encouraged.
- Group Tutoring by Appointment provides an opportunity for students to obtain tutoring support for study groups. Study groups comprised of four or more students may call to schedule a private tutoring session at the CLE for up to one hour.
- Student Success Workshops are informational training seminars provided by professional STC staff and faculty. The workshops are offered throughout the fall, spring, and summer semesters and cover a variety of subjects. Students can learn ways to maximize study time, organize notes, manage time effectively, or master key academic concepts by participating in these sessions.
- Learning Communities are multiple courses attended by the same group of students and taught by paired instructors who blend curricula to maximize student learning. Using this approach, students are able to make connections across disciplines and build a strong peer support network.
- Other specialized CLE Programs and Services include ASL Learning Lab, ESL Student Services, Test Proctoring, JagNet password support and much more.

Please visit the CLE website for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services that are provided at the following address: http://academicaffairs.southtexascollege.edu/learningexcellence/index.html or select “Tutoring Center” under the resources drop down menu on the STC homepage.

# ALUMNI AND FRIENDS

The Alumni & Friends Association develops relationships and establishes lifelong connections between South Texas College and its former and current students, leading to increased support for the institution’s mission and goals. The association also reaches out to community members, who are "friends" of the college. It promotes a variety of networks and resources, and offers opportunities to grow professionally and socially.

For more information, call (956) 872-8302, or go to alumni.southtexascollege.edu.

# OUTREACH

The Outreach Department provides off-site assistance to residents in Hidalgo and Starr counties. Outreach Specialists distribute enrollment, financial aid, and program information at various college and career days; promote the college through presentations at schools and community agencies; assist prospective students with their transition into the college by helping to complete enrollment and financial aid forms; and conduct campus visits/tours; and coordinate new student orientations.

The Outreach Department also facilitates the dual enrollment application and registration process for the district’s high schools. Outreach Specialists maintain a unique relationship with community agency representatives, high school counselors and other school district personnel to ensure that they are providing the most efficient and effective service possible.

For further information, please call (956) 872-8391 or 1-800-742-7822.

# STUDENT INFORMATION AND WELCOME CENTERS

The Student Information and Welcome Centers provide accurate and up-to-date information about the college's programs and services. Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr County campuses.

Student Information Centers are located at all STC campuses. Prospective students are encouraged to visit an STC Welcome or Student Information Center to complete the online admissions application (Apply Texas) and obtain an enrollment checklist that will facilitate their transition into STC.

Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at both the Student Information and Welcome Centers including college viewbooks, catalogs and class schedules.

Services provided include: campus tours, Apply Texas (online application), Pre-Enrollment Preparation (PrEP - online orientation), call center, temporary parking permits and student identification cards.

For more information call (956) 872-8311 or 1-800-742-7822.

# DISTANCE EDUCATION

South Texas College's Distance Education Department offers students flexible and convenient opportunities to complete their education.

STC offers Online Associate of Arts Programs in the following fields:

- Business Administration
- Criminal Justice
- Education
- English
- Interdisciplinary Studies
- Mexican-American Studies
- Social Sciences (Social Work, Anthropology, Sociology, and Psychology)
- Language and Cultural Studies-Spanish Concentration
- Language and Cultural Studies-Spanish/ English Translation

STC also offers Online Associate of Applied Science Programs in Human Resources Specialist

Distance Education Courses are offered in a variety of formats: Online, Hybrid, Web-Enhanced, Telecourses, and Videoconferencing.

- Online coursework may be completed from any computer that has Internet access. Some instructors require students to take proctored exams. Check the course list for specific information.
- Hybrid classes divide class meeting time between Internet and on-campus locations.
- Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.
- Telecourses are available on DVD. Students check out the DVD's at the Campus Libraries on a semester basis and meet with their instructors about once a month.

Some Telecourses require online/web components.

- Videoconferencing classes allow the college to offer classes that might not make at separate locations due to low enrollment. By using two-way interactive videoconference technology, students can attend classes at their 'home' campuses while receiving instruction and communicating with instructors and classmates from different locations.

Information about Distance Education at STC is available at: http://elearn.southtexascollege.edu or by calling (956) 872-2598.

# INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT AND RESEARCH AND ANALYTICAL SERVICES

Two offices that help College faculty, staff and administrators make informed decisions by examining, evaluating, and reporting on the College's performance and effectiveness are Institutional Effectiveness and Assessment (IEA), and Research and Analytical Services (RAS).

The priorities of IEA are institutional effectiveness (IEA) planning and assessment. IEA also assists the College administrators, faculty, and staff with assessing innovative strategies or intervention projects for continuous improvement.

RAS conducts educational research on topics of importance to the College by collecting and analyzing data from College stakeholders and other sources. RAS consults with faculty who are interested in conducting human subject research here at the College and provides assistance with qualitative or quantitative research methods, study design, statistical analysis, and survey instrument design and administration.

To request institutional data, contact the ISP Help Desk via email at ISPHELP@southtexascollege.edu, or by phone at 872-2111, or you may contact the departments directly at 872-5587 (IEA) or 872-5577 (RAS)."

# CONTINUING, PROFESSIONAL AND WORKFORCE EDUCATION

Continuing, Professional and Workforce Education provides quality and utility lifelong education opportunities through professional development, career programs, corporate training, personal enrichment courses, and professional conferences. The department is committed to (1) empowering residents of all ages with the necessary skills and knowledge to effectively fulfill their professional, business and personal needs and (2) assisting employers in the training, development, and efficiency of their workforce.

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties. Classes are delivered both online and in traditional classroom settings. Courses can be scheduled in response to community demand where 12 or more students register for the class. Mandatory Continuing Education Units (CEU) meeting licensing requirements are available for professionals. A Satisfactory (S) or Unsatisfactory (U) grade is earned for continuing education courses. Continuing, Professional and Workforce Education offers ongoing courses through the following institutes:

**REGISTRATION IS EASY**

- Go to the STC campus of your choice
- Bring Picture ID
- Complete registration form
- Pay (money order in person or credit card online)

**SERVICES**

**Career Preparation**

- Programs that equip you with foundation skills to enter career pathways

**Career Pathways**

- Programs leading to certification that will make you competitive and marketable in the workplace

**Customized Corporate Training**

- Customized programs and courses that help employers and their workforce compete in our global economy

**Leisure Learning and Personal Enrichment**

- Fun courses to spice up your life

**Professional Conferences**

- Business, Education, Health, & Technology areas

**Professional Education and Development**

- Review courses for professional certifications and licenses

**INSTITUTES**

**Alternative Teacher Certification Program (ATCP)**

- Classroom Management Training
- Content TExES Preparation
- Internship Training
- PPR TExES Preparation
- Renewal of Teaching Certificate

**Arts and Design**

- Cake Decorating
- Ceramics
- Choir
- Creative Wellness
- Drama
- Drawing
- Fashion Design
- Floral Design
- Guitar
- Jewelry
- Painting
- Photography
- Piano
- Sculpture
- Voice Classes

**Business World**

- Administrative Assistant
- Bank Teller
- Business Writing
- Certified Public Accountant Review
- Customer Service
- eBay Buying and Selling
- Entry-level Job Skills (Employability Skills)
- Front-line Supervisor
- Front Office Clerk
- Fund Raising
- Grant Writing
- Hospitality
- Human Resource Management Review
- Leadership Academy
- Management Skills
- Personal Finance
- Retail

**Education Strategies**

- ACT/SAT Review
- College Success for Students
- College Success Workshop
- Kids' College
- Math and Science Camps
- Speed Reading
- Substitute Teaching
- Teacher Aide Preparation
- THEA Review
- Teens College

**English as a Second Language (ESL)**
- Advanced Level
- Beginning Level
- Conversation Course
- High-Advanced Level
- Intermediate Level
- Survival Course
- TOEFL

**Health and Care Management**
- Activity Director
- Certified Food Service Manager
- Certified Nurse Assistant (CNA)
- Community Health Worker/Promotora
- CPR
- Emergency Care Attendant
- First Aid
- Medical Office Clerk
- Medication Aide
- Phlebotomy

**Language and Literacy Competence**
- American Sign Language
- GED
- Spanish

**Life Fitness**
- Culinary Arts
- Dance
- Home Skills
- Physical Fitness

**Real Estate**
- Appraisal
- Finance
- Home Inspection
- Law of Agency
- Law of Contracts
- Marketing
- Mathematics
- Principles I
- Principles II
- Property Management

**Technology Innovations**
- Electrician Aide
- Electrical Review
- Electrician License Renewal
- Excel
- Facilities Maintenance
- HVAC Review
- HVAC and Refrigeration Technician Assistant
- Internet Usage
- Introduction to Computers
- OSHA Training
- Plumber Aide
- PowerPoint
- Welding
- Word

**Travel and Driving**
- Bus Driving
- Defensive Driving
- Forklift Certification
- Truck Driving

# CURRICULUM

# South Texas College
# Core Curriculum

The Core Curriculum at South Texas College has, at its foundation, the philosophy and purpose of the College and is a composition of general education courses which form the foundation of all Associate of Arts and Associate of Science degrees.

These are degrees that are designed for students who plan to continue their education at a four-year university in order to earn a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science degree.

STC is committed to the preparation of intellectually flexible, creative, and productive citizens. Through exposure to a varied range of disciplines and technologies, students will develop:

- an understanding of the importance of lifelong learning
- broad global and social perspectives
- essential skills for tomorrow's workforce

The purpose of the Core Curriculum is to provide the foundation through which STC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking.

This common body of essential knowledge and skills is taught and reinforced through courses selected in six Core Components: Communication, Mathematics, Natural Sciences, Humanities and Visual and Performing Arts, Social and Behavioral Sciences, and Computer Science.

## COMMUNICATION

**Composition/**
**Written Communication** ***6 credits***

ENGL 1301 Composition
ENGL 1302 Composition II-Rhetoric

**Speech** ***3 credits***

SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communications
SPCH 1321 Business and Professional Speaking
SPCH 2301 Introduction to Technology and Human Communication
SPCH 2333 Discussion and Small Group Communication
SPCH 2335 Argumentation and Debate

The objective of a Composition/Written Communication and Speech Components of the Core Curriculum is to enable the student to write clear, correct prose and communicate in a style appropriate to the subject, occasion, and audience.

Through the Composition/Written Communication and Speech Components of the Core Curriculum, competencies the student will be able to demonstrate are to:

- demonstrate writing as a process; this includes pre-writing and invention, writing, revision, editing and proofreading;
- demonstrate the importance of specifying audience and purpose and to select appropriate communication choices;
- identify and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;
- develop the ability to research and write an MLA/APA style documented paper and give an oral presentation.

## MATHEMATICS

***3-4 credits***

MATH 1324 Finite Mathematics
MATH 1332 Contemporary Mathematics
MATH 1442 Statistics
MATH 1414 College Algebra
MATH 2412 Precalculus and Trigonometry
MATH 2413 Calculus I

The objective of the Mathematics Component of the Core Curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in real-life applications.

Through the Mathematics Components of the Core Curriculum, competencies the student will be able to demonstrate are to:

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world solutions;
- access and evaluate basic mathematical information verbally, numerically, graphically, and symbolically;
- demonstrate mathematical reasoning skills and formal logic to develop convincing mathematical arguments;
- use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and justify the results;
- interpret mathematical models such as formulas, graphs, tables, and schematics, and draw

inferences from them;
- determine the limitations of mathematical and statistical models;
- develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

# NATURAL SCIENCES

***8 credits***

BIOL 1408 General Biology I
BIOL 1409 General Biology II
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
PHYS 1401 College Physics I
PHYS 1402 College Physics II
PHYS 1403 Introduction to Astronomy I - Stars and Galaxies
PHYS 1404 Introduction to Astronomy II - Sky and Galaxies
PHYS 2425 University Physics I
PHYS 2426 University Physics II
PHYS 1415 Physical Science I
PHYS 1417 Physical Science II
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
GEOL 1445 Oceanography
GEOL 1447 Meteorology

The objective of the Natural Sciences Component of the Core Curriculum is to enable the student to understand, construct, and evaluate empirical relationships in the natural science and to understand the basis for theory-building and testing.

Through the Natural Sciences Component of the Core Curriculum, competencies the student will be able to demonstrate are to:
- relate and apply method and appropriate technology to the study of natural sciences;
- identify scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing;
- identify and recognize the differences among competing scientific theories;
- demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics and values and public policies;
- demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to modern culture.

# HUMANITIES & VISUAL AND PERFORMING ARTS

**Visual and Performing Arts*** ***3 credits***

ARTS 1301 Art Appreciation
ARTS 1303 Art Survey I
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II
ARTS 1325 Drawing & Painting (for Non-Art Majors)
ARTS 2313 Design Communications I
ARTS 2314 Design Communications II
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III
ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2341 Art Metals/Jewelry Design I
ARTS 2342 Art Metals/Jewelry Design II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTS 2356 Photography I (Fine Arts Emphasis)
ARTS 2357 Photography II (Fine Arts Emphasis)
DANC 2303 Dance Appreciation
DRAM 1310 Drama Appreciation
DRAM 1351 Acting I
DRAM 2366 Film Appreciation
HUMA 1311 Mexican-American Fine Arts Appreciation
HUMA 1315 Fine Arts Appreciation
MUSI 1306 Music Appreciation
MUSI 1309 Music Literature II

*Additional materials and supplies will be required in some courses and is the responsibility of the student to purchase these materials when needed.

The objective of the study of the Visual and Performing Arts Component of the Core Curriculum is to enable the student to understand and employ creative processes in the production of visual arts, the production of performing arts and to develop an aesthetic awareness and appreciation of the arts.

Through the Visual and Performing Arts Component of the Core Curriculum, competencies the student will be able to demonstrate are to:
- engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist;
- articulate an informed personal reaction to works in the arts and humanities;
- develop an appreciation for the aesthetic principles that guide or govern the humanities and arts;

**Humanities** *3 credits*

ARTS 1304 Art Survey II
ENGL 2341 Introduction to Literature
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2351 Mexican American Literature
HUMA 1301 Introduction to Humanities I
HUMA 1305 Introduction to Mexican-American Studies
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
MUSI 1308 Music Literature I
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 1316 History of Religions I
PHIL 1317 History of Religions II
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction to Social & Political Philosophy
PHIL 2316 History of Classical and Modern Philosophy I
PHIL 2317 History of Classical and Modern Philosophy II
PHIL 2318 Contemporary Philosophy
PHIL 2321 Philosophy of Religion
SGNL 2301 Intermediate American Sign Language I
SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers
SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II
SPAN 2316 Career Spanish I
SPAN 2321 Introduction to Spanish Literature I
SPAN 2323 Introduction to Latin American Literature
SPAN 2324 Spanish Culture

The objective of the Humanities is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society.

Through the Humanities Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- demonstrate awareness of the scope and variety of works in the arts and humanities;
- understand those works as expressions of individual and human values within an historical and social context;
- respond critically to works in the arts and humanities;
- demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

# SOCIAL AND BEHAVIORAL SCIENCES

The objective of the Social and Behavioral Science Component is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

**U. S. History** *6 credits*

HIST 1301 U.S. History I or
HIST 2327 Mexican-American History I
and
HIST 1302 U.S. History II or
HIST 2328 Mexican-American History II

The objective of studying history is to analyze the past. Through the Core Curriculum Component in History, students will learn to understand past events and patterns of historical development by engaging historical evidence and the interpretations of historians. Through the History Components HIST 1302 or HIST 2328 of the Core Curriculum, the Exemplary Educational Objectives are:

- To understand the evolution and current role of the U.S. in the world;
- to differentiate and analyze historical evidence (documentary and statistical) and differing points of view;
- to recognize and apply reasonable criteria for the acceptability of historical evidence and social research.

**Political Science** *6 credits*

GOVT 2301 American Government I AND
GOVT 2302 American Government II or
GOVT 2311 Mexican American Politics

The objective of studying political science is to understand governmental institutions and the operation of the political system. Through the Core Curriculum Component in Political Science, students will learn the foundations of the American and Texas political system, the operation and roles played by various governmental institutions in America and Texas and the operation of the American political system. Through the Political Science Component of the Core Curriculum, the Exemplary Educational Objectives are:

- To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights;
- to analyze and critically assess, and develop creative solutions to public policy problems;
- to recognize and assume one's responsibility as a citizen in a democratic society by learning

to think for oneself, by engaging in a public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.

### Social and Behavioral Sciences Electives *3 credits*

ANTH 2301 Physical Anthropology
ANTH 2302 Introduction to Archeology
ANTH 2351 Cultural Anthropology
CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1307 Crime in America
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices
ECON 2301 Principles of Economics I - Macro
GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican American Politics
HIST 2301 Texas History
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HIST 2381 African American History
PSYC 2301 General Psychology
PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology
PSYC 2314 Lifespan Growth and Development
PSYC 2317 Statistical Methods in Psychology
SOCI 1301 Introductory Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family
SOCI 2319 Minority Studies
SOCW 2361 Introduction to Social Work

The objective of the Social and Behavioral Science Elective Component of the Core Curriculum is to increase students' knowledge of human behavior, interaction, and the political, psychological, and sociological factors influencing both individual and social development. Such knowledge should include: an understanding of the scientific methods used in studying human behavior and interaction; relationships among individuals, groups, institutions, events, and ideas; as well as the occupations and careers awaiting those who choose a major in the social and behavioral sciences.

Through the Social and Behavioral Sciences Electives Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition;
- examine social institutions and processes across a range of historical periods, social structures, and culture;
- use and critique alternative explanatory systems or theories;
- develop and communicate alternative explanations or solutions for contemporary social issues;
- analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study;
- identify and understand differences and commonalities within diverse cultures.

# COMPUTER SCIENCE

***3 credits***

COSC 1301 Microcomputer Applications
COSC 1336 Fundamentals of Programming I

The objective of the Computer Science component of the Core Curriculum is to enable students to identify and use microcomputer hardware and software.

Through the Computer Science component of the Core Curriculum, competencies the student will be able to:

- utilize computer-based technologies for effective data communications;
- acquire information from online and local sources utilizing computer technology;
- analyze and solve problems using computer-based technologies;
- describe limitations and problems with a technology solution.

**Total credits: 44-45**

**ARTS 1304, MUSI 1308, and MUSI 1309 may only be taken to fulfill either the Visual and Performing Arts or the Humanities requirement. It may not fulfill both requirements.*

# HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

## HUMANITIES AND VISUAL AND PERFORMING ARTS

### Art

ARTS 1301 Art Appreciation
ARTS 1303 Art Survey I
ARTS 1304 Art Survey II
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II
ARTS 1325 Drawing & Painting (for non-art majors)
ARTS 2313 Design Communications I
ARTS 2314 Design Communications II
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III

ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2341 Art Metals/Jewelry Design I
ARTS 2342 Art Metals/Jewelry Design II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTS 2356 Photography I (Fine Arts Emphasis)
ARTS 2357 Photography II (Fine Arts Emphasis)

**Dance**
DANC 2303 Dance Appreciation

**Drama**
DRAM 1310 Drama Appreciation
DRAM 1351 Acting I
DRAM 2366 Film Appreciation

**Foreign Language***
SGNL 2301 Intermediate American Sign Language I
SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II
SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers
SPAN 2316 Career Spanish I
SPAN 2321 Introduction to Spanish Literature I
SPAN 2323 Introduction to Latin American Literature
SPAN 2324 Spanish Culture

**Humanities**
HUMA 1301 Introduction the to Humanities I
HUMA 1311 Mexican-American Fine Arts Appreciation
HUMA 1305 Introduction to Mexican-American Studies
HUMA 1315 Fine Arts Appreciation
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures

**Literature***
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2351 Mexican American Literature

**Music**
MUSI 1306 Music Appreciation
MUSI 1308 Music Literature I
MUSI 1309 Music Literature II

**Philosophy**
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 1316 History of Religions I
PHIL 1317 History of Religions II
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction to Social and Political Philosophy
PHIL 2316 History of Classical and Modern Philosophy I
PHIL 2317 History of Classical and Modern Philosophy II
PHIL 2318 Contemporary Philosophy
PHIL 2321 Philosophy of Religion

*Check catalog for course pre-requisites

# Baccalaureate Degrees

## Computer and Information Technologies


- Computer and Information Technologies (Bachelor of Applied Technology) ..... 89


## Medical and Health Services Management


- Medical and Health Services Management (Bachelor of Applied Technology)..... 93


## Technology Management


- Technology Management (Bachelor of Applied Technology)..... 97

## Bachelor of Applied Technology in

# Computer and Information Technologies

The Bachelor of Applied Technology Degree (BAT) in Computer and Information Technologies (CIT) will prepare students for successful careers in the field of CIT. Coursework is balanced between theoretical and technical competencies associated with the CIT profession to prepare graduates for a number of demands placed on CIT professionals. The degree is designed to educate and train students with relevant, technical knowledge of CIT practice to provide solutions for real-world problems as well as to provide technical support for computer-based information systems. Technology-oriented coursework with an emphasis on computer application of those technologies will form the core requirements for this program.

The program's objectives will offer academic development in a number of ways. The program will include a required capstone course that will enhance the educational experience and employment potential for students. The program will also include a strong professional component to develop skills in technical communication, ethics, and group work. Students graduating from the program will be prepared to enter the private sector as well as continue their education in a graduate program.

Through the Bachelor of Applied Technology in Computer and Information Technologies outcomes, the student will be able to:

- Identify the basic components of information system, utilizing the system development, conduct a preliminary investigation of a system, determine the system requirements and analysis, develop information system design, and demonstrate proficiency of principals of system analysis and design (CITP 3305);
- Using common structure in the programming language, enhance the functionality of a web page using scripting language, write control statements that logically control the flow of the program, and use both console and file input and output in a syntactically and logically correct way (CITP 3310);
- Create a functional and visually recognizable interface, retrieve data from and insert data into a database using a standard connection library. Create, control, and terminate one or more threads, and use standard TCP/IP protocols to connect a software client to a software server (CITP 4350);
- Retrieve information stored in cookies and sessions, serve side scripting languages to build and format web pages, retrieve data from and insert data into a database using a standard connection library, and using standard TCP/IP protocols to connect a software client to a software server or servers (CITP 4316);
- Prepare image for display, including repairing damage, cropping and color adjustments. Cleanly remove undesired elements to include text or background materials, and create images that animate when viewed.(CITP 3360);
- Master the essential concepts of relational database model, write database in SQL language, designing and implement a database using Oracle, enhance problem solving skills for the development of a relational database system (CITP 3320);
- Integrate the specialized skills and knowledge presented throughout other courses to complete a system project (CITP 4340);
- Identify and define terminology, hardware, and software components of computer networking, utilize equipment, protocols, and topologies to differentiate between various network systems. Demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software(CITP 3302);
- Review security plan to ensure appropriate level of protection; implement network security design; audit network system based on security design; use relevant tools to maintain security requirements; and review all security policies and procedures on a regular basis (CITP 3312);
- Describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry; explain the application of technologies, architectures, and protocols used in the telecommunications industry (CITP 4345).

## BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

**Admission to the Bachelor of Applied Technology Program requires the following:**

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.
C. Applicants are eligible for admission if they meet one of the following criteria:
   a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
   b. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University

Relations, for waiving the requirement.

c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.

D. Submit a completed Bachelor of Applied Technology program application.

## DEGREE COMPLETION REQUIREMENTS

### Minimum Completion Requirements

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 36 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

### Degree Components

General Education Courses ..... 45 SCH
Technical Support Areas-Lower Level....39-40 SCH
Required CIT Courses-Upper Level ..... 33 SCH
CIT Electives-Upper-Level..... 3 SCH

## LOWER DIVISION REQUIREMENTS

**STC CORE CURRICULUM 45 Credits**

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 83 in the Catalog. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

## TECHNICAL SUPPORT AREAS

### (39-40 Semester Credit Hours)

The student is required to complete 39-40 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 39-40 semester credit hours must include 4 of the courses (15-16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| ITNW 1425 | Fundamentals of Networking Technologies | 4 |
| ITNW 2421 | Networking with TCP/IP | 4 |
| ITSE 1431 | Introduction to Visual Basic Programming or COSC 1430 Computer Programming | 4 |
| ITSE 1411 | Beginning Web Page Programming or COSC 1315 Fundamentals of Programming | 3-4 |

**Total Semester Credit Hours..... 15-16**

**Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 24 semester credit hour technical specialty requirement.*

## UPPER DIVISION REQUIREMENTS

### PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
  - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or
  - Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.

- Senior Standing
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

## REQUIRED COMPUTER & INFORMATION TECHNOLOGIES

### Major Courses (33 hours)

The upper-division Computer & Information Technologies major coursework is balanced between theoretical and technical competencies associated with the CIT profession to prepare graduates for a number of demands placed on CIT professionals. The degree is designed to educate and train students with relevant, technical knowledge of CIT practice to provide solutions for real-world problems as well as to provide technical support for computer-based information systems. Technology-oriented coursework with an emphasis on computer application of those technologies will form the core requirements for this program.

| Course Number | | Course Title | Semester Credit Hours |
|---|---|---|---|
| CITP | 3302 | Advanced Networking (Networking + ) | 3 |
| CITP | 3310 | Survey of Programming Languages | 3 |
| CITP | 3312 | Fundamentals of Information Security | 3 |
| CITP | 3320 | Database Management | 3 |
| CITP | 3360 | Digital Image Processing and Presentation | 3 |
| CITP | 4301 | CAPSTONE: Computer and Information Technology Internship | 3 |
| CITP | 4316 | Advanced Web Design | 3 |
| CITP | 4340 | Special Topics Course- CIT | 3 |
| CITP | 4345 | Data Communications – Convergent Technology | 3 |
| CITP | 4350 | Advanced Computer Programming | 3 |
| TMGT | 3336 | Management and Law | 3 |

**Total Semester Credit Hours..... 33**

**Computer and Information Technologies Elective Courses (3 hours):**
Students are required to choose one course from the following prescribed elective courses.

| Course Number | | Course Title | Semester Credit Hours |
|---|---|---|---|
| CITP | 4330 | Advanced Network Security | 3 |
| CITP | 3305 | System Analysis and Design | 3 |
| TMGT | 3338 | Accounting for Technical Managers | 3 |
| TMGT | 3311 | Technology in Enterprise Management | 3 |

**Total Semester Credit Hours..... 3**

**Bachelor of Applied Technology**

# COMPUTER & INFORMATION TECHNOLOGIES

***Degree Plan***

| STC Core Curriculum | | | Semester Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ENGL | 1302 | Composition II – Rhetoric | 3 |
| SPCH | 1321 | Business and Professional Speaking (or SPCH 1311, 1315 1318, 2333, 2335) | 3 |
| MATH | 1414 | College Algebra | 4 |
| HIST | 1301 | United States History I | 3 |
| HIST | 1302 | United States History II | 3 |
| GOVT | 2301 | American Government I | 3 |
| GOVT | 2302 | American Government II or GOVT 2311 | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| | | Natural Sciences Elective – Core Curriculum | 4 |
| | | Natural Sciences Elective – Core Curriculum | 4 |
| | | Visual & Performing Arts Elective – Core Curriculum | 3 |
| | | Social & Behavioral Sciences Elective – Core Curriculum | 3 |
| | | Humanities Elective – Core Curriculum | 3 |

**Total Credit Hours..... 45**

## Technical Specialty Courses

***Foundational Courses (Required)***

| | | | |
|---|---|---|---|
| ITNW | 1425 | Fundamentals of Networking Technologies | 4 |
| ITNW | 2421 | Networking with TCP/IP | 4 |
| ITSE | 1431 | Introduction to Visual Basic Programming or COSC 1430 Computer Programming | 4 |
| ITSE | 1411 | Beginning Web Page Programming or COSC 1315 Fundamentals of Programming | 3-4 |

**Total Credit Hours..... 15-16**

## Technical Specialty Courses

Technical Hours from a completed A.A.S. degree in one of the following program areas will fulfill this requirement: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 24 hours of Technical Specialty coursework should be taken from one of the approved A.A.S. degrees.

**Total Credit Hours ..... 24**

| Required Upper-Division Professional Courses | | | Semester Credit Hours |
|---|---|---|---|
| CITP | 3302 | Advanced Networking (Networking +) | 3 |
| CITP | 3310 | Survey of Programming Languages | 3 |
| CITP | 3312 | Fundamentals of Information Security | 3 |
| CITP | 3320 | Database Management | 3 |
| CITP | 3360 | Digital Image Processing and Presentation | 3 |
| CITP | 4301 | CAPSTONE: Computer and Information Technology Internship | 3 |
| CITP | 4316 | Advanced Web Design | 3 |
| CITP | 4340 | Special Topics Course-CIT | 3 |
| CITP | 4345 | Data Communications – Convergent Technology | 3 |
| CITP | 4350 | Advanced Computer Programming | 3 |
| TMGT | 3336 | Management and Law | 3 |

**Total Semester Credit Hours ..... 33**

**Computer and Information Technologies Elective Courses (3 hours):**
Students are required to choose one course from the following prescribed elective courses.

| Course Number | | Course Title | Semester Credit Hours |
|---|---|---|---|
| CITP | 3305 | System Analysis and Design | 3 |
| CITP | 4330 | Advanced Network Security | 3 |
| TMGT | 3338 | Accounting for Technical Managers | 3 |
| TMGT | 3311 | Technology in Enterprise Management | 3 |

**Total Semester Credit Hours..... 3**

**TOTAL PROGRAM CREDIT HOURS .....120-121**

# MAJOR: COMPUTER AND INFORMATION TECHNOLOGIES

*Four Year Course Sequence*

**FIRST YEAR-FALL** **Credit Hours**

ENGL 1301 Composition ..... 3
COSC 1301 Microcomputer Applications ..... 3
HIST 1301 United States History I or HIST 2327 ..... 3
Humanities Elective – Core Curriculum ..... 3
ITNW 1425 Fundamentals of Networking Technologies ..... 4
**16**

**FIRST YEAR-SPRING**

ENGL 1302 Composition II–Rhetoric ..... 3
SPCH 1321 Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335) ..... 3
HIST 1302 United States History II or HIST 2328 ..... 3
MATH 1414 College Algebra ..... 4
ITNW 2421 Networking with TCP/IP ..... 4
**17**

**SECOND YEAR-FALL**

GOVT 2301 American Government I ..... 3
Natural Sciences Elective – Core Curriculum ..... 4
Visual & Performing Arts Elective – Core Curriculum ..... 3
Technical Specialty course ..... 3
ITSE 1431 Introduction to Visual Basic Programming or COSC 1430 ..... 4
**17**

**SECOND YEAR-SPRING**

Social & Behavioral Science Electives ..... 3
GOVT 2302 American Government II or GOVT 2311 ..... 3
Natural Sciences Elective – Core Curriculum ..... 4
ITSE 1411 Beginning Web Page Programming or COSC 1315 ..... 3-4
Technical Specialty course ..... 3
**16-17**

**THIRD YEAR-FALL**

Technical Specialty course ..... 3
Technical Specialty course ..... 3
Technical Specialty course ..... 3
CITP 4340 Special Topics Course-CIT ..... 3
CITP 3310 Survey of Programming Languages ... 3
**15**

**THIRD YEAR-SPRING**

CITP 3312 Fundamentals of Information Security ..... 3
CITP 3360 Digital Image Processing and Presentation ..... 3
Technical Specialty course ..... 3
Technical Specialty course ..... 3
Technical Specialty course ..... 3
**15**

**FOURTH YEAR-FALL**

CITP 4316 Advanced Web Design ..... 3
CITP 3320 Database Management ..... 3
CITP 4345 Data Communications-Convergent Technology ..... 3
CITP 3302 Advanced Networking (Networking+) ..... 3
**12**

**FOURTH YEAR-SPRING**

TMGT 3336 Management and Law ..... 3
CITP 4301 Capstone: Computer and Information Technologies Internship ..... 3
CITP 4350 Advanced Computer Programming ..... 3
Computer & Information Technology Elective ..... 3
**12**

**List of Computer and Information Technology Electives:**

CITP 3305 System Analysis and Design
CITP 4330 Advanced Network Security
TMGT 3338 Accounting for Technical Managers
TMGT 3311 Technology in Enterprise Management

Bachelor of Applied Technology in

# Medical and Health Services Management

The Bachelor of Applied Technology Degree (B.A.T.) in Medical and Health Services Management will prepare graduates for entry to mid-level management positions in a health care or medical facility.

Graduates of this program will provide valuable expertise in the area of health care systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, and legal issues related to the health care industry.

Through the Bachelor of Applied Technology in Medical and Health Services Management outcomes, the student will be able to demonstrate:

- the ability to incorporate clinical, operational, financial, and statistical data into health care manager decision-making;
- the ability to communicate, both verbally and in written form, to a variety of health care audiences and situations;
- the knowledge of the impact of the multitude of business and health care laws on a health care institution;
- the ability to create and manage a health care institution budget with consideration to both current and potential future revenues and costs;
- the ability to select, implement and utilize a health care information software system and all potential ancillary devices which may interface with it;
- the ability to interpret JCAHO standards for a health care institution and to implement a method of quality assurance best suited for the situation;
- the ability to identify potential sources of litigation risk and to appropriately select risk minimization measures;
- the knowledge of the unique requirements of hiring licensed health care personnel, maintaining personnel records, and determining schedules, wages and benefits in the health care setting;
- the ability to make the most ethical decision at a given moment during daily operations, health care resource shortages, and a disaster; and
- the ability to comprehend, analyze, and apply local epidemiological data to health care institution decision-making.

## BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

**Admission to the Bachelor of Applied Technology Program requires the following:**

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) or ACCUPLACER, with program specific exemptions accepted.
C. Applicants are eligible for admission if they meet one of the following criteria:
   a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
   b. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
   c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
D. Submit a completed Bachelor of Applied Technology program application.

## DEGREE COMPLETION REQUIREMENTS

**Minimum Completion Requirements**

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 45 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

**Degree Components**

General Education..... 45 SCH
Technical Support Areas..... 30 SCH
Medical and Health Services Management Required Courses..... 39 SCH
Medical and Health Services Management Electives ..... 6 SCH

## LOWER DIVISION REQUIREMENTS

**STC CORE CURRICULUM** **45 Credits**

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 83 in the Catalog.

**Students beginning the Bachelor of Applied Technology Program upper-level coursework** upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

## TECHNICAL SUPPORT AREAS

### (30 Semester Credit Hours)

The student is required to complete 30 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 30 semester credit hours must include the 3 courses (9 semester credit hours) listed below. The remaining 21 semester credit hours must be earned within an approved A.A.S. degree. The approved A.A.S. degrees are as follows: Associate Degree Nursing, EMT Paramedic, Health Information Technology, Medical Assistant Technology, Occupational Therapy Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology, Respiratory Therapy, Business Administration, and Human Resources Management.

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| ACCT 2401 | Principles of Financial Accounting | 4 |
| HITT 1255 | Health Care Statistics | 2 |
| HITT 2335 | Coding and Reimbursement Methodologies | 3 |

**Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 30 semester credit hour technical specialty requirement.*

## UPPER DIVISION REQUIREMENTS

### PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
  - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or

  - Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.

- Senior Standing
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

## REQUIRED MEDICAL & HEALTH SERVICES MANAGEMENT

### Major Courses (39 hours)

The upper-division Medical and Health Services Management major courses educate students in the fundamentals of health care systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, and legal issues related to the health care industry.

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| MHSM 3302 | U.S. Health Care Delivery | 3 |
| MHSM 3303 | Statistics for Health Care Managers | 3 |
| MHSM 3304 | Communication for Health Care Professionals | 3 |
| MHSM 3310 | Legal Issues in Health Care | 3 |
| MHSM 3335 | Financial Management for Health Care Managers | 3 |
| MHSM 3411 | Health Care Information Technology | 4 |
| TMGT 3310 | Decision Making | 3 |
| MHSM 4304 | Risk Management for Health Professionals | 3 |
| MHSM 4310 | Human Resources in Health Care Management | 3 |
| MHSM 4348 | Ethics for Health Care Professionals | 3 |
| MHSM 4351 | Public and Community Health Management | 3 |
| MHSM 4551 | Health Care Management Residency | 5 |

### Medical and Health Services Management Elective Courses (6 hours, student must select two courses from the following list:)

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| CITP 3312 | Fundamentals of Information Security | 3 |
| CITP 4340 | Advanced Network Security | 3 |
| TMGT 3321 | Supply Chain Management | 3 |
| TMGT 4341 | Purchasing and Supply Management | 3 |
| TMGT 4342 | Supply Chain Security | 3 |
| TMGT 3311 | Technology Enterprise Management | 4 |

**Total Semester Credit Hours..... 120**

**Bachelor of Applied Technology**

# MEDICAL AND HEALTH SERVICES MANAGEMENT

***Degree Plan***

| STC Core Curriculum | | | Semester Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ENGL | 1302 | Composition II – Rhetoric | 3 |
| SPCH | 1321 | Business and Professional Speaking | 3 |
| MATH | 1414 | College Algebra (or MATH 2412, or MATH 2413) | 4 |
| HIST | 1301 | United States History I or HIST 2327 | 3 |
| HIST | 1302 | United States History II or HIST 2328 | 3 |
| GOVT | 2301 | American Government I | 3 |
| GOVT | 2302 | American Government II or GOVT 2311 | 3 |
| PSYC | 2314 | Lifespan Growth and Development | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| | | Natural Sciences Elective – Core Curriculum | 4 |
| | | Natural Sciences Elective – Core Curriculum | 4 |
| | | Visual & Performing Arts Elective – Core Curriculum | 3 |
| | | Humanities Elective – Core Curriculum | 3 |

**Total Credit Hours..... 45**

## Technical Specialty Courses

***Foundational Courses (Required)***

| | | | |
|---|---|---|---|
| ACCT | 2401 | Principles of Financial Accounting | 4 |
| HITT | 1255 | Health Care Statistics | 2 |
| HITT | 2335 | Coding and Reimbursement Methodologies | 3 |

**Total Credit Hours..... 9**

## Technical Specialty Courses

Technical Hours from a completed A.A.S. degree will fulfill this requirement.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 21 hours of Technical Specialty coursework should be taken from an approved A.A.S. degree.

**Total Credit Hours ..... 21**

| Required Upper-Division Professional Courses | | | Semester Credit Hours |
|---|---|---|---|
| MHSM | 3302 | U.S. Health Care Delivery | 3 |
| MHSM | 3303 | Statistics for Health Care Managers | 3 |
| MHSM | 3304 | Communication for Health Care Professionals | 3 |
| MHSM | 3310 | Legal Issues in Health Care | 3 |
| MHSM | 3335 | Financial Management for Health Care Managers | 3 |
| MHSM | 3411 | Health Care Information Technology | 4 |
| TMGT | 3310 | Decision Making | 3 |
| MHSM | 4304 | Risk Management for Health Professionals | 3 |
| MHSM | 4310 | Human Resources in Health Care Management | 3 |
| MHSM | 4348 | Ethics for Health Care Professionals | 3 |
| MHSM | 4351 | Public and Community Health Management | 3 |
| MHSM | 4551 | Health Care Management Residency | 5 |

**Total Semester Credit Hours ..... 39**

**Elective Upper-Division Professional Courses (Students must take 6 credit hours from the following list:)**

| Course Number | | Course Title | Semester Credit Hours |
|---|---|---|---|
| CITP | 3312 | Fundamentals of Information Security | 3 |
| CITP | 4340 | Advanced Network Security | 3 |
| TMGT | 3321 | Supply Chain Management | 3 |
| TMGT | 4341 | Purchasing and Supply Management | 3 |
| TMGT | 4342 | Supply Chain Security | 3 |
| TMGT | 3311 | Technology Enterprise Management | 4 |

**Total Semester Credit Hours..... 6**

**TOTAL PROGRAM CREDIT HOURS ..... 120**

# MAJOR: MEDICAL AND HEALTH SERVICES MANAGEMENT

*Four Year Course Sequence*

**FIRST YEAR-FALL** **Credit Hours**

ENGL 1301 Composition ..... 3
COSC 1301 Microcomputer Applications ..... 3
HIST 1301 United States History I or HIST 2327 ..... 3
Humanities Elective – Core Curriculum ..... 3
HITT 1255 Health Care Statistics ..... 2
**14**

**FIRST YEAR-SPRING**

ENGL 1302 Composition II–Rhetoric ..... 3
SPCH 1321 Business and Professional Speaking ..... 3
HIST 1302 United States History II or HIST 2328 ..... 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413 ..... 4
HITT 2335 Coding and Reimbursement Methodologies ..... 3
**16**

**SECOND YEAR-FALL**

GOVT 2301 American Government I ..... 3
Natural Sciences Elective – Core Curriculum ..... 4
Visual & Performing Arts Elective – Core Curriculum ..... 3
Technical Specialty course ..... 3
Technical Specialty course ..... 3
**16**

**SECOND YEAR-SPRING**

PSYC 2314 Lifespan Growth and Development ..... 3
GOVT 2302 American Government II or GOVT 2311 ..... 3
Natural Sciences Elective – Core Curriculum ..... 4
ACCT 2401 Principles of Financial Accounting ..... 4
Technical Specialty course ..... 3
**17**

**THIRD YEAR-FALL**

Technical Specialty course ..... 3
Technical Specialty course ..... 3
Technical Specialty course ..... 3
MHSM 3302 U.S. Health Care Delivery ..... 3
MHSM 3303 Statistics for Health Care ..... 3
MHSM 3304 Communication for Health Care Professionals ..... 3
**18**

**THIRD YEAR-SPRING**

MHSM 3310 Legal Issues in Health Care ..... 3
MHSM 3335 Financial Management for Health Care ..... 3
MHSM 3411 Health Care Information Technology ..... 4
Technical Specialty course ..... 3
**13**

**FOURTH YEAR-FALL**

TMGT 3310 Decision Making ..... 3
MHSM 4304 Risk Management for Health Professional ..... 3
MHSM 4310 Human Resources in Health Care Management ..... 3
MHSM 4348 Ethics for Health Care Professionals ..... 3
**12**

**FOURTH YEAR-SPRING**

MHSM 4348 Public and Community Health Management ..... 3
Medical and Health Services Management Elective ..... 3
Medical and Health Services Management Elective ..... 3
MHSM 4551 Health Care Management Residency ..... 5
**14**

**List of Medical and Health Services Management Electives:**

CITP 3312 Fundamentals of Information Security
CITP 4330 Advanced Network Security
TMGT 3321 Supply Chain Management
TMGT 4341 Purchasing and Supply Management
TMGT 4342 Supply Chain Security
TMGT 3311 Technology Enterprise Management

## Bachelor of Applied Technology in

# Technology Management

The Bachelor of Applied Technology Degree (BAT) in Technology Management will educate, train, and develop successful supervisors who will be prepared to utilize technology to create a competitive advantage for their enterprise. Coursework is balanced between practical training and working with real-life projects that enhance the educational experiences and employment potential for students. The breadth of the coursework enables each graduate to lead and manage by utilizing a wide variety of business, finance, technology and human resource development skills. Interactions with business leaders will provide graduates exposure to the real world and an opportunity to network.

Graduates are educated in the fundamentals of business management, finance, information technology and manufacturing. The curriculum provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals.

Through the Bachelor of Applied Technology in Technology Management outcomes, the student will be able to:

- supervise and manage the financial operations of a business;
- utilize management and motivational theories to enhance the performance of employees and work-teams;
- use project and quality management strategies to successfully manage and secure organizational resources;
- apply oral and written communication skills and leverage technology to enhance communications;
- manage the organization or the business unit within legal and ethical boundaries;
- employ creative and critical thinking processes to resolve problems of the business unit;
- use appropriate electronic commerce strategies to enhance profitability of the organization;
- exhibit analytical thought, informed judgment, ethical behavior, and an appreciation for diversity;
- utilize appropriate information technology systems to enhance organizational performance;
- understand the challenges involved in conducting international business and its impact on the future growth of the organization; and
- obtain hands-on training and apply concepts and theories in a workplace setting.

## BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

**Admission to the Bachelor of Applied Technology Program requires the following:**

A. All applicants must meet general admission requirements to South Texas College.
B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.
C. Applicants are eligible for admission if they meet one of the following criteria:
   a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
   b. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.
   c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.
D. Submit a completed Bachelor of Applied Technology program application.

## DEGREE COMPLETION REQUIREMENTS

**Minimum Completion Requirements**

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 46 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

**Degree Components**

General Education Courses ..... 45 SCH
Technical Support Area..... 30 SCH
Technology Management
Required Courses..... 39 SCH
Technology Management Electives..... 6 SCH

## LOWER DIVISION REQUIREMENTS

**STC CORE CURRICULUM 45 Credits**

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 83 in the Catalog. Technology Management majors must take ECON 2301-Principles of Economics I - MACRO to fulfill to Social/Behavioral Science component of the Core Curriculum. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

## TECHNICAL SUPPORT AREAS

**(30 Semester Credit Hours)**

The student is required to complete 30 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (A.A.S.) degree. The 30 semester credit hours must include the 5 courses (16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Administration, Business Computer Systems, Child Development, Computer Aided Drafting and Design, Culinary Arts, Legal Office Management, Office Management, Nursing, Paralegal, Precision Manufacturing Technology, and Radiologic Technology. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| BUSI 1301 | Business Principles or LMGT 1319 Intro to Business Logistics | 3 |
| BMGT 1301 | Supervision, or HRPO 2301 Human Res. Management | 3 |
| ACCT 2401 | Principles of Financial Accounting | 4 |
| ECON 2302 | Principles of Economics II-MICRO | 3 |
| BUSI 2301 | Business Law | 3 |

**Note: Students entering the BAT program with a completed Associate of Science (AS) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 30 semester credit hour technical specialty requirement.*

## UPPER DIVISION REQUIREMENTS

### PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- **Junior Standing**
  - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or
  - Completion of an Associate of Arts (A.A.) or Associate of Science (AS) Degree from a regionally accredited institution.
- **Senior Standing**
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

## TECHNOLOGY MANAGEMENT

### Major Courses

The upper-division Technology Management major courses educate students in the fundamentals of business management, finance, information technology, and manufacturing, while building upon skills already learned in the technical support areas. The curriculum design provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals, giving them more opportunity for advancement and promotion to supervisory or managerial positions within their chosen occupational field.

Required courses (39 hours)

| Course Number | Course Title | Semester Credit Hours |
|---|---|---|
| TMGT 3302 | Business and Economic Statistics | 3 |
| TMGT 3303 | Managerial Communications | 3 |
| TMGT 3336 | Management and Law | 3 |
| TMGT 3310 | Decision Making | 3 |
| TMGT 3312 | Resource Management | 3 |
| TMGT 3305 | Organizational Theory and Practice | 3 |
| TMGT 4304 | Safety and Risk Management | 3 |
| TMGT 3337 | Decision Making Economics | 3 |
| TMGT 3338 | Accounting for Managers | 3 |
| TMGT 4320 | Organizational Management and Design Seminar | 3 |
| TMGT 4342 | Supply Chain Security | 3 |
| TMGT 4341 | Purchasing and Supply Management | 3 |
| TMGT 4347 | Capstone: Technology Management Practicum | 3 |

### Elective Courses

(6 hours, student must select two courses from the following list:)

| | | |
|---|---|---|
| TMGT 3321 | Supply Chain Management | 3 |
| TMGT 3322 | Logistics Management | 3 |
| TMGT 3340 | Quality Assurance, Management and Improvement | 3 |
| TMGT 4353 | International Business Seminar | 3 |
| TMGT 3311 | Technology Enterprise Management | 3 |
| TMGT 4355 | Management Technology and Ethics Seminar | 3 |
| | Any upper level CITP course | 3 |

Bachelor of Applied Technology

# TECHNOLOGY MANAGEMENT

***Degree Plan***

| STC Core Curriculum | | | Semester Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ENGL | 1302 | Composition II-Rhetoric | 3 |
| SPCH | 1321 | Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335) | 3 |
| MATH | 1414 | College Algebra (or MATH 2412, or MATH 2413) | 4 |
| HIST | 1301 | United States History I | 3 |
| HIST | 1302 | United States History II | 3 |
| GOVT | 2301 | American Government I | 3 |
| GOVT | 2302 | American Government II or GOVT 2311 | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| | | Natural Sciences Elective-Core Curriculum | 4 |
| | | Natural Sciences Elective-Core Curriculum | 4 |
| | | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | | Humanities Elective-Core Curriculum | 3 |

**Total Credit Hours..... 45**

## Technical Specialty courses

### *Foundational Courses (Required)*

| | | | |
|---|---|---|---|
| BUSI | 1301 | Business Principles or LMGT 1319 | 3 |
| BMGT | 1301 | Supervision, or HRPO 2301 Human Resources Management | 3 |
| BUSI | 2301 | Business Law | 3 |
| ACCT | 2401 | Principles of Financial Accounting | 4 |
| ECON | 2302 | Principles of Economics II-Micro | 3 |

**Total Credit Hours..... 16**

## Technical Specialty courses

Technical Hours from a completed A.A.S. degree will fulfill this requirement.

*Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 14 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.*

**Total Credit Hours..... 14**

| Required Upper Division Professional | | | Semester Credit Hours |
|---|---|---|---|
| TMGT | 3302 | Business and Economic Statistics | 3 |
| TMGT | 3303 | Managerial Communications | 3 |
| TMGT | 3305 | Organizational Theory and Practice | 3 |
| TMGT | 3310 | Decision Making | 3 |
| TMGT | 3312 | Resource Management | 3 |
| TMGT | 3336 | Management and Law | 3 |
| TMGT | 3337 | Decision Making Economics | 3 |
| TMGT | 3338 | Accounting for Managers | 3 |
| TMGT | 4304 | Safety and Risk Management | 3 |
| TMGT | 4320 | Organizational Design and Management Seminar | 3 |
| TMGT | 4342 | Supply Chain Security | 3 |
| TMGT | 4341 | Purchasing and Supply Management | 3 |
| TMGT | 4347 | Capstone: Technology Management Practicum | 3 |

**Total Semester Credit Hours..... 39**

### Elective Upper-Division Professional Courses

| | | | |
|---|---|---|---|
| TMGT | 3321 | Supply Chain Management | 3 |
| TMGT | 3322 | Logistics Management | 3 |
| TMGT | 3340 | Quality Assurance, Management and Improvement | 3 |
| TMGT | 4353 | International Business Seminar | 3 |
| TMGT | 3311 | Technology Enterprise Management | 3 |
| TMGT | 4355 | Management, Technology, and Ethics Seminar | 3 |
| | | Any upper level CITP course | 3 |

**Total Semester Credit Hours..... 6**

## TOTAL PROGRAM CREDIT HOURS ..... 120

# MAJOR: TECHNOLOGY MANAGEMENT

*Four Year Course Sequence*

**FIRST YEAR-FALL** **Credit Hours**

ENGL 1301 Composition ... 3
COSC 1301 Microcomputer Applications ... 3
HIST 1301 United States History I ... 3
Humanities Elective-Core Curriculum ... 3
BUSI 1301 Business Principles or LMGT 1319 Introduction to Business Logistics ... 3
**15**

**FIRST YEAR-SPRING**

ENGL 1302 Composition II-Rhetoric ... 3
SPCH 1321 Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335) ... 3
HIST 1302 United States History II ... 3
MATH 1414 College Algebra (or MATH 2412 or MATH 2413) ... 4
BMGT 1301 Supervision, or HRPO 2301 Human Resource Management ... 3
**16**

**SECOND YEAR-FALL**

GOVT 2301 American Government I ... 3
Natural Sciences Elective-Core Curriculum ... 4
Visual & Performing Arts Elective-Core Curriculum ... 3
ACCT 2401 Principles of Financial Accounting ... 4
Technical Field course ... 3
**17**

**SECOND YEAR-SPRING**

ECON 2301 Principles of Economics I-Macro ... 3
GOVT 2302 American Government II or GOVT 2311 ... 3
Natural Sciences Elective-Core Curriculum ... 4
BUSI 2301 Business Law ... 3
Technical Field course ... 3
**16**

**THIRD YEAR-FALL**

ECON 2302 Principles of Economics I-Micro ... 3
Technical Field course ... 3
Technical Field course ... 3
Technical Field course ... 2
TMGT 3302 Business and Economic Statistics ... 3
TMGT 3303 Managerial Communications ... 3
**17**

**THIRD YEAR-SPRING**

TMGT 3305 Organizational Theory and Practice ... 3
TMGT 3310 Decision Making ... 3
TMGT 3312 Resource Management ... 3
TMGT 3336 Management and Law ... 3
TMGT 3338 Accounting for Managers ... 3
**15**

**FOURTH YEAR-FALL**

TMGT 3337 Decision Making Economics ... 3
TMGT 4304 Safety and Risk Management ... 3
TMGT 4341 Purchasing and Supply Management ... 3
Elective- Upper-Division Professional Course ... 3
**12**

**FOURTH YEAR-SPRING**

*Elective courses*

TMGT 4320 Organizational Design and Management Seminar ... 3
TMGT 4342 Supply Chain Security ... 3
TMGT 4347 Capstone: Technology Management Practicum ... 3
Elective- Upper-Division Professional course ... 3
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# Certificate and Associate Degrees

Division of

# Business and Technology


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- Computer Aided Drafting and Design
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  Specialization: Computer Support Specialist (Associate of Applied Science) ..... 140
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**http://bt.southtexascollege.edu/**

# Administrative Office Careers

## *Legal Office Specialist*

**Certificate**

The Legal Office Specialist curriculum is a one-year program designed to teach students the skills and abilities essential to law firms, judicial offices, trust departments at financial institutions, and the general administrative career field. The program combines training in the latest technical and computer skills with specialized coursework unique to the legal profession, including exposure to legal practices, preparation and practical application of documents and terminology used in the legal office.

## *Office Specialist*

**Certificate**

The Office Specialist curriculum is a one-year program designed for the student who is interested in gaining entry-level knowledge, skills, and attitudes necessary for a career as an office professional. Students are prepared for administrative office positions in business, public service, and specialized office environments. The program combines traditional office education with microcomputer software applications such as word processing, spreadsheet, database, desktop publishing, records and project management.

## *Legal Office Management*

**Associate of Applied Science**

The Legal Office Management curriculum is a two-year program designed to prepare students to manage functions in the legal office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting legal office environment of a diversity of organizations ranging from a one-person law firm to a multiple partnering law firm.

## *Office Management*

**Associate of Applied Science**

The Office Management curriculum is a two-year program designed to prepare students to manage functions in the office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting office environment of a diversity of organizations ranging from a one-person professional office to the global corporation.

**ADVISORY COMMITTEE**

Maria M. Villarreal, Edinburg Childcare, Inc.; Annette Villarreal, City of McAllen; Natalie Goza, McAllen Independent School District; and Delicia Gomez, McAllen Independent School District.

# LEGAL OFFICE SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| LGLA | 1307 | Introduction to Law and Legal Professions | 3 |
| POFI | 2301 | Word Processing | 3 |
| POFL | 1305 | Legal Terminology | 3 |
| POFT | 1301 | Business English | 3 |
| POFT | 1329 | Beginning Keyboarding | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 2340 | Advanced Word Processing | 3 |
| POFL | 1303 | Legal Office Procedures I | 3 |
| POFT | 1319 | Records and Information Management I | 3 |
| POFT | 1328 | Business Presentations | 3 |
| POFT | 2312 | Business Correspondence and Communication | 3 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| POFL | 2301 | Legal Document Processing | 3 |
| POFL | 2264 | CAPSTONE: Practicum | 2 |

**Total Credit Hours: ..... 35**

# OFFICE SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| POFI | 2301 | Word Processing | 3 |
| POFT | 1301 | Business English | 3 |
| POFT | 1309 | Administrative Office Procedures I | 3 |
| POFT | 1329 | Beginning Keyboarding | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 2340 | Advanced Word Processing | 3 |
| POFT | 1319 | Records and Information Management I | 3 |
| POFT | 1328 | Business Presentations | 3 |
| POFI | 1349 | Spreadsheets | 3 |
| POFT | 2312 | Business Correspondence and Communication | 3 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| POFT | 1349 | Administrative Office Procedures II | 3 |
| POFT | 2264 | CAPSTONE: Practicum | 2 |

**Total Credit Hours: ..... 32**

# LEGAL OFFICE MANAGEMENT

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| LGLA | 1307 | Introduction to Law and Legal Professions | 3 |
| POFI | 2301 | Word Processing | 3 |
| POFL | 1305 | Legal Terminology | 3 |
| POFT | 1301 | Business English | 3 |
| POFT | 1329 | Beginning Keyboarding | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 2340 | Advanced Word Processing | 3 |
| POFL | 1303 | Legal Office Procedures I | 3 |
| POFT | 1319 | Records and Information Management I | 3 |
| POFT | 1328 | Business Presentations | 3 |
| POFT | 2312 | Business Correspondence and Communication | 3 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| POFL | 2301 | Legal Document Processing | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| POFL | 1340 | Legal Office Procedures II | 3 |
| POFL | 1355 | Legal Issues and Medical Records | 3 |
| POFL | 1359 | Legal Transcription | 3 |
| POFT | 2331 | Administrative Systems | 3 |
| SPCH | 1321 | Business and Professional Speaking | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| | | Mathematics/Natural Sciences Elective | 4 |
| POFT | 2303 | Speed and Accuracy Building | 3 |
| PSYC | 2301 | General Psychology | 3 |
| SPAN | 1311 | Beg Spanish I for Spanish Speakers or ARTS 1301 | 3 |

| SUMMER SESSION II | | | |
|---|---|---|---|
| POFL | 2264 | CAPSTONE: Practicum | 2 |

**Total Credit Hours:..... 66**

Identifies courses to fulfill minimum 15 credit hour general education requirement

# OFFICE MANAGEMENT

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| POFI | 2301 | Word Processing | 3 |
| POFT | 1301 | Business English | 3 |
| POFT | 1309 | Administrative Office Procedures I | 3 |
| POFT | 1329 | Beginning Keyboarding | 3 |
| PSYC | 2301 | General Psychology | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 1349 | Spreadsheets | 3 |
| POFI | 2340 | Advanced Word Processing | 3 |
| POFT | 1328 | Business Presentations | 3 |
| POFT | 1319 | Records and Information Management I | 3 |
| POFT | 2312 | Business Correspondence and Communication | 3 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| POFT | 1349 | Administrative Office Procedures II | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| ACNT | 1303 | Introduction to Accounting I | 3 |
| POFT | 2331 | Administrative Systems | 3 |
| SPAN | 1311 | Beg Spanish I for Spanish Speakers or ARTS 1301 | 3 |
| SPCH | 1321 | Business and Professional Speaking | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| BMGT | 1301 | Supervision | 3 |
| ENGL | 1301 | Composition | 3 |
| POFT | 2303 | Speed and Accuracy Building | 3 |
| | | Mathematics/Natural Sciences-Elective** | 4 |

| SUMMER SESSION II | | | |
|---|---|---|---|
| POFT | 2264 | CAPSTONE: Practicum | 2 |

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour general education requirement

**Students must take a 4 credit hour course in order to fulfill the MATH/Natural Sciences Elective.

# Automotive Technology

## *Automotive Technology*

**Certificate and**
**Associate of Applied Science**

The Automotive Technology program is designed to prepare students for an entry- level employment in the high technology automotive service industry.

Students will gain knowledge in automotive heating and air conditioning systems, electrical/electronic systems, fuel injection, both manual and automatic transmissions/transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures.

Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities and quick service shops. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

## *Ford Youth and Adult Training Program*

Certificate

Ford Certified technicians know the skills required to perform regular maintenance, light repairs and parts installation on all types of Ford, Lincoln and Mercury automobiles and light trucks.

Successful students in this program will achieve Ford Motor Company's Maintenance and Light Repair certification, which includes:

- Automotive Electrical System
- Automotive Brake Systems
- Automotive Heating and Air Conditioning
- Automotive Suspension and Steering

## *GM-ASEP (Automotive Service Educational Program)*

**Associate of Applied Science**

What is GM-ASEP? ASEP is an educational partnership between South Texas College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry level GM dealership technician.

The curriculum reflects current GM technology. ASEP provides classroom and laboratory training that is reinforced by on-the-job experience in a GM dealership. It is a comprehensive, two-year program.

**ADVISORY COMMITTEES**

**AUTOMOTIVE TECHNOLOGY**

Carl Wieshan, Service Specialist, Hunter Equipment; Bill Seawell, Factory Representative, Vetronix Sales Corporation; Manuel Maciel, Instructor, La Joya High School; Rick Dube, Owner, Rick Dube's Auto Parts & Service; Joe Campos Owner Miday Auto & Truck Service; Joe Gonzalez, Salesman, Burton Auto Supply; Jay Rodriguez, General Manager, Arnold Oil Company; Rene Cano, Service Technician, Frank Smith Toyota; Bob Demers District Manager, MATCO Tools; Eddie DeLeon, NAPA Auto Parts Sales; Ben Abbit Owner All Tune & Lube; Esteban Pena, U.S. Border Patrol; Leo Hernandez, Owner Leo's Auto Repair; Luciano Gonzalez, U.S. Border Patrol

**GM-ASEP TECHNOLOGY**

Pete Garza, Service Manager, Bert Ogden Mission; Chris Hatzold, Service Manager, Bert Ogden Edinburg; Joe Ochoa, Service Manager, Rio Motors, Rio Grande City; Ramiro Quintanilla, Service Manager, South Texas Buick, Pontiac, GMC, Mission; Rick Allen, Service Manager, Cardenas Motors Inc., Brownsville; Baylor Vaughn, Service Manager, Clark Chevrolet, McAllen; Rosie Perez, Weslaco I.S.D.; Carlos Perez, Weslaco I.S.D.; Rose Crookston, General Motors; Ron Novak, General Motors; Brian Johnson, Raytheon; Mari Luna, Tipotex Chevrolet; Jeff Thompson, General Motors

**FORD-YAATC TECHNOLOGY**

Larry Emanuel, Service Manager, Boggus Ford, Daniel Lauer, Service Manager Spikes Ford;, Rolando Garza, Service Manager, Spikes Ford, Eddie Guzman, Owner, Guzman Tune-up Plus; Warren Barber, Foreman/Technician, Hacienda Ford, Edinburg; Gabriel Santoy, Technician, Guzman Tune-up Plus; Luciano Gonzalez, Automotive Supervisor, U.S.Customs; Esteban Pena, Automotiv Work Leader U.S. Customs; Pat Moram, Hacienda Ford

# AUTOMOTIVE TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| AUMT 1305 | Introduction to Automotive Technology | 3 |
| AUMT 1407 | Automotive Electrical Systems | 4 |
| AUMT 1410 | Automotive Brake Systems | 4 |
| AUMT 1416 | Automotive Suspension and Steering Systems | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| AUMT 1419 | Automotive Engine Repair | 4 |
| AUMT 2417 | Automotive Engine Performance Analysis I | 4 |
| TECM 1303 | Technical Mathematics | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| AUMT 2313 | Automotive Drive Train and Axles | 3 |
| AUMT 2425 | Automatic Transmission and Transaxle | 4 |
| AUMT 2434 | Automotive Engine Performance Analysis II | 4 |
| AUMT 1266 | CAPSTONE: Practicum | 2 |

**Total Credit Hours:..... 42**

# FORD YOUTH AND ADULT TRAINING PROGRAM

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| AUMT 1410 | Automotive Brake Systems | 4 |
| AUMT 1416 | Automotive Suspension and Steering Systems | 4 |
| AUMT 1407 | Automotive Electrical Systems | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 2366 | Practicum I-Ford YAATC | 3 |

**Total Credit Hours:..... 18**

# AUTOMOTIVE TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| AUMT 1305 | Introduction to Automotive Technology | 3 |
| AUMT 1407 | Automotive Electrical Systems | 4 |
| AUMT 1410 | Automotive Brake Systems | 4 |
| AUMT 1416 | Automotive Suspension and Steering Systems | 4 |
| SPCH 1311 | Introduction to Speech Communication | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| AUMT 1419 | Automotive Engine Repair | 4 |
| AUMT 2417 | Automotive Engine Performance Analysis I | 4 |
| TECM 1303 | Technical Mathematics | 3 |

| SUMMER SESSION I | | |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| | Humanities Elective | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| AUMT 2313 | Automotive Drive Train & Axles | 3 |
| AUMT 2425 | Automotive Automatic Transmission and Transaxle | 4 |
| AUMT 2434 | Automotive Engine Performance Analysis II | 4 |
| PSYC 2301 | General Psychology | 3 |

| FOURTH SEMESTER | | |
|---|---|---|
| CSIR 1355 | Industry Certifications | 3 |
| AUMT 2301 | Automotive Management | 3 |
| AUMT 2421 | Automotive Electrical Diagnosis and Repair | 4 |
| PHYS 1415 | Physical Science I | 4 |
| AUMT 1266 | CAPSTONE: Practicum I | 2 |

**Total Credit Hours: ..... 68**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Automotive Technology**

# *Specialization:* GM-ASEP (AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM)

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| AUMT 1305 | Introduction to Automotive Technology | 3 |
| AUMT 1407 | Automotive Electrical Systems | 4 |
| TECM 1303 | Technical Mathematics | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| AUMT 1419 | Automotive Engine Repair | 4 |
| | Humanities Elective | 3 |
| AUMT 1266 | Practicum I | 2 |

| SUMMER SESSION I | | |
|---|---|---|
| AUMT 2417 | Automotive Engine Performance Analysis I | 4 |
| AUMT 2421 | Automotive Electrical Diagnosis and Repair | 4 |
| PSYC 2301 | General Psychology | 3 |
| AUMT 1267 | Practicum II | 2 |

| THIRD SEMESTER | | |
|---|---|---|
| CSIR 1355 | Industry Certifications | 3 |
| AUMT 2313 | Automotive Drive Train & Axles | 3 |
| AUMT 2425 | Automotive Automatic Transmission & Transaxle | 4 |
| AUMT 2266 | Practicum III | 2 |

| FOURTH SEMESTER | | |
|---|---|---|
| AUMT 1410 | Automotive Brake Systems | 4 |
| PHYS 1415 | Physical Science I | 4 |
| ENGL 1301 | Composition | 3 |
| AUMT 2267 | CAPSTONE: Practicum IV | 2 |

| SUMMER SESSION II | | |
|---|---|---|
| AUMT 1416 | Automotive Suspension and Steering Systems | 4 |
| AUMT 2434 | Automotive Engine Performance Analysis II | 4 |

**Total Credit Hours: ..... 71**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Business Administration

### *Accounting Clerk,* Certificate
This program is designed to prepare students for an entry-level position in the field of Accounting. Graduates of this program will have the skills, knowledge, and abilities to perform general accounting duties.

### *Banking,* Certificate
The Banking Certificate is designed to prepare students in the field of financial services industry. Graduates of this program will have the basic knowledge to perform general banking duties.

### *Import/Export,* Certificate
The Import/Export certificate prepares students for an entry-level position with import/export businesses such as custom brokers, freight forwarders, commercial carriers, and international businesses. The graduates of this program will have the basic knowledge to take the custom broker exam.

### *Logistics,* Certificate
The Logistics Management Certificate prepares students for entry-level positions in the growing field of warehousing/logistics. The graduates of this program will have the basic knowledge to perform general support services in warehousing/ logistics operations.

### *Management,* Certificate
This program will prepare students for an entry-level position in the private or public sector. Graduates of this program will have the skills, knowledge, and abilities to perform general managerial duties.

### *Marketing,* Certificate
This program will prepare students for an entry-level position in the field of marketing and sales. Graduates of this program will have the skills, knowledge, and abilities to perform general marketing duties.

### *Specialization: Accounting*
**Associate of Applied Science**
This program will prepare students for entry into the accounting profession. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

### *Specialization: Banking*
**Associate of Applied Science**
This program will prepare students for entry into the financial services industry. It is designed to offer continuing professional education for individuals already employed in the financial services industry.

### *Specialization: Import/Export/Logistics*
**Associate of Applied Science**
This program will prepare students for entry into the import/export/logistics profession. It is designed to update and expand the skills of those already working in the filed, as well as assist those individuals who are considering the import/export/ logistics field as a profession. The graduates of this program will have the basic knowledge to take the custom broker exam.

### *Specialization: Management*
**Associate of Applied Science**
This program will prepare students for various managerial positions such as entry-level management trainee. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

### *Specialization: Marketing*
**Associate of Applied Science**
This program will prepare students for an entry level position in marketing and sales. The program will prepare students in areas such as communication skills, sales, product design, advertisement, and public relations.

### *Specialization: Technology Management*
**Associate of Applied Science**
This program will prepare students for a various entry level managerial positions. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

### *Business Administration (Transfer Plan) Field of Study*
**Associate of Arts**
This degree designed for those students who plan to transfer to a four-year college or university to earn a Bachelor of Business Administration, a Bachelor of Arts, or a Bachelor of Science Degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing.

**ADVISORY COMMITTEES**

**ACCOUNTING**

David Carrales, Chair, Carrales & Company, LLP; Dr. Wig De Moville, UTPA College of Business; Virginia Garza, McAllen Housing Authority; Rumalda Torres, McAllen ISD; Guillermo Garza, Garza & Morales; Rey Jaquez, McAllen Affordable Homes; Juan Carlos Velez, Juan C. Velez, CPA

**BANKING**

Craig Lewis, Chair, Texas State Bank; Robert Almendarez, Texas State Bank; Roy Cantu, International Bank of Commerce; Arden Peterson, First National Bank; Jose Rangel, First National Bank; Elena Gonzalez, International Bank of Commerce/First Data

**IMPORT / EXPORT / LOGISTICS**

Mark Garcia, Chair, McAllen Economic Development Corp.; Ruben Garza, Daniel B. Hastings Inc.; Matilde Gutierrez, Vanity Fair Intimates, Inc.; Randy O. Main, Dulces Famosos de Mexico/ Famous Candy, Ltd.; Dianne Vlasik, US Customs & Border Protection; Sylvia Garces Soria, Socios En Ekcelencia; Jose A. Andrade, RGCX Rio Grande Chemical, Ltd.

**MANAGEMENT**

Alida Hernandez, AAA Personal Agency Inc.; Ana Escobar, Copy Graphics Inc.; Irene Morin, Sharyland School District; Victor Huerta, University of Texas-Pan American; Joe Vasquez, KNAPP Medical Center; Perla Zamora Lara, City of McAllen

**MARKETING**

Juan Duran, Verzion Wireless; Grace Rodriguez, GAP Store; Dee Silva, GAP Store; Rita Harrison Torres, Office Depot; Marc Fantich, The Fantich Media Group; Isabel Torres, Sears Roebuck; Melanie Meyers, QuikDrop

# ACCOUNTING CLERK

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BUSI 1301 | Business Principles | 3 |
| BMGT 1305 | Communications in Management | 3 |
| BNKG 1340 | Money and Financial Markets | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| ACNT 1304 | Introduction to Accounting II or ACCT 2401 | 3 |
| ACNT 1311 | Introduction to Computerized Accounting | 3 |
| ACNT 1329 | Payroll & Business Tax Accounting | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 29**

# BANKING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BUSI 1301 | Business Principles | 3 |
| BNKG 1340 | Money and Financial Markets | 3 |
| BNKG 1303 | Principles of Bank Operation | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| BMGT 1391 | Business Conduct | 3 |
| BMGT 1305 | Communication in Management | 3 |
| POFT 2312 | Business Correspondence and Communication | 3 |
| BNKG 1347 | Bank Marketing | 3 |
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 29**

# IMPORT/EXPORT

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT 1391 | Business Conduct | 3 |
| IBUS 1301 | Principles of Exports | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| BMGT 1305 | Communications in Management | 3 |
| BNKG 1340 | Money and Financial Markets | 3 |
| IBUS 1305 | Introduction to International Business/Trade | 3 |
| IBUS 2345 | Import Customs Regulations I | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| IBUS 2371 | Import Customs Regulations II | 3 |
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 29**

# LOGISTICS

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT 1391 | Business Conduct | 3 |
| LMGT 1319 | Introduction to Business Logistics | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| BNKG 1340 | Money and Financial Markets | 3 |
| BMGT 1305 | Communications in Management | 3 |
| LMGT 1321 | Principles of Material Management | 3 |
| LMGT 1325 | Warehouse and Distribution Center Management | 3 |

| SUMMER SESSION I | | |
|---|---|---|
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 26**

# MANAGEMENT

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BUSI 1301 | Business Principles | 3 |
| BMGT 1301 | Supervision | 3 |
| BMGT 1391 | Business Conduct | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| POFI 2301 | Word Processing | 3 |
| BMGT 1305 | Communications in Management | 3 |
| ACNT 1329 | Payroll & Business Tax Accounting | 3 |
| HRPO 2301 | Human Resources Management | 3 |
| BUSG 2309 | Small Business Management/Entreprenuership | 3 |
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours:..... 32**

# MARKETING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| ITSC 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT 1301 | Supervision | 3 |
| BMGT 1391 | Business Conduct | 3 |
| MRKG 1311 | Principles of Marketing | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| BUSI 1301 | Business Principles | 3 |
| BMGT 1305 | Communications in Management | 3 |
| MRKG 1301 | Customer Relationship Management | 3 |
| POFI 2431 | Desktop Publishing | 4 |
| BMGT 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours:..... 30**

**Business Administration**

# *Specialization:* ACCOUNTING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| BNKG | 1340 | Money and Financial Markets | 3 |
| ACNT | 1303 | Introduction to Accounting I | 3 |
| ITSC | 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT | 1301 | Supervision | 3 |
| BMGT | 1391 | Business Conduct | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| BMGT | 1305 | Communications in Management | 3 |
| ACCT | 2401 | Principles of Financial Accounting | 4 |
| ACNT | 1329 | Payroll & Business Tax Accounting | 3 |
| ACNT | 1311 | Introduction to Computerized Accounting | 3 |
| SPCH | 1321 | Business & Professional Speaking | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| BUSI | 1301 | Business Principles | 3 |
| | | Mathematics/Natural Sciences Elective | 4 |
| ACCT | 2402 | Principles of Managerial Accounting | 4 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| ACNT | 2309 | Cost Accounting | 3 |
| | | Accounting Elective*** | 3 |
| ACNT | 2330 | Government & Not-for-Profit Accounting | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| BUSI | 2301 | Business Law | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 65**

***ACCOUNTING ELECTIVES

| | | | |
|---|---|---|---|
| ACNT | 1331 | Federal Income Tax: Individual | 3 |
| ACNT | 2331 | Internal Control and Auditing | 3 |

Identifies courses to fulfill minimum 15 hour General Education Requirement

**Business Administration**

# *Specialization:* BANKING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ITSC | 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT | 1301 | Supervision | 3 |
| BMGT | 1391 | Business Conduct | 3 |
| BNKG | 1340 | Money and Financial Markets | 3 |
| BNKG | 1303 | Principles of Bank Operation | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| SPCH | 1321 | Business and Professional Speaking | 3 |
| ACNT | 1303 | Introduction to Accounting I | 3 |
| BUSI | 1301 | Business Principles | 3 |
| BMGT | 1305 | Communications in Management | 3 |
| BNKG | 1343 | Law & Banking or BUSI 2301 | 3 |
| BNKG | 1347 | Bank Marketing | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| | | Social/Behavioral Sciences Elective | 3 |
| MRKG | 1301 | Customer Relationship Management | 3 |
| | | Mathematics/Natural Sciences Elective | 4 |
| BNKG | 1345 | Consumer Lending | 3 |
| BUSG | 1303 | Principles of Finance | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| BNKG | 1349 | Commercial Lending | 3 |
| BNKG | 1356 | Analyzing Financial Statements | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 66**

Identifies courses to fulfill minimum 15 hour General Education Requirement

**Business Administration**

*Specialization:*

# IMPORT/EXPORT/ LOGISTICS

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ITSC | 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| IBUS | 1301 | Principles of Exports | 3 |
| IBUS | 1305 | Introduction to International Business/Trade | 3 |
| BMGT | 1301 | Supervision | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ACNT | 1303 | Introduction to Accounting I | 3 |
| BNKG | 1340 | Money and Financial Markets | 3 |
| BMGT | 1305 | Communications in Management | 3 |
| BMGT | 1391 | Business Conduct | 3 |
| LMGT | 1319 | Introduction to Business Logistics | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| | | Import/Export/Logistics Elective*** | 3 |
| MATH | 1332 | Contemporary Mathematics | 3 |
| BUSI | 2301 | Business Law | 3 |
| SPCH | 1321 | Business & Professional Speaking | 3 |
| MRKG | 1301 | Customer Relationship Management | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| | | Import/Export/Logistics Elective*** | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| | | Social/Behavioral Sciences Elective | 3 |
| | | Humanities Elective | 3 |
| BMGT | 1309 | Information and Project Management | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 62**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

***Import/Export/Logistics Elective Options

| | | | |
|---|---|---|---|
| IBUS | 2345 | Import Customs Regulations I | 3 |
| IBUS | 2371 | Import Customs Regulations II | 3 |
| LMGT | 1321 | Principles of Material Management | 3 |
| LMGT | 1325 | Warehouse and Distribution Center Management | 3 |

**Business Administration**

*Specialization:* **MANAGEMENT**

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ITSC | 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BUSI | 1301 | Business Principles | 3 |
| BMGT | 1301 | Supervision | 3 |
| BMGT | 1391 | Business Conduct | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| SPCH | 1321 | Business & Professional Speaking | 3 |
| POFI | 2301 | Word Processing | 3 |
| ACNT | 1303 | Introduction to Accounting I | 3 |
| BMGT | 1305 | Communications in Management | 3 |
| HRPO | 2301 | Human Resources Management | 3 |
| BNKG | 1340 | Money and Financial Markets | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| MRKG | 1301 | Customer Relationship Management | 3 |
| | | Math/Natural Sciences Elective | 4 |
| BUSI | 2301 | Business Law | 3 |
| ACNT | 1329 | Payroll & Business Tax Accounting | 3 |
| BUSG | 2309 | Small Business Management/Entreprenuership | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| | | Social/Behavioral Sciences Elective | 3 |
| BMGT | 2303 | Problem Solving and Decision Making | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| MRKG | 1311 | Principles of Marketing | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours: ..... 66**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Business Administration**

*Specialization:* **MARKETING**

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ITSC | 1409 | Integrated Software Applications I or COSC 1301 | 4 |
| BMGT | 1301 | Supervision | 3 |
| BMGT | 1391 | Business Conduct | 3 |
| MRKG | 1311 | Principles of Marketing | 3 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| ACNT | 1303 | Introduction to Accounting I | 3 |
| SPCH | 1321 | Business and Professional Speaking | 3 |
| BMGT | 1305 | Communications in Management | 3 |
| BNKG | 1340 | Money and Financial Markets | 3 |
| MRKG | 1301 | Customer Relationship Management | 3 |
| MRKG | 2333 | Principles of Selling | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| BUSI | 1301 | Business Principles | 3 |
| | | Math/Natural Sciences Elective | 4 |
| MRKG | 2349 | Advertising and Sales Promotion | 3 |
| BUSG | 2309 | Small Business Management/Entreprenuership | 3 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| POFI | 2431 | Desktop Publishing | 4 |
| | | Humanities Elective | 3 |
| | | Social/Behavioral Sciences Elective | 3 |
| MRKG | 1313 | Public Relations | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours:..... 64**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Business Administration**

*Specialization:*

**TECHNOLOGY MANAGEMENT**

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| BUSI | 1301 | Business Principles | 3 |
| BMGT | 1301 | Supervision | 3 |
| | | Humanities Elective | 3 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| SPCH | 1321 | Business and Professional Speaking | 3 |
| ACCT | 2401 | Principles of Financial Accounting | 4 |
| BMGT | 1305 | Communications in Management | 3 |
| HRPO | 2301 | Human Resources Management | 3 |
| ECON | 2301 | Principles of Economics I-Macro | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| POFI | 2301 | Word Processing | 3 |
| MATH | 1414 | College Algebra | 4 |
| BUSI | 2301 | Business Law | 3 |
| ACCT | 2402 | Principles of Managerial Accounting | 4 |
| BUSG | 2309 | Small Business Management/Entreprenuership | 3 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| MATH | 1442 | Statistics | 4 |
| MRKG | 1311 | Principles of Marketing | 3 |
| BMGT | 2303 | Problem Solving and Decision Making | 3 |
| ACNT | 2309 | Cost Accounting | 3 |
| | | Social/Behavioral Sciences Elective | 3 |
| ECON | 2302 | Principles of Economics II-Micro | 3 |
| BMGT | 2168 | CAPSTONE: Business Administration Practicum | 1 |

**Total Credit Hours:..... 68**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# BUSINESS ADMINISTRATION (TRANSFER PLAN)

**Field of study**

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **18 Credits**

ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting
ECON 2302 Principles of Economics II-MICRO
BUSI 1301 Business Principles
MATH 1425 Business Calculus

**STC CORE CURRICULUM** **44-45 Credits**
In addition to the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Business Administration majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 44-45

**Total Credit Hours: 62-63**

## *Business Administration-Transfer Plan*

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| BUSI 1301 | Business Principles | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |
| ACCT 2401 | Principles of Financial Accounting | 4 |

| **THIRD SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| ACCT 2402 | Principles of Managerial Accounting | 4 |
| ECON 2301 | Principles of Economics I-MACRO | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| ECON 2302 | Principles of Economics II-MICRO | 3 |
| MATH 1425 | Business Calculus | 4 |
| | Humanities Elective-Core Curriculum | 3 |

# Business Computer Systems

### *Computer and Information Technologies Specialist*
**Certificate**

In this program, the student will learn business applications including spreadsheets, word processing and database. The student will also receive technical training in networking technologies and operating systems as well as server administration. At the end of this program, the student will be required to complete a Capstone course which will allow the student to acquire industry experience. This Certificate will allow the student to transfer the credits to the Associate of Applied Science degree for Networking Specialist or Computer Specialist.

### *Computer and Network Specialist*
**Certificate**

In this program, the student will learn the fundamentals in business applications, microcomputer concepts, networking technologies and operating systems file structures. This certificate will allow the student to transfer the credits to the Associate of Applied Science in either Networking Specialist or Computer Specialist.

### *Computer Applications Specialist*
**Certificate**

In this program, the student will learn business applications including word processing, spreadsheets, database, desktop publishing and presentation software. This Certificate will allow the student to transfer all the credits to the Computer and Information Technologies Certificate and to the Associate of Applied Science degree for Computer Specialist.

### *Information Security Specialist*
**Certificate**

This program will prepare students for a career in information systems security. It will prepare students to get certified by Cisco, System Administration, Networking and Security. This Certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Information Security Specialist.

### *Multimedia Specialist*
**Certificate**

In this program, the student will learn business applications including word processing, spreadsheets, database and presentation software. In addition, the student will also learn about using digital publishing software as well as on the creation of Internet web page programming and graphical design. This Certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Multimedia Specialist.

### *Specialization: Computer Specialist*
**Associate of Applied Science**

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheets, word processing, and desktop publishing. Students will learn technical skills such as operating systems data structure, networking, telecommunications, and microcomputer concepts. Students will also learn management skills such as system management, database design techniques, logic, speech, and technical writing. Graduates will be equipped for entry into the workforce in small business, school districts, local companies, and hospital departments.

### *Specialization: Networking Specialist*
**Associate of Applied Science**

In this program, the student will learn the same basic information as the Computer Specialist, but will receive additional courses in networking. Upon completion of the program, the student will be able to design and quote a network, set up and maintain, and manage and upgrade the network. Employment opportunities will be available with businesses that use or anticipate setting up a network.

**ADVISORY COMMITTEE**

Diana Berger, Director of Education Market Segment, Global Data Systems; David Hales, Technology Support Specialist, Region One Education Service Center; David Winkler, Owner, Empire Technology Computers; Jeff Shooshtari, Owner, CEO, Twin Wireless; Maby Arleth Rosenbaum, Project Manager, Insight Networking; Reynaldo Robles, Sr. Programmer Analyst, Student Information Systems, UT-Pan American; Adrian Garcia, Director of Technical Support, Region One Education Service Center, Michael Parker, System Administrator, McAllen Economic Development Corporation.

# COMPUTER AND INFORMATION TECHNOLOGIES SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems | 4 |
| ITSE | 1411 | Beginning Web Page Programming | 4 |
| ITNW | 1425 | Fundamentals of Networking Technologies | 4 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ITSW | 1410 | Introduction to Presentation Graphics Software | 4 |
| ITSE | 1431 | Introduction to Visual Basic Programing | 4 |
| ITSW | 2434 | Advanced Spreadsheets | 4 |
| ITNW | 2421 | CAPSTONE: Networking with TCP/IP | 4 |

**Total Credit Hours: ..... 32**

# COMPUTER AND NETWORK SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems | 4 |
| ITNW | 1425 | Fundamentals of Networking Technologies | 4 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ITSC | 1425 | Personal Computer Hardware | 4 |
| ITNW | 2421 | Networking with TCP/IP | 4 |
| ITNW | 1454 | Implementing and Supporting Servers | 4 |
| ITSC | 1166 | CAPSTONE: Computer and Network Practicum | 1 |

**Total Credit Hours: ..... 25**

# COMPUTER APPLICATIONS SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSW | 2434 | Advanced Spreadsheets | 4 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 2431 | Desktop Publishing | 4 |
| ITSW | 1410 | Introduction to Presentation Graphics Software | 4 |

**Total Credit Hours: ..... 16**

# MULTIMEDIA SPECIALIST

**CERTIFICATE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSE | 1411 | Beginning Web Page Programming | 4 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ARTC | 1413 | Digital Publishing I | 4 |
| ITSW | 1410 | Introduction to Presentation Graphics Software | 4 |

**Total Credit Hours: ..... 16**

# INFORMATION SECURITY SPECIALIST

**CERTIFICATE**

TSI Exempt

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems | 4 |
| ITNW | 1425 | Fundamentals of Networking Technoligies | 4 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ITSY | 1400 | Fundamentals of Information Security | 4 |
| ITNW | 2421 | Networking with TCP/IP | 4 |
| ITNW | 1454 | Implementing and Supporting Servers | 4 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| ITSY | 2443 | Computer System Forensics | 4 |
| ITSY | 2441 | Security Management Practices | 4 |
| ITNW | 2409 | Network Administration for Intranet | 4 |
| ITSC | 1164 | CAPSTONE: Information Security Practicum | 1 |

**Total Credit Hours: ..... 37**

# *Specialization:* COMPUTER SPECIALIST

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

**FIRST SEMESTER** **Credit Hours**

| | | | |
|---|---|---|---|
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems | 4 |
| ITNW | 1425 | Fundamentals of Networking Technologies | 4 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| ITSC | 1425 | Personal Computer Hardware | 4 |
| ITNW | 2421 | Networking with TCP/IP | 4 |
| ITNW | 1454 | Implementing and Supporting Servers | 4 |
| ITSW | 2434 | Advanced Spreadsheets | 4 |

**SUMMER SESSION I**

| | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| | | Social/Behavioral Sciences Elective | 3 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| ITSE | 1411 | Beginning Web Page Programming | 4 |
| ITNW | 2435 | Network Troubleshooting and Support | 4 |
| ITSW | 1410 | Introduction to Presentation Graphics Software | 4 |
| POFI | 2431 | Desktop Publishing | 4 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| MATH | 1332 | Contemporary Mathematics or MATH 1414 | 3 |
| ITSE | 2409 | Database Programming | 4 |
| ITSC | 2439 | Personal Computer Help Desk | 4 |
| ITSC | 2165 | CAPSTONE: Systems Administration Practicum | 1 |

**Total Credit Hours: ..... 68**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Social/Behavioral Sciences Electives**

| | | | |
|---|---|---|---|
| SOCI | 1301 | Introductory Sociology | 3 |
| SOCI | 1306 | Contemporary Social Problems | 3 |
| PSYC | 2301 | General Psychology | 3 |

**Humanities Elective**

**Literature**

| | | | |
|---|---|---|---|
| ENGL | 2341 | Introduction to Literature | 3 |
| ENGL | 2321 | British Literature | 3 |
| ENGL | 2326 | American Literature | 3 |
| ENGL | 2331 | World Literature | 3 |

**Drama**

| | | | |
|---|---|---|---|
| DRAM | 1310 | Drama Appreciation | 3 |

**Art**

| | | | |
|---|---|---|---|
| ARTS | 1301 | Art Appreciation | 3 |
| ARTS | 1303 | Art Survey I | 3 |
| ARTS | 1304 | Art Survey II | 3 |

# *Specialization:* NETWORKING SPECIALIST

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ITSC | 1409 | Integrated Software Applications I | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems | 4 |
| ITNW | 1425 | Fundamentals of Networking Technologies | 4 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| ITNW | 2421 | Networking with TCP/IP | 4 |
| ITNW | 1454 | Implementing and Supporting Servers | 4 |
| ITSC | 1425 | Personal Computer Hardware | 4 |

| **SUMMER SESSION I** | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| | | Social/Behavioral Sciences Elective | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| ITSE | 1411 | Beginning Web Page Programming | 4 |
| ITNW | 2435 | Network Troubleshooting and Support | 4 |
| ITSY | 1400 | Fundamentals of Information Security | 4 |
| ITSY | 1442 | Information Technology Security | 4 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| MATH | 1332 | Contemporary Mathematics or MATH 1414 | 3 |
| ITSC | 1407 | UNIX Operating Systems I | 4 |
| ITNW | 2453 | Advanced Routing and Switching | 4 |
| ITSC | 2346 | Computer Center Management | 3 |
| ITNW | 2164 | CAPSTONE: Network Practicum | 1 |

**Total Credit Hours:..... 67**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Social/Behavioral Sciences Electives**

| | | | |
|---|---|---|---|
| SOCI | 1301 | Introductory Sociology | 3 |
| SOCI | 1306 | Contemporary Social Problems | 3 |
| PSYC | 2301 | General Psychology | 3 |

**Humanities Elective**

**Literature**

| | | | |
|---|---|---|---|
| ENGL | 2341 | Introduction to Literature | 3 |
| ENGL | 2321 | British Literature | 3 |
| ENGL | 2326 | American Literature | 3 |
| ENGL | 2331 | World Literature | 3 |

**Drama**

| | | | |
|---|---|---|---|
| DRAM | 1310 | Drama Appreciation | 3 |

**Art**

| | | | |
|---|---|---|---|
| ARTS | 1301 | Art Appreciation | 3 |
| ARTS | 1303 | Art Survey I | 3 |
| ARTS | 1304 | Art Survey II | 3 |

# Computer Aided Drafting and Design

### *Specialization: Architectural Drafting*

The Architectural Drafting degree is designed to assist students in preparing architectural and structural construction documents, such as: residential projects, schools, office spaces, and commercial/industrial buildings. In addition, the students develop skills in the production of presentational free-hand drawings, working/study models, and various computer generated graphics. These means allow students to utilize specialized CAD software in solving design challenges both technically and graphically.

### *Specialization: Civil Drafting*

A Civil Drafting prepares a student in producing drawings related to the civil engineering profession. Such drawings can include: Topographical Maps, Property Boundary Maps & Surveys, Utility Design Maps (water distribution and sanitary sewer collection), Drainage Plans, and Grading Plans. These drawings/plans play an important role in the preparation of a site for the construction of highways, roads, bridges, buildings, parks, lakes, homes, and many other developments.

### *Specialization: Design and Technical Graphics*

Students with a Digital Imaging degree are trained to create, manipulate, or enhance computerized images. The technician will prepare the imaging needs for architects, engineers, contractors, and publication agencies. These images may be applied in every day marketing, communication, and design production. Students can utilize their skills not only for the creation of technical documents but also for the creation of computer renderings and animations, digital photographs and video for presentation purposes.

**ADVISORY COMMITTEES**

**ARCHITECTURAL DRAFTING & DESIGN & TECHNICAL GRAPHICS**

Efrain Silva, Job Captain, MILNET Architectural Services, Laura Warren, AIA-Principal, Warren Group Architects Inc., Amanda Gomez, Project Manager, Warren Group Architects Inc., Marlene Bravo, CADD Technician, Rike-Ogden-Figueroa-Allex Architects, Gilbert Zuniga, Project Manager, Eddie Vela Architecture, Rudy Molina, AIA Principal, MILNET Architectural Services, Hugo Avila, P.E. Engineer, McAllen ISD, Ruben Escobar, AIA Principal, Diseno, Inc.; Oscar Lopez, P.E. Engineer, Lopez Engineering Group, Steve McGarraugh, Architect/Project Manager; Tom Dearman, Halff Associates; Lorenzo Moreno, Enriquez Enterprises Ramiro E. Ramos, EGV Architects; Efrain Silva, Milnet Architectural Services; Claudio Leon, The Warren Group Architects; Jorge Ollervides, ROFA Architects; James Rodriguez, ROFA Architects; Michael D. Hovar, Amtech Building Sciences

**CIVIL DRAFTING**

Omar Anzaldua Jr. - Project manager, Dannenbaum ASCE local branch president; Siena Wimberly - Raba Kistner, Civil Engineer; Jose Leal - EIT, Halff Assoc.; Oscar Lopez, P.E. – President, Oscar engineering group, Inc.; Dr. Blair McDonald – UTPA, Civil Engineering Program Chair; Yvette Barrera – City Engineer, McAllen; Christina Hernandez, Project Manager, Halff Assoc., Katrin Miovski, Project Manager, Raba Kistner, and Keith Houseman, President, RGV TX Society of Professional Surveyors

# ARCHITECTURAL DRAFTING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| TECM 1303 | Technical Mathematics | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| DFTG 1305 | Technical Drafting | 3 |
| DFTG 1309 | Basic Computer-Aided Drafting | 3 |
| DFTG 1315 | Architectural Blueprint Reading and Sketching | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| POFT 2312 | Business Correspondence and Communication | 3 |
| ARCE 1321 | Architectural Illustration | 3 |
| DFTG 2319 | Intermediate Computer-Aided Drafting | 3 |
| DFTG 1317 | Architectural Drafting-Residential | 3 |
| DFTG 2328 | Architectural Drafting-Commercial | 3 |

| THIRD SEMESTER (SUMMER SESSION) | | |
|---|---|---|
| DFTG 2338 | Final Project-Advanced Drafting | 3 |
| ARCE 1352 | Structural Drafting | 3 |
| ARCE 2352 | Mechanical Electrical Systems | 3 |

**Total Credit Hours: ..... 39**

# CIVIL DRAFTING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| TECM 1303 | Technical Mathematics | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| DFTG 1305 | Technical Drafting | 3 |
| DFTG 1309 | Basic Computer-Aided Drafting | 3 |
| DFTG 1371 | Introduction to the Civil Drafting Profession | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| POFT 2312 | Business Correspondence and Communication | 3 |
| DFTG 2319 | Intermediate Computer-Aided Drafting | 3 |
| SRVY 1313 | Plane Surveying | 3 |
| DFTG 2321 | Topographical Drafting | 3 |
| SRVY 1315 | Surveying Calculations I | 3 |

| THIRD SEMESTER (SUMMER SESSION) | | |
|---|---|---|
| | Program Elective** | 3 |
| GISC 1311 | Introduction to GIS | 3 |
| DFTG 2330 | Civil Drafting | 3 |
| SRVY 1380 | CAPSTONE: Cooperative Education | 3 |

**Total Credit Hours: ..... 42**

****PROGRAM ELECTIVES**

| | | |
|---|---|---|
| SRVY 1341 | Land Surveying | 3 |
| SRVY 1349 | Surveying Calculations II | 3 |
| DFTG 2328 | Architectural Drafting-Commercial | 3 |

# DESIGN AND TECHNICAL GRAPHICS

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| TECM 1303 | Technical Mathematics | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| ARTC 1302 | Digital Imaging I | 3 |
| DFTG 1309 | Basic Computer-Aided Drafting | 3 |
| ARTC 1321 | Illustration Techniques I | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| ARTC 1317 | Design Communication I | 3 |
| ARCE 1321 | Architectural Illustration | 3 |
| DFTG 2319 | Intermediate Computer-Aided Drafting | 3 |
| DFTG 1317 | Architectural Drafting-Residential | 3 |
| ARTC 1353 | Computer Illustration | 3 |

| THIRD SEMESTER (SUMMER SESSION) | | |
|---|---|---|
| POFT 2312 | Business Correspondence & Communication | 3 |
| ARTC 2347 | Design Communication II | 3 |
| ARTS 1311 | Design I | 3 |
| GRPH 1380 | CO-OP Digital Imaging Design | 3 |

**Total Credit Hours: ..... 42**

# GEOGRAPHIC INFORMATION SYSTEMS

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| GISC 1311 | Introduction to GIS | 3 |
| TECM 1303 | Technical Mathematics | 3 |
| COSC 1301 | Microcomputer Applications or ITSC 1409 | 3-4 |
| GISC 1321 | Introduction to Raster-Based GIS | 3 |
| DFTG 1309 | Basic Computer-Aided Drafting | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| POFT 2312 | Business Correspondence and Communication | 3 |
| GISC 2320 | Intermediate GIS | 3 |
| GISC 1301 | Cartography & Geography in GIS and GPS | 3 |
| DFTG 2319 | Intermediate Computer-Aided Drafting | 3 |
| ITSE 2409 | Database Programming | 4 |

| THIRD SEMESTER (SUMMER SESSION) | | |
|---|---|---|
| | Program Elective** | 3 |
| GISC 2404 | GIS Systems Design with Vector Analysis | 4 |
| GISC 1364 | CAPSTONE: GIS Practicum | 3 |

**Total Credit Hours: ... 41-42**

****PROGRAM ELECTIVES**

| | | |
|---|---|---|
| SRVY 1315 | Surveying Calculations I | 3 |
| GISC 2311 | GIS Applications | 3 |
| DFTG 2321 | Topographical Drafting | 3 |
| DFTG 2340 | Solid Modeling/Design | 3 |

**Computer Aided Drafting and Design**

*Specialization:*

# ARCHITECTURAL DRAFTING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| MATH | 1414 | College Algebra | 4 |
| COSC | 1301 | Microcomputer Applications | 3 |
| DFTG | 1305 | Technical Drafting | 3 |
| DFTG | 1309 | Basic Computer-Aided Drafting | 3 |
| DFTG | 1315 | Architectural Blueprint Reading and Sketching | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| ARCE | 1321 | Architectural Illustration | 3 |
| DFTG | 2328 | Architectural Drafting-Commercial | 3 |
| DFTG | 2319 | Intermediate Computer-Aided Drafting | 3 |
| DFTG | 1317 | Architectural Drafting-Residential | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| DFTG | 2321 | Topographical Drafting | 3 |
| ARCE | 1352 | Structural Drafting | 3 |
| ARCE | 1303 | Architectural Materials & Methods of Construction | 3 |
| DFTG | 2300 | Intermediate Architectural Drafting-Residential | 3 |
| PSYC | 2301 | General Psychology or SOCI 1301 | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| DFTG | 1372 | Final Presentation/Portfolio Development | 3 |
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| DFTG | 2338 | Final Project-Advanced Drafting | 3 |
| DFTG | 2340 | Solid Modeling/Design | 3 |
| ARCE | 2352 | Mechanical and Electrical Systems | 3 |

| FIFTH SEMESTER | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| | | Program Elective** | 3 |
| DFTG | 1380 | CAPSTONE: Cooperative Education | 3 |

**Total Credit Hours:..... 70**

****PROGRAM ELECTIVES**

| | | | |
|---|---|---|---|
| CNBT | 1346 | Construction Estimating I | 3 |
| ARTC | 1302 | Digital Imaging I | 3 |
| GISC | 1311 | Introduction to GIS | 3 |

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Computer Aided Drafting and Design**

*Specialization:*

# CIVIL DRAFTING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| MATH | 1414 | College Algebra | 4 |
| COSC | 1301 | Microcomputer Applications | 3 |
| DFTG | 1305 | Technical Drafting | 3 |
| DFTG | 1309 | Basic Computer-Aided Drafting | 3 |
| DFTG | 1371 | Introduction to the Civil Drafting Profession | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| DFTG | 2319 | Intermediate Computer-Aided Drafting | 3 |
| SRVY | 1313 | Plane Surveying | 3 |
| DFTG | 2321 | Topographical Drafting | 3 |
| SRVY | 1315 | Surveying Calculations I | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| SRVY | 1341 | Land Surveying | 3 |
| DFTG | 2330 | Civil Drafting | 3 |
| GISC | 1311 | Introduction to GIS | 3 |
| | | Program Elective** | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| PSYC | 2301 | General Psychology or SOCI 1301 | 3 |
| DFTG | 2328 | Architectural Drafting - Commercial | 3 |
| SRVY | 2309 | Computer-Aided Mapping | 3 |
| SRVY | 1342 | Global Positioning System Techniques for Survey/Mapping | 3 |
| | | Humanities Elective | 3 |

| FIFTH SEMESTER (SUMMER SESSION) | | | |
|---|---|---|---|
| DFTG | 2332 | Advanced Computer-Aided Drafting | 3 |
| SRVY | 2380 | Cooperative Education-Survey Drafting | 3 |
| | | Program Elective** | 3 |

**Total Credit Hours:..... 70**

****PROGRAM ELECTIVES**

| | | | |
|---|---|---|---|
| SRVY | 2313 | Control Surveying | 3 |
| DFTG | 1317 | Architectural Drafting-Residential | 3 |
| SRVY | 2339 | Engineering Design Surveying | 3 |
| SRVY | 1349 | Surveying Calculations II | 3 |

Identifies courses to fulfill minimum 15 hours General Education Requirement

**Computer Aided Drafting and Design**

*Specialization:*

# DESIGN AND TECHNICAL GRAPHICS

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| ARTC | 1302 | Digital Imaging I | 3 |
| DFTG | 1309 | Basic Computer-Aided Drafting | 3 |
| ARTC | 1321 | Illustration Techniques I | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| MATH | 1414 | College Algebra | 4 |
| ARTC | 1317 | Design Communication I | 3 |
| DFTG | 2319 | Intermediate Computer-Aided Drafting | 3 |
| DFTG | 1317 | Architectural Drafting-Residential | 3 |
| ARCE | 1321 | Architectural Illustration | 3 |

| THIRD SEMESTER (SUMMER SESSION) | | | |
|---|---|---|---|
| ARTC | 2347 | Design Communication II | 3 |
| ARTC | 1353 | Computer Illustration | 3 |
| PHTC | 2331 | Architectural Photography | 3 |
| DFTG | 2340 | Solid Modeling/Design | 3 |
| ARTS | 1311 | Design I | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| ARTC | 2340 | Computer Illustration II | 3 |
| ARTV | 1351 | Digital Video | 3 |
| DFTG | 2300 | Intermediate Architectural Drafting-Residential | 3 |
| IMED | 2311 | Portfolio Development | 3 |

| FIFTH SEMESTER | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| PSYC | 2301 | General Psychology or SOCI 1301 | 3 |
| GRPH | 2380 | CO-OP - Digital Imaging Design | 3 |

**Total Credit Hours: ..... 70**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Computer Aided Drafting and Design**

*Specialization:*

# GEOGRAPHIC INFORMATION SYSTEMS

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| MATH | 1414 | College Algebra | 4 |
| COSC | 1301 | Microcomputer Applications or ITSC 1409 | 3-4 |
| GISC | 1311 | Introduction to GIS | 3 |
| GISC | 1321 | Introduction to Raster-Based GIS | 3 |
| DFTG | 1309 | Basic Computer-Aided Drafting | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| GISC | 2320 | Intermediate GIS | 3 |
| GISC | 2303 | Fundamentals of Logistics with GIS | 3 |
| DFTG | 2319 | Intermediate Computer-Aided Drafting | 3 |
| GISC | 1301 | Cartography & Geography in GIS and GPS | 3 |
| SPCH | 1311 | Introduction to Speech Communication | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| DFTG | 2321 | Topographical Drafting | 3 |
| GISC | 2311 | Geographic Information Systems (GIS) Applications | 3 |
| GISC | 2359 | Web-Served GIS | 3 |
| ITSE | 1411 | Beginning Web Page Programming | 4 |
| PSYC | 2301 | General Psychology or SOCI 1301 | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| GISC | 2404 | GIS Design with Vector Analysis | 4 |
| ITSE | 2409 | Database Programming | 4 |
| GISC | 2335 | Programming for GIS | 3 |
| ENGL | 1301 | Composition | 3 |

| FIFTH SEMESTER | | | |
|---|---|---|---|
| | | Program Elective** | 3 |
| | | Humanities Elective | 3 |
| GISC | 2364 | CAPSTONE: GIS Practicum | 3 |

**Total Credit Hours:... 70-71**

****PROGRAM ELECTIVES**

| | | | |
|---|---|---|---|
| SRVY | 1342 | GPS Techniques for Surveying and Mapping | 3 |
| SRVY | 1315 | Surveying Calculations I | 3 |
| DFTG | 2330 | Civil Drafting | 3 |
| DFTG | 2340 | Solid Modeling and Design | 3 |

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Construction Supervision

## *Construction Supervision Assistant*

**Certificate**

The Construction Supervision Assistant Certificate program will prepare students for entry-level positions prepared to assist in the supervision and management careers related to various aspects of residential, commercial, and institutional construction projects.

The student will focus on acquiring the skills necessary to assist in monitoring construction processes to include but not limited to, construction estimating, building codes and inspections, and basic construction management duties.

Graduates of the program will be prepared for entry level positions such as junior estimator and assistant of construction superintendents, program managers and/ or general contractors.

## *Specialization: Construction Supervision*

**Associate of Applied Science**

The Construction Supervision program will prepare students for supervision and management careers related to various aspects of residential, commercial, and institutional construction projects.

The Construction Supervision student will focus on acquiring the skills necessary to monitor, direct and conduct supervision processes to include but not limited to planning, scheduling, coordinating, estimating, and supervising all or part of the construction activities along with the selection, hiring and oversight of specialty trade contractors, as well as accessing risk and safety factors on site.

Graduates of the program will be prepared for entry level positions such as assistant construction superintendent, junior estimator, program manager, or general contractor for property owners, developers, or construction management firms.

**ADVISORY COMMITTEE**

Perry Vaughn, Executive Director, RGV-Associated General Contractors of America; Willie Carriaga, Project Superintendent, Carriaga Construction; Michael D. Smith, President, Texas DESCON L.P.; Alex Palacios, Facilities Director, Weslaco ISD; David M. Cramer, President-AGC RGV-Associated General Contractors of America; Hugo H. Avila, Staff Engineer, McAllen ISD

# CONSTRUCTION SUPERVISION

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| TECM 1303 | Technical Mathematics or MATH 1414 | 3-4 |
| COSC 1301 | Microcomputer Applications | 3 |
| CNBT 1309 | Basic Construction Management | 3 |
| ARCE 1303 | Architectural Materials and Methods of Construction | 3 |
| DFTG 1315 | Architectural Blueprint Reading and Sketching | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| POFT 1301 | Business English or ENGL 1301 | 3 |
| CNBT 1316 | Construction Technology I | 3 |
| CNBT 1342 | Building Codes and Inspections | 3 |
| CNBT 2304 | Construction Methods and Materials II | 3 |
| CNBT 2342 | Construction Management I | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| SRVY 1313 | Plane Surveying | 3 |
| CNBT 1346 | Construction Estimating I | 3 |
| | **Program Elective | 3 |
| CNBT 1166 | CAPSTONE: Practicum I | 1 |

**Program Electives
CNBT 1350 Construction Technology II
CNBT 2344 Construction Management II
CNBT 2317 Green Building

**Total Credit Hours:... 40-41**

# CONSTRUCTION SUPERVISION

**ASSOCIATE OF APPLIED SCIENCE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| MATH 1414 | College Algebra | 4 |
| COSC 1301 | Microcomputer Applications | 3 |
| CNBT 1309 | Basic Construction Management | 3 |
| ARCE 1303 | Architectural Materials and Methods of Construction | 3 |
| DFTG 1315 | Architectural Blueprint Reading and Sketching | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| CNBT 1316 | Construction Technology I | 3 |
| CNBT 1342 | Building Codes and Inspections | 3 |
| CNBT 2304 | Construction Methods and Materials II | 3 |
| CNBT 2342 | Construction Management I | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| SRVY 1313 | Plane Surveying | 3 |
| CNBT 1346 | Construction Estimating I | 3 |
| CNBT 1350 | Construction Technology II | 3 |
| CNBT 2344 | Construction Management II | 3 |
| PSYC 2301 | General Psychology or SOCI1301 | 3 |

| FOURTH SEMESTER | | |
|---|---|---|
| CNBT 2315 | Construction Specifications and Contracts | 3 |
| CNBT 2337 | Construction Estimating II | 3 |
| | **Program Elective | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |

| FIFTH SEMESTER | | |
|---|---|---|
| CNBT 1380 | CAPSTONE: Cooperative Education | 3 |
| | Humanities Elective- Core Curriculum | 3 |

**Program Electives
ARCE 2352 Mechanical and Electrical Systems
CNBT 2305 Building and Contracting
CNBT 2317 Green Building
OSHT 1313 Accident Prevention, Inspection and Investigation
CNBT 2335 Computer-Aided Construction Scheduling
CNBT 2346 Construction Management III

**Total Credit Hours:..... 64**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Culinary Arts

## *Commercial Cooking*

Certificate

This certificate prepares students to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers.

## *Culinary Arts*

**Associate of Applied Science**

The program will prepare students through lecture and lab courses in culinary arts, nutrition, supervision, a practicum, and general education courses. This degree leads to careers in restaurants, catering, hotels and resorts, and other commercial food services. Graduates take positions as sous-chefs, professional assistants to chefs or culinary managers, supervisors of food production and service, stewards, banquet managers, purchasing agents, or restaurant supervisors.

**ADVISORY COMMITTEE**

Joe Demarino, Culinary Adviser; Jeffery Sahadi's, owner, Sahadi's Foods; Russell Walker, General Manager, Macaroni Grill; Elton Musollri, supervisor for Cooking Connection at HEB; Dago Rivera, Food and Beverage Director, The Club at Cimarron; Jimmy Santiago, executive chef at Cimarron; Daniel Rocha, food and beverage manager at Embassy Suites; Gloria Sanford, Dietary Director, Legends; Elvia Berry, Owner of A Berry Catered Affair; James Canter, Executive Chef at Alhambra's; Claude Biret, Culinary Instructor at the Salvation Army in McAllen; Francisco Salinas, Manager at Wing Stop.

# COMMERCIAL COOKING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| CHEF | 1305 | Sanitation and Safety | 3 |
| CHEF | 1301 | Basic Food Preparation | 3 |
| PSTR | 1301 | Fundamentals of Baking | 3 |
| BIOL | 1322 | Nutrition and Diet Therapy | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| RSTO | 2307 | Catering | 3 |
| RSTO | 2301 | Principles of Food and Beverage Controls | 3 |
| CHEF | 1345 | International Cuisine | 3 |
| CHEF | 1264 | CAPSTONE: Practicum I | 2 |

**Total Credit Hours: ..... 23**

# CULINARY ARTS

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| CHEF | 1301 | Basic Food Preparation | 3 |
| CHEF | 1305 | Sanitation and Safety | 3 |
| PSTR | 1301 | Fundamentals of Baking | 3 |
| TECM | 1303 | Technical Mathematics or MATH 1332 | 3 |
| ENGL | 1301 | Composition | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| CHEF | 2301 | Intermediate Food Preparation | 3 |
| RSTO | 2307 | Catering | 3 |
| RSTO | 2301 | Principles of Food and Beverage Controls | 3 |
| RSTO | 1204 | Dining Room Service | 2 |
| SPCH | 1311 | Introduction to Speech Communication or SPCH 1321 | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| CHEF | 1345 | International Cuisine | 3 |
| PSTR | 2331 | Advanced Pastry Shop | 3 |
| BIOL | 1322 | Nutrition and Diet Therapy | 3 |
| SOCI | 1301 | Introductory Sociology | 3 |
| ACNT | 1303 | Introduction to Accounting I or MRKG 1311 | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| CHEF | 2331 | Advanced Food Preparation | 3 |
| RSTO | 1301 | Beverage Management | 3 |
| BUSG | 2309 | Small Business Management/Entreprenuership | 3 |
| | | Humanities Elective | 3 |
| CHEF | 2264 | CAPSTONE: Practicum II | 2 |

**Total Credit Hours: ..... 61**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Diesel Technology

## *Diesel Technology*

**Certificate and**
**Associate of Applied Science**

The Diesel Technology industry is a rapidly growing industry which is requiring a growing number of qualified technicians.

The Diesel Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

**ADVISORY COMMITTEE**

Clyde Syester, Service Manager Rush Truck Center; Jesus Pena, Sale Department, Holt Cat; Rodrigo Martinez, Shop Foreman, Rush Truck Center; Ted Ackerman, Service Manager, Thermo King; Guadalupe Pena, Service Manager, Holt (Trucks); Juan De Luna, Service Manager, Pioneer Equipment, Guadalupe Guajardo Jr., Service Manager, Holt Cat.

# DIESEL TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| DEMR 1401 | Diesel Shop Safety and Procedures | 4 |
| DEMR 1405 | Basic Electrical Systems | 4 |
| DEMR 1410 | Diesel Engine Testing and Repair I | 4 |
| DEMR 1229 | Preventative Maintenance | 2 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| DEMR 2432 | Electronic Controls | 4 |
| DEMR 1442 | Power Train Applications I | 4 |
| DEMR 1416 | Basic Hydraulics | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| DEMR 1435 | Automatic Power Shift and Hydrostatic Transmissions I | 4 |
| DEMR 1417 | Basic Brake Systems | 4 |
| DEMR 1230 | Steering and Suspension I | 2 |
| DEMR 1303 | Basic Driving Skills | 3 |

CAPSTONE: Successful completion of a departmental exit exam

**Total Credit Hours:..... 42**

# DIESEL TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| DEMR 1401 | Diesel Shop Safety and Procedures | 4 |
| DEMR 1405 | Basic Electrical Systems | 4 |
| DEMR 1410 | Diesel Engine Testing and Repair I | 4 |
| DEMR 1229 | Preventative Maintenance | 2 |

| SECOND SEMESTER | | |
|---|---|---|
| AUMT 1345 | Automotive Climate Control Systems | 3 |
| DEMR 2432 | Electronic Controls | 4 |
| DEMR 1442 | Power Train Applications I | 4 |
| DEMR 1416 | Basic Hydraulics | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| DEMR 1435 | Automatic Power Shift and Hydrostatic Transmissions I | 4 |
| DEMR 1417 | Basic Brake Systems | 4 |
| DEMR 1230 | Steering and Suspension I | 2 |
| DEMR 1303 | Basic Driving Skills | 3 |
| DEMR 1266 | CAPSTONE: Practicum | 2 |

| FOURTH SEMESTER | | |
|---|---|---|
| | Social/Behavioral Sciences Elective | 3 |
| | Math/Natural Sciences Elective | 4 |
| | Humanities Elective | 3 |
| SPCH 1318 | Interpersonal Communication | 3 |
| ENGL 1301 | Composition | 3 |

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Electrician Assistant

### *Electrician Assistant*
**Certificate**

The Electrician Assistant Certificate is a rapidly growing industry which is requiring a high number of qualified technicians.

This program will prepare the student to install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security and communications. They also may install and maintain the electrical systems for electronic controls for machines in business and industry.

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to take an examination for licensing after completion of 8,000 hours of field experience under the direct supervision of a Master Electrician.

### *Electrician Assistant*
**Associate of Applied Science**

The Electrician Technology Associate of Applied Science degree will further the study of the necessary technical, academic, work habit, communication, and interpersonal skills required for employment in the field. The curriculum will include studies in electrical theory that will advance into complex electrical systems, building upon the knowledge and skills acquired throughout the program. The program will also prepare students to apply technical knowledge and skills to install, operate, maintain, and repair of electric equipment and systems such as residential, commercial, and industrial electric-power wiring, DC and AC motors, controls and electrical distribution panels. Instruction will also include the study of the principles of electrical systems, wiring, power transmission, safety, industrial and, electrical testing and inspection, and applicable codes and standards.

**ADVISORY COMMITTEE**

Marcos Hernandez, Master Electrician, La Joya ISD; Adan Magallan, Magallan Inspection Services; Mario Rodriguez, Master Electrician, Mario Electric, Edinburg; Romero Ramirez, Master Electrician, Operating Manager, Mccland Electric; Rich Hosea, Operating Manager, Hosco Electric, Harlingen; Oscar Cardenas, Master Electrician, Mission ISD

## ELECTRICIAN ASSISTANT

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ELPT | 1411 | Basic Electrical Theory | 4 |
| ELPT | 1419 | Fundamentals of Electricity I | 4 |
| ELPT | 1325 | Natural Electrical Code I | 3 |
| ELPT | 1429 | Residential Wiring | 4 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| ELPT | 1420 | Fundamentals of Electricity II | 4 |
| ELPT | 1445 | Commercial Wiring | 4 |
| ELPT | 2325 | National Electrical Code II | 3 |
| ELPT | 2447 | CAPSTONE: Electrical Testing and Maintenance | 4 |

| **THIRD SEMESTER** | |
|---|---|
| **Program Elective | 3-4 |

**Total Credit Hours: ... 33-34**

****Program Electives**

ELPT 1457 Industrial Wiring
ELPT 2419 Programmable Logic Controllers I
HART 1411 Solar Fundamentals
WIND 2359 Wind Power Delivery System

# ELECTRICIAN ASSISTANT

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ELPT | 1411 | Basic Electrical Theory | 4 |
| ELPT | 1419 | Fundamentals of Electricity I | 4 |
| ELPT | 1325 | Natural Electrical Code I | 3 |
| ELPT | 1429 | Residential Wiring | 4 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| ELPT | 1420 | Fundamentals of Electricity II | 4 |
| ELPT | 1445 | Commercial Wiring | 4 |
| ENGL | 1301 | Composition | 3 |
| ELPT | 2325 | National Electrical Code II | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| SPCH | 1311 | Introduction to Speech Communication | 3 |
| ELPT | 2447 | Electrical Testing & Maintenance | 4 |
| ELPT | 1457 | Industrial Wiring | 4 |
| ELPT | 2419 | Programmable Logic Controllers I | 4 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| MATH | 1332 | Contemporary Mathematics | 3 |
| HART | 1411 | Solar Fundamentals | 4 |
| WIND | 2359 | Wind Power Delivery System | 3 |
| | | Humanities Elective | 3 |

| **FIFTH SEMESTER** | | | |
|---|---|---|---|
| | | Social/Behavioral Sciences Elective | 3 |
| | | *Program Elective | 4 |
| ELPT | 2264 | Practicum | 2 |

**Total Credit Hours: ..... 66**

ELMT 1402 Solar Photovoltaic Systems
ELPT 2437 Electrical Planning & Estimating

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Electronic and Computer Maintenance Technology

### *Computer and Internet Specialist*
**Certificate**

This specialization will provide students with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The student will learn entry-level skills needed to effectively use the latest computer and Internet technology. Graduate will have knowledge in the areas of technology including computer hardware, software, operating systems, networking, basic word processing applications, presentation media, Internet and electronic mail.

### *Specialization: Computer Maintenance Technology*
**Certificate and Associate of Applied Science**

Students who graduate from this specialization will learn the skills necessary to compete in the computer maintenance industry. They will learn skills such as computer repair, maintenance, peripheral installation and troubleshooting, as well as provide hardware and software support for users within their organization.

### *Specialization: Computer Support Specialist*
**Certificate and Associate of Applied Science**

In this specialization, students will learn computer support skills which include repair, maintenance, and support for computer systems and networks. Students will take courses to learn how to properly install and troubleshoot computer systems, software, peripherals, and networks as well as provide technical support for users within their organization.

### *Specialization: Electronics Technology Specialist*
**Certificate**

This specialization covers basic and advanced electronics to prepare students with the hands-on training they need to work in the electronics industry. Graduates may find employment in occupations requiring electronics troubleshooting such as bench technicians in service centers, performing repairs for office equipment and other electronic related companies.

### *Mechatronics Technology Specialist*
**Certificate**

This specialization is a blend of mechanics and electronics. Mechatronics implements techniques in precision mechanical engineering, controls theory, computer maintenance and electronics technology. This program will prepare students with the hands-on training they need to work in this industry. Graduates may find employment as technicians assisting engineers.

### *Specialization: Telecommunication Technology Specialist*
**Certificate**

Convergence is the combination of telecom, data processing and imaging technologies and placing all of these into one operating platform. It includes traditional telecommunication systems such as telephony and broadband and adds networking services to be placed on these technologies. Students will take courses in convergent technology and learn the latest telecommunication trends which voice, data and images are combined to deliver many services to end users.

ADVISORY COMMITTEE

Jose Lucio Gonzalez, Systems Specialist, South Texas College, Jaime Hinojosa, IT Manager, Elsa State Bank; Eric Rodriguez, Owner, PC Station, Rio Grande City; Maby Rosenbaum, Project Manager, Insight Networking, McAllen, Rio Grande City; Edi Sanjoto, Advanced Manufacturing Engineering Manager, Alps Automotive Company, McAllen

# COMPUTER AND INTERNET SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| CPMT 1403 | Introduction to Computer Technology | 4 |
| CPMT 1404 | Microcomputer Systems Software | 4 |
| CPMT 1407 | Electronic and Computer Skills | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |

**Total Credit Hours: ..... 16**

# COMPUTER MAINTENANCE SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| CPMT 1403 | Introduction to Computer Technology | 4 |
| CPMT 1404 | Microcomputer Systems Software | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |
| CPMT 1407 | Electronic and Computer Skills | 4 |

| **SECOND SEMESTER** | | |
|---|---|---|
| CPMT 1445 | Computer Systems Maintenance | 4 |
| CPMT 1447 | Computer System Peripherals | 4 |
| CPMT 1449 | Computer Networking Technology | 4 |
| EECT 1440 | Telecommunications Transmission Media | 4 |
| CPMT 1166 | CAPSTONE: Computer Maintenance Practicum | 1 |

**Total Credit Hours: ..... 33**

# COMPUTER SUPPORT SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CPMT 1403 | Introduction to Computer Technology | 4 |
| EECT 1440 | Telecommunications Transmission Media | 4 |
| ITNW 1425 | Fundamentals of Networking Technologies | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |

| SECOND SEMESTER | | Credit Hours |
|---|---|---|
| ITNW 1454 | Implementing and Supporting Servers | 4 |
| CPMT 1445 | Computer Systems Maintenance | 4 |
| ITNW 2421 | Networking with TCP/IP | 4 |
| CPMT 1449 | Computer Networking Technology | 4 |
| CPMT 2188 | CAPSTONE: Internship-Computer Installation | 1 |

**Total Credit Hours:..... 33**

# ELECTRONICS TECHNOLOGY SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CETT 1403 | DC Circuits | 4 |
| CETT 1425 | Digital Fundamentals | 4 |
| CPMT 1407 | Electronic and Computer Skills | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| CETT 1405 | AC Circuits | 4 |
| CETT 1441 | Solid State Circuits | 4 |
| CETT 1449 | Digital Systems | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| CETT 1457 | Linear Integrated Circuits | 4 |
| CETT 2439 | Amplifier Analysis | 4 |
| ELMT 2435 | Certified Electronics Technician Training | 4 |
| CETT 2189 | CAPSTONE: Internship | 1 |

**Total Credit Hours:..... 37**

# MECHATRONICS SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CPMT 1411 | Introduction to Computer Maintenance | 4 |
| EECT 1440 | Telecommunication Transmission Media | 4 |
| CETT 1425 | Digital Fundamentals | 4 |
| CPMT 1407 | Electronic and Computer Skills | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| CETT 1409 | DC/AC Circuits | 4 |
| RBTC 1405 | Robotic Fundamentals | 4 |
| CPMT 1404 | Microcomputer System Software | 4 |
| CETT 2189 | CAPSTONE: Internship | 1 |
| INTC 1457 | AC/DC Motor Control | 4 |

**Total Credit Hours: ..... 33**

# TELECOMMUNICATION TECHNOLOGY SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ITNW 1425 | Fundamentals of Networking Technologies | 4 |
| CPMT 1403 | Introduction to Computer Technology | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |
| EECT 1440 | Telecommunication Transmission Media | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| ITNW 2421 | Networking with TCP/IP | 4 |
| ITNW 1454 | Implementing and Supporting Servers | 4 |
| LOTT 1401 | Introduction to Fiber Optics | 4 |
| EECT 1403 | Introduction to Telecommunications | 4 |
| EECT 2188 | CAPSTONE: Communication Engineering Technology | 1 |

**Total Credit Hours: ..... 33**

**Electronic and Computer Maintenance Technology**

# *Specialization:* COMPUTER MAINTENANCE TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CPMT 1403 | Introduction to Computer Technology | 4 |
| CPMT 1404 | Microcomputer Systems Software | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |
| CPMT 1407 | Electronic and Computer Skills | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| CPMT 1445 | Computer Systems Maintenance | 4 |
| CPMT 1447 | Computer System Peripherals | 4 |
| CPMT 1449 | Computer Networking Technology | 4 |
| EECT 1440 | Telecommunications Transmission Media | 4 |

| SUMMER SESSION I | | |
|---|---|---|
| | Social/Behavioral Sciences Elective | 3 |
| | Humanities Elective | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| CPMT 2433 | Computer Integration | 4 |
| CPMT 2445 | Computer System Troubleshooting | 4 |
| CPMT 2449 | Advanced Computer Networking Technology | 4 |

| FOURTH SEMESTER | | |
|---|---|---|
| CPMT 2350 | Industry Certification Preparation | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| ENGL 1301 | Composition | 3 |
| MATH 1332 | Contemporary Mathematics | 3 |
| CPMT 2166 | CAPSTONE: Computer Maintenance Practicum | 1 |

**Total Credit Hours:..... 63**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Electronic and Computer Maintenance Technology**

# *Specialization:* COMPUTER SUPPORT SPECIALIST

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CPMT 1403 | Introduction to Computer Technology | 4 |
| EECT 1440 | Telecommunications Transmission Media | 4 |
| ITNW 1425 | Fundamentals of Networking Technologies | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| ITNW 1454 | Implementing and Supporting Servers | 4 |
| CPMT 1445 | Computer Systems Maintenance | 4 |
| ITNW 2421 | Networking with TCP/IP | 4 |
| CPMT 1449 | Computer Networking Technology | 4 |

| SUMMER SESSION I | | |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| MATH 1332 | Contemporary Mathematics | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| CPMT 2445 | Computer System Troubleshooting | 4 |
| CPMT 2449 | Advanced Computer Networking Technology | 4 |
| CPMT 2433 | Computer Integration | 4 |

| FOURTH SEMESTER | | |
|---|---|---|
| CPMT2437 | Microcomputer Interfacing | 4 |
| | Humanities Elective | 3 |
| | Social/Behavioral Sciences Elective | 3 |
| CPMT 2288 | CAPSTONE: Internship Computer Installation | 2 |

**Total Credit Hours:..... 65**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Electronic and Computer Maintenance Technology**

*Specialization:*

# TELECOMMUNICATION TECHNOLOGY SPECIALIST

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| ITNW 1425 | Fundamentals of Networking Technologies | 4 |
| CPMT 1403 | Introduction to Computer Technology | 4 |
| CPMT 1411 | Introduction to Computer Maintenance | 4 |
| EECT 1440 | Telecommunications Transmission Media | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| ITNW 2421 | Networking with TCP/IP | 4 |
| ITNW 1454 | Implementing and Supporting Servers | 4 |
| LOTT 1401 | Introduction to Fiber Optics | 4 |
| EECT 1403 | Introduction to Telecommunications | 4 |

| SUMMER SESSION I | | |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| MATH 1332 | Contemporary Mathematics or MATH 1414 | 3-4 |
| | Social/Behavioral Sciences Elective | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| ITSY 1442 | Information Technology Security | 4 |
| EECT 1407 | Convergence Technologies | 4 |
| ITNW 2435 | Network Troubleshooting and Support | 4 |
| EECT 2435 | Telecommunications | 4 |

| FOURTH SEMESTER | | |
|---|---|---|
| EECT 1444 | Telecommunications Broadband Systems | 4 |
| EECT 2288 | CAPSTONE: Communication Engineering Technology | 2 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | Humanities Elective | 3 |

**Total Credit Hours: ... 69-70**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Fire Science

### *Fire Science*
**Certificate**

This program is designed to prepare students for the firefighting occupation. Students of the Fire Science Program will learn the functions of all the fire equipment, including the fire apparatus as well as both the theory and practical application of firefighting technology. The program will prepare students for firefighter certifications according to the standards from the Texas Commission on Fire Protection. This program will provide training to newly hired firefighters from the local departments as well as provide ongoing training to current veteran firefighters who serve in either a professional or volunteer capacity.

## FIRE SCIENCE

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| FIRS | 1301 | Firefighter Certification I | 3 |
| FIRS | 1407 | Firefighter Certification II | 4 |
| FIRS | 1413 | Firefighter Certification III | 4 |
| FIRS | 1319 | Firefighter Certification IV | 3 |
| FIRS | 1423 | Firefighter Certification V | 4 |
| FIRS | 1103 | Firefighter Agility/Fitness Preparation | 1 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| EMSP | 1160 | EMT-Basic Clinical | 1 |
| EMSP | 1166 | EMT-Basic Practicum | 1 |
| EMSP | 1501 | EMT-Basic | 5 |
| FIRS | 1329 | Firefighter Certification VI | 3 |
| FIRS | 1433 | Firefighter Certification VII | 4 |

**Total Credit Hours: ..... 33**

# Heating, Ventilation, Air Conditioning and Refrigeration Technology

### *Heating, Ventilation, Air Conditioning and Refrigeration Technology*

**Certificate and**
**Associate of Applied Science**

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems.

Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

**ADVISORY COMMITTEE**

Rodolfo Cantu, Chairperson, RBC Services, Alamo; Hector Becerra, Vice-Chairperson, Hectors Air Conditioning, McAllen; Diamantina Reyna, Secretary, Self-employed, Edinburg; Robert Villarreal, Member, Insco Distributing, McAllen; J.D. Garcia, Member, Insco Distributing, McAllen; Mark Hernandez, Member, Checkmark Refrigeration LLC, Weslaco; Willy G. Gonzalez, Member, Johnstone Supply, Pharr.

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| HART 1401 | Basic Electricity for HVAC | 4 |
| HART 1407 | Refrigeration Principles | 4 |
| HART 1410 | HVAC Shop Practices and Tools | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| HART 1445 | Gas and Electrical Heating | 4 |
| HART 2431 | Advanced Electricity for HVAC | 4 |
| HART 2445 | Air Conditioning Systems Design | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| HART 2434 | Advanced Air Conditioning Controls | 4 |
| HART 2438 | CAPSTONE: Air Conditioning Installation and Startup | 4 |
| HART 2441 | Commercial Air Conditioning | 4 |
| HART 2442 | Commercial Refrigeration | 4 |

**Total Credit Hours: ..... 40**

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| HART 1401 | Basic Electricity for HVAC | 4 |
| HART 1407 | Refrigeration Principles | 4 |
| HART 1410 | HVAC Shop Practices and Tools | 4 |
| ENGL 1301 | Composition | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| HART 1445 | Gas and Electrical Heating | 4 |
| HART 2431 | Advanced Electricity for HVAC | 4 |
| HART 2445 | Air Conditioning Systems Design | 4 |
| MATH 1414 | College Algebra | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| HART 2434 | Advanced Air Conditioning Controls | 4 |
| HART 2438 | CAPSTONE: Air Conditioning Installation and Startup | 4 |
| HART 2441 | Commercial Air Conditioning | 4 |
| HART 2442 | Commercial Refrigeration | 4 |

| FOURTH SEMESTER | | |
|---|---|---|
| HART 2443 | Industrial Air Conditioning | 4 |
| | Humanities Elective | 3 |
| | Social/Behavior Sciences Elective | 3 |
| SPCH 1318 | Interpersonal Communications | 3 |

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Human Resources

***Human Resources***
**Certificate and**
**Associate of Applied Science**
The Human Resources Program will prepare students for a career in the Human Resources Industry.

This program will prepare students to be Human Resources Technicians, Human Resources Assistants, Human Resources Specialists, Human Resources Employment Specialists, and Human Resources Benefits Coordinators. The program will also prepare students to take the PHR exam.

**ADVISORY COMMITTEE**
Yvonne Gonzalez, General Electric (Chairperson); Todd Miller, First National Bank; Matt Foerster, Express Personnel; Adrian Aguilar, Texas Workforce Commission

## HUMAN RESOURCES ASSISTANT

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ACNT 1303 | Introduction to Accounting I | 3 |
| BMGT 1391 | Business Conduct | 3 |
| ITSC 1409 | Integrated Software Applications I | 4 |
| HRPO 2301 | Human Resource Management | 3 |
| BMGT 1301 | Supervision | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HRPO 1311 | Human Relations | 3 |
| HRPO 2303 | Employment Practices | 3 |
| BMGT 1305 | Communications in Management | 3 |
| HRPO 2307 | Organizational Behavior | 3 |
| HRPO 2371 | Human Resource Laws | 3 |
| HRPO 1280 | Human Resource Coop | 2 |

**Total Credit Hours:..... 33**

## HUMAN RESOURCES SPECIALIST

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| HRPO 2301 | Human Resource Management | 3 |
| HRPO 1306 | Basic Mediator Training | 3 |
| BMGT 1301 | Supervision | 3 |
| ACNT 1303 | Introduction to Accounting I | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| ACNT 1329 | Payroll and Business Tax Accounting | 3 |
| HRPO 1302 | Human Resources Training and Development | 3 |
| SPCH 1321 | Business and Professional Speaking | 3 |
| HRPO 1305 | Management and Labor Relations | 3 |
| HRPO 2303 | Employment Practices | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Social/Behavioral Sciences Elective | 3 |
| HRPO 2304 | Employee Relations | 3 |
| HRPO 2371 | Human Resources Laws | 3 |
| HRPO 2307 | Organizational Behavior | 3 |
| | Mathematics/Natural Sciences-Elective | 4 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| ACCT 2401 | Principles of Financial Accounting | 4 |
| HRPO 2306 | Benefits and Compensation | 3 |
| HRPO 2188 | Internship-Human Resource Management | 1 |
| | Humanities Elective | 3 |
| | Human Resources Elective** | 3 |

**Total Credit Hours:..... 60**

Identifies courses to fulfill 15 credit hour General Education Requirement.

****Human Resource Elective Options**
HRPO 1311 Human Relations
HRPO 2331 International Human Resource Management
HRPO 2372 Risk Management

# Manufacturing Technology

The Precision Manufacturing Technology program is the first in the State of Texas to earn NIMS accreditation.

The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies an individual skills against standards and accredits programs that meet its quality requirements. NIMS stakeholders represent over 6,000 American companies.

The Precision Manufacturing Certificate program, provides an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers to read and use industrial prints, and gain technical skills.

### *Precision Manufacturing Technology Certificate*

This curriculum offers training on a variety machine tools commonly used in most shops with emphasizes practical machining skills. Classroom analysis of various jobs and machine operations increases the student's capabilities as a machinist. General mathematics and communications skills are included to prepare students to work with technical advances in the machining industry. Students are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

### *Precision Manufacturing Technology Associate of Applied Science*

This is designed to provide students with the opportunity for hands-on experience necessary for employment as a technician in the computer-enhanced manufacturing process. Full size equipment is utilized. Through the integration of mathematics, metallurgy, programmable machinery, shop skills, and computer-assisted machining techniques, students can acquire the necessary skills for employment in an industrial environment. Graduates are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty.

Technical coursework includes: machine tool labs, AutoCAD, CNC programming and operation, parametric solid modeling, and manufacturing materials and processes. Specialty coursework includes: CAD/CAM, tool and fixture design, and advanced machine tooling.

**ADVISORY COMMITTEE**

Luiz Zeledon, Karlee; Julio Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Victor A Hernandez Fabrication Manager Emerson Systems North America (EPS/ESNA); Joe Olivarez, GE Aircraft Engines; Mike Willis, Director of STMA-STMA; Janie Ramos McAllen Economic Development Corporation; Luis Rodriguez, Production Manager-Humanetics Inc; Stew Mckee Windsor Mold FX; Angela kuo, Marketing Director Kings Prosperity

# PRECISION MANUFACTURING TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| DFTG 1425 | Blueprint Reading and Sketching | 4 |
| MCHN 1301 | Beginning Machine Shop | 3 |
| MCHN 1438 | Basic Machine Shop I | 4 |
| MCHN 1320 | Precision Tools and Measurement | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| DFTG 1313 | Drafting for Specific Occupations | 3 |
| MCHN 1452 | CAPSTONE: Intermediate Machining I | 4 |
| DEMR 1301 | Shop Safety & Procedures | 3 |
| MCHN 2403 | Fundamentals of Computer Numerical Controlled (CNC) Machine Controls | 4 |

**Total Credit Hours: ..... 28**

# PRECISION MANUFACTURING TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| DFTG 1425 | Blueprint Reading and Sketching | 4 |
| MCHN 1438 | Basic Machine Shop I | 4 |
| MCHN 1301 | Beginning Machine Shop | 3 |
| MCHN 1320 | Precision Tools and Measurements | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| DFTG 1313 | Drafting for Specific Occupations | 3 |
| MCHN 1452 | Intermediate Machining I | 4 |
| DEMR 1301 | Shop Safety & Procedures | 3 |
| MCHN 2403 | Fundamentals of Computer Numerical Controlled (CNC) Machine Controls | 4 |

| SUMMER SESSION I | | |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | Social/Behavioral Science Elective | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| MCHN 1319 | Manufacturing Material and Processes | 3 |
| MCHN 1326 | Introduction to Computer Aided Manufacturing (CAM) | 3 |
| MCHN 2547 | Specialized Tools and Fixtures | 5 |
| MCHN 2341 | Advanced Machining I | 3 |

| FOURTH SEMESTER | | |
|---|---|---|
| | Humanities Elective | 3 |
| | Program Elective*** | 3 |
| | Math/Natural Sciences Elective | 4 |
| MCHN 2382 | CAPSTONE: Cooperative Education II | 3 |

**Total Credit Hours: ..... 64**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*****PROGRAM ELECTIVES:**

| | | |
|---|---|---|
| PLTC 1445 | Plastic Processes I | 4 |
| PLTC 2346 | Plastic Processes II | 3 |
| MCHN 2345 | Advanced Machining II | 3 |
| DFTG 2402 | Machine Drafting | 4 |
| MCHN 2344 | Computerized Numerical Control Programming | 3 |

# Paralegal

***Paralegal***

**Associate of Applied Science**

The Paralegal Associate of Applied Science is a two-year program that prepares men and women for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking, and skills in legal research and writing.

**ADVISORY COMMITTEE**

Frederick J. Biel, Atlas & Hall; Luanna Castellano, Gonzalez & Palacios, L.L.P.; David E. Cazares, Attorney and Counselor at Law; Rachel Maldonado, Paralegal, Vidaurri, Lyde, Gault & Quintana; and Mary Ellen Stocker, City of McAllen.

## PARALEGAL

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| POFT | 1319 | Records and Information Management I | 3 |
| SPAN | 1311 | Beg. Spanish I for Spanish Speakers or ARTS 1301 | 3 |
| POFI | 2301 | Word Processing | 3 |
| LGLA | 1307 | Introduction to Law and Legal Professions | 3 |
| POFT | 1301 | Business English | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| POFI | 2340 | Advanced Word Processing | 3 |
| LGLA | 1303 | Legal Research | 3 |
| LGLA | 1342 | Federal Civil Litigation | 3 |
| POFT | 2312 | Business Correspondence and Communication | 3 |
| | | Mathematics/Natural Sciences Elective | 4 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| LGLA | 1344 | Texas Civil Litigation | 3 |
| SPCH | 1321 | Business & Professional Speaking | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| LGLA | 1353 | Wills, Trusts & Probate Administration | 3 |
| LGLA | 2303 | Torts & Personal Injury Law | 3 |
| LGLA | 2313 | Criminal Law and Procedures | 3 |
| LGLA | 1305 | Legal Writing | 3 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| LGLA | 1355 | Family Law | 3 |
| LGLA | 2307 | Law Office Management | 3 |
| LGLA | 2311 | Business Organizations | 3 |
| LGLA | 2309 | Real Property | 3 |
| LGLA | 2331 | Advanced Legal Research and Writing | 3 |

| SUMMER SESSION II | | | |
|---|---|---|---|
| PSYC | 2301 | General Psychology | 3 |
| LGLA | 2266 | Practicum: Paralegal | 2 |

**Total Credit Hours: ..... 72**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Plumber Assistant

### *Plumber Assistant*
**Certificate**

The Plumber Assistant Certificate will prepare students for careers in Plumbing with skills to work with materials, tools, and fixtures used in plumbing systems such as drain, water, and gas distribution for the purpose of installation and maintaince. The plumbing knowledge gained from the program will enable students to choose from different career paths and become great assets to companies in the plumbing industry.

ADVISORY COMMITTEE

Jose Tijerina, Master Plumber; Gilberto O. Martinez, Plumbing Inspector City of McAllen; Manuel Anaya, Building Contractor Manuel Anaya Design; Ramiro Ramirez, Plumbing Sales Representative Ferguson Enterprise.

## PLUMBER ASSISTANT

**CERTIFICATE**

**TSI EXEMPT**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| PFPB 1306 | Basic Blueprint Reading for Plumbers | 3 |
| PFPB 1413 | Introduction to the Plumbing Trade | 4 |
| PFPB 1323 | Plumbing Codes I | 3 |
| PFPB 1450 | Plumbing and Pipefitting Equipment and Safety | 4 |

| **SECOND SEMESTER** | | |
|---|---|---|
| PFPB 1408 | Basic Pipefitting Skills | 4 |
| PFPB 2308 | Piping Standards and Materials | 3 |
| PFPB 2449 | Field Measuring, Sketching, and Layout | 4 |
| PFPB 2315 | CAPSTONE: Intermediate Technologies for Piping Trades | 3 |

**Total Credit Hours:..... 28**

# Welding

## *Combination Welding*

**Certificate**

This three semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding).

Students will perform fillets, lap, corner joint and V-groove welds with backing and open groove in the Flat, Horizontal, Vertical-up and Overhead positions.

Students will gain knowledge in lay-out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

## *Structural Welding*

**Certificate**

This two semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding) but does not go into the advanced welding level (open groove) as does the combination certificate.

Students will perform fillets, lap, corner and tee's joint welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

# COMBINATION WELDING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| WLDG 1323 | Welding Safety, Tools and Equipment | 3 |
| WLDG 1313 | Introduction to Blueprint Reading for Welders | 3 |
| WLDG 1428 | Introduction to Shielded Metal Arc Welding (SMAW) | 4 |
| WLDG 1430 | Introduction to Gas Metal Arc Welding (GMAW) | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| WLDG 1457 | Intermediate Shielded Metal Arc Welding (SMAW) | 4 |
| WLDG 1412 | Introduction to Flux Cored Arc Welding (FCAW) | 4 |
| WLDG 1417 | Introduction to Layout and Fabrication | 4 |
| WLDG 1434 | Introduction to Gas Tungsten Arc Welding (GTAW) | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| WLDG 2443 | CAPSTONE: Advanced Shielded Metal Arc Welding (SMAW) | 4 |
| WLDG 2406 | Intermediate Pipe Welding | 4 |

**Total Credit Hours: ..... 38**

# STRUCTURAL WELDING

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| WLDG 1323 | Welding Safety, Tools and Equipment | 3 |
| WLDG 1313 | Introduction to Blueprint Reading for Welders | 3 |
| WLDG 1428 | Introduction to Shielded Metal Arc Welding (SMAW) | 4 |
| WLDG 1430 | Introduction to Gas Metal Arc Welding (GMAW) | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| WLDG 1457 | Intermediate Shielded Metal Arc Welding (SMAW) | 4 |
| WLDG 1412 | Introduction to Flux Cored Arc Welding (FCAW) | 4 |
| WLDG 1417 | Introduction to Layout and Fabrication | 4 |
| WLDG 1434 | Introduction to Gas Tungsten Arc Welding (GTAW) | 4 |

**Total Credit Hours: ..... 30**

Division of

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**http://lass.southtexascollege.edu/**

# American Sign Language and Interpreter Studies

### *Trilingual Interpreter*
**Certificate**

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his or her professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires a minimum language proficiency in both American Sign Language and Spanish.

### *Specialization: Sign Language Interpreter*
**Associate of Applied Science**

The AAS degree in Sign Language Interpreter Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation, the State Certification Basic Exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes. The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

### *Specialization: Deaf Support Specialist*
**Associate of Applied Science**

The AAS degree in Deaf Support Specialist Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation and a program exit exam in order to complete degree requirements. In addition, students will acquire social, cultural and educational foundations necessary for working with Deaf and Hard of Hearing consumers in a variety of settings. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to provide the student with sign language communication skills necessary to communicate with a broad cross-section of Deaf consumers. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

The Associates of Applied Science Degree, Deaf Support Specialist Option is for individuals seeking employment as an advocate, job coach, mentor and/or para-professional to Deaf consumers. Successful completion of degree requirements ensures that the student is knowledgeable of linguistic and cultural aspects pertinent to the Deaf Community. Successful candidates will have also achieved proficiency in the expression and comprehension of American Sign Language.

**ADVISORY COMMITTEE**

**MEMBERS:**

Rosemary Linan Landa, Certified Interpreter; Carol Linan, Certified Interpreter; Cristina Y. Ordaz, Certified Interpreter; Chris Ardis, American Sign Language Teacher; Pat Zenor, Deputy Director for Administration for VAIL; Jennifer Powell, Deaf Support Specialist for VAIL; Sergio Saldana, ASL Instructor

**EX-OFFICIO MEMBERS:**

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences; Dr. Jerry Zenor, ASL Instructor; Roland Quesada, STC Interpreter; Oscar Hernández, Director of Student Learning Outcomes & Assessment; Robert P. Cantú, Instructor & Program Developer.

# TRILINGUAL INTERPRETER*

**CERTIFICATE**

**TSI LIABLE**

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his/her professional work. This certificate is also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests. Please note pre-requisites listed in the course description **.

| FIRST SEMESTER | Credit Hours |
|---|---|
| SLNG 2370 Trilingual Interpreting I | 3 |
| SLNG 2373 Latino Interpreting Issues | 3 |
| SPAN 2311 Intermediate Spanish I (for Trilingual Certificate) ** | 3 |

| SECOND SEMESTER | |
|---|---|
| SLNG 2372 Trilingual Interpreting II | 3 |
| SPAN 2312 Intermediate Spanish II (for Trilingual Certificate) ** | 3 |

**Total Credit Hours: ..... 15**

*To be eligible for the Enhanced Trilingual Interpreter Certificate, the student must be a State Level I/Basic Certified Interpreter or have completed an accredited Interpreter Training Program. Students may obtain an Associate of Applied Science Degree without the Enhanced Trilingual Interpreter Certificate.

** Span. 2316 & Span. 2317 (Career Spanish I & II for Trilingual Majors) is required before Span. 2311.

**American Sign Language and Interpreting Studies**

***Specialization:***

# DEAF SUPPORT SPECIALIST

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | Credit Hours |
|---|---|
| ENGL 1301 Composition | 3 |
| DRAM 1351 Acting I | 3 |
| SPCH 1318 Interpersonal Communication | 3 |
| SLNG 1304 American Sign Language (ASL) I | 3 |
| SLNG 1300 Fundamentals for Deaf Support Specialists/Service Providers | 3 |

| SECOND SEMESTER | |
|---|---|
| SLNG 1305 American Sign Language (ASL) II | 3 |
| SLNG 1311 Fingerspelling & Numbers | 3 |
| BIOL 2401 Anatomy and Physiology I | 4 |
| PSYC 2301 General Psychology | 3 |
| SLNG 1315 Visual/Gestural Communication | 3 |

| SUMMER SESSION I | |
|---|---|
| SLNG 1344 American Sign Language (ASL) III or SGNL 2301 | 3 |
| PHIL 2306 Introduction to Ethics | 3 |
| SLNG 1347 Deaf Culture | 3 |
| SLNG 1207 Intra-Lingual Skills for Interpreters | 2 |

| THIRD SEMESTER | |
|---|---|
| SLNG 2187 Internship I | 1 |
| SLNG 1317 Introduction to the Deaf Community | 3 |
| SLNG 1345 American Sign Language (ASL) IV or SGNL 2302 | 3 |
| SPAN 2316 Career Spanish I (for Deaf Support Specialist) | 3 |
| SLNG 1350 Sign-to-Voice | 3 |

| FOURTH SEMESTER | |
|---|---|
| SLNG 2188 Internship II | 1 |
| SLNG 2238 Advanced Visual Gestural Communication | 2 |
| SLNG 2303 Transliterating | 3 |
| SLNG 2434 American Sign Language (ASL) V | 4 |
| SPAN 2317 Career Spanish II (for Deaf Support Specialists) | 3 |

| SUMMER SESSION II | |
|---|---|
| SLNG 2189 Internship III | 1 |
| SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Providers | 3 |

**Total Credit Hours: ..... 72**

Identifies courses to fulfill minimum 15 credit hour general education requirement

**American Sign Language and Interpreting Studies**

***Specialization:***

# SIGN LANGUAGE INTERPRETER

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | | **Credit Hours** |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| DRAM | 1351 | Acting I | 3 |
| SPCH | 1318 | Interpersonal Communications | 3 |
| SLNG | 1304 | American Sign Language (ASL) I | 3 |
| SLNG | 1321 | Introduction to the Interpreting Profession | 3 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| SLNG | 1305 | American Sign Language (ASL) II | 3 |
| SLNG | 1311 | Fingerspelling & Numbers | 3 |
| BIOL | 2401 | Anatomy and Physiology I | 4 |
| PSYC | 2301 | General Psychology | 3 |
| SLNG | 1315 | Visual/Gestural Communication | 3 |

| **SUMMER SESSION I** | | | |
|---|---|---|---|
| SLNG | 1344 | American Sign Language (ASL) III or SGNL 2301 | 3 |
| PHIL | 2306 | Introduction to Ethics | 3 |
| SLNG | 1347 | Deaf Culture | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| SLNG | 2187 | Internship I | 1 |
| SLNG | 2401 | Interpreting I | 4 |
| SLNG | 1345 | American Sign Language (ASL) IV or SGNL 2302 | 3 |
| SLNG | 2411 | Interpreting in Specialized Settings | 4 |
| SLNG | 1350 | Sign-to-Voice | 3 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| SLNG | 2188 | Internship II | 1 |
| SLNG | 2402 | Interpreting II | 4 |
| SLNG | 2303 | Transliterating | 3 |
| SLNG | 2434 | American Sign Language (ASL) V | 4 |

| **SUMMER SESSION II** | | | |
|---|---|---|---|
| SLNG | 2189 | Internship III | 1 |
| SLNG | 2431 | Interpreting III | 4 |

**Total Credit Hours: ..... 72**

Identifies courses to fulfill minimum 15 credit hour general education requirement

# Anthropology

### *Anthropology, Field of Study*
**Associate of Arts**

Anthropology is the study of our species, Homo sapiens, our ancestors like the Neanderthals and other primates. Anthropology studies the primordial origins of humans, how we evolved, how we migrated across the planet, and why we differ genetically, physically and culturally.

Anthropology is broken down into four subfields: cultural anthropology, the study of world cultures and how humans adapt to their environments; biological anthropology, the study of human evolution and genetics; archaeology, the study of the material remains of ancient civilizations and contemporary populations; and linguistic anthropology, the study of how language shapes culture and how cultures change language over the centuries.

Anthropologists work for tribal councils, Federal organizations, cultural, wildlife and fisheries bureaus, for nonprofit agencies, for the United Nations, for international marketing and business firms, for forensics labs, universities and many other fields of employment. Globalization has made Anthropology one of the most sought-after degrees of the 21st century.

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

**Anthropology Concentration:**
The student is required to take the following five courses (15 credits):
ANTH 2301 Physical Anthropology
ANTH 2302 Introduction to Archeology
ANTH 2351 Cultural Anthropology
HUMA 2323 World Cultures
SOCI 1301 Introductory Sociology

**Free Elective** **1 Credit Minimum**
Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**
In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

## ANTHROPOLOGY

***Field of Study***

**ASSOCIATE OF ARTS**

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| ANTH 2301 | Physical Anthropology | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| SOCI 1301 | Introductory Sociology | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Speech Elective-Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Humanities Elective-Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |
| ANTH 2302 | Introduction to Archeology | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |

| **FIFTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| HUMA 2323 | World Cultures | 3 |
| ANTH 2351 | Cultural Anthropology | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | *Free Elective-Field of Study (if required) | 1 |

# Child Development

The Child Development Department is committed to improving and promoting the quality of services and programs for young children and families in the communities we serve by educating and training individuals for early childhood professions and by partnering with childcare businesses and social service agencies.

## *Specialization: Infant and Toddler*

Certificate

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from birth through age three. The graduate will know and be able to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA) after taking CDEC 1417 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses and CDEC 2304 transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

## *Specialization: Preschool*

**Certificate**

The Preschool Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from three to five years. The graduate will know and be able to o and know how to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA) after taking CDEC 1417 CDAI and CDEC 2422 CDAII. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

## *Child Development*

**Associate of Applied Science**

The curriculum leading to the Associate of Applied Science Degree in Child Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to eight years of age. Emphasis is placed on the importance and need for early childhood education and quality care of young children. Graduates will know and be able to promote child development and learning, build family and community relationships, observe, document, and assess children, use developmentally effective approaches to connect with children and families, use content knowledge to build meaningful curriculum and become a professional and advocate for young children. Students will be prepared to find jobs in private kindergartens and in child care centers and early childhood programs such as Head Start programs and preschool programs. This degree meets the No Child Left Behind Act requirements for teacher aides and other paraprofessionals in public schools. Prior to field site placement, all students participating in Field Study courses must have a negative TB test and no criminal record.

**ADVISORY COMMITTEE**

Dana Anthony, Chairperson, TDFPS Child Care Licensing; Raquel Oliva, Director of McAllen Literacy Center; Nora Silva Munoz, Assistant Director Hidalgo County Head Start; Gloria Villarreal, Director of TMC Head Start and Early Head Start; Rep. Veronica Gonzales, TX State Representative District 41; Pattie Rosenlund, Director of Easter Seals Rio Grande Valley; Mary Capello, CEO of Teaching and Mentoring Communities; Jose Saenz, Director, Mis Angelitos Child Care Center; and a student from the Child Development Program.

**Child Development**

*Specialization:*

# INFANT AND TODDLER

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CDEC 1166 | Field Study I* | 1 |
| CDEC 1319 | Child Guidance | 3 |
| TECA 1311 | Educating Young Children | 3 |
| CDEC 1356 | Emergent Literacy for Early Child | 3 |
| CDEC 1417 | Child Development Associate Training I** | 4 |
| CDEC 2304 | Child Abuse and Neglect | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| TECA 1318 | Wellness of the Young Child | 3 |
| CDEC 1321 | The Infant & Toddler | 3 |
| CDEC 2326 | Administration of Programs for Children I | 3 |
| CDEC 2422 | Child Development Associate Training II** | 4 |
| CDEC 1167 | CAPSTONE: Field Study II* | 1 |
| CDEC 1358 | Creative Arts for Early Childhood | 3 |

**Total Credit Hours:... 26-34**

*By arrangement, all Field Study courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment.
**Class required only for students pursuing the CDA Credential

**Child Development**

*Specialization:*

# PRESCHOOL

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| CDEC 1166 | Field Study I* | 1 |
| CDEC 1319 | Child Guidance | 3 |
| TECA 1311 | Educating Young Children | 3 |
| CDEC 1359 | Children with Special Needs or CDEC 2340 | 3 |
| CDEC 1356 | Emergent Literacy for Early Childhood | 3 |
| CDEC 1417 | Child Development Associate Training I** | 4 |

| SECOND SEMESTER | | |
|---|---|---|
| CDEC 1313 | Curriculum Resources for Early Childhood Programs | 3 |
| TECA 1318 | Wellness of the Young Child | 3 |
| CDEC 2326 | Administration of Programs for Children I | 3 |
| CDEC 2422 | Child Development Associate Training II** | 4 |
| CDEC 2307 | Math and Science for Early Childhood | 3 |
| CDEC 2166 | CAPSTONE: Field Study III* | 1 |

**Total Credit Hours:... 26-34**

*By arrangement, all Field Study courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment.
**Class required only for students pursuing the CDA Credential

# CHILD DEVELOPMENT

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| CDEC 1166 | Field Study I* | 1 |
| TECA 1354 | Child Growth and Development | 3 |
| TECA 1311 | Educating Young Children | 3 |
| ENGL 1301 | Composition | 3 |
| PSYC 2301 | General Psychology | 3 |
| COSC 1301 | Microcomputer Applications | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| TECA 1318 | Wellness of the Young Child | 3 |
| TECA 1303 | Family, School, and Community | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| EDUC 1325 | Principles and Practices of Multi-Cultural Education | 3 |
| | Math/Natural Science Elective | 3 |
| CDEC 1167 | Field Study II* | 1 |

| **THIRD SEMESTER** | | |
|---|---|---|
| CDEC 1319 | Child Guidance | 3 |
| CDEC 1356 | Emergent Literacy for Early Childhood | 3 |
| CDEC 2307 | Math and Science for Early Childhood | 3 |
| CDEC 1359 | Children with Special Needs or CDEC 2340 | 3 |
| CDEC 1323 | Observation and Assessment | 3 |
| CDEC 2166 | Field Study III* | 1 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| CDEC 1321 | The Infant and Toddler | 3 |
| CDEC 1358 | Creative Arts for Early Childhood | 3 |
| CDEC 1313 | Curriculum Resources for Early Childhood Program | 3 |
| CDEC 2326 | Administration of Programs for Children I | 3 |
| | Humanities Elective | 3 |
| CDEC 2167 | CAPSTONE: Field Study IV* | 1 |

**Total Credit Hours: ..... 64**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*By arrangement, all Field Study courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment.

# Communication

### *Advertising/Public Relations, Field of Study*

**Associate of Arts**

The Associate of Arts with a field of study in Advertising/ Public Relations Concentration is a focused program of study which provides a strong undergraduate foundation in writing for all forms of media and the integration of concepts and theories necessary to promote a positive image for clients.

Classes prepare students for transfer to four-year institutions and entry into careers in which competence, clarity and influence are important, such as advertising, public relations, business, health, law, entertainment industry and media. Some variation in requirements may exist a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

### *Communication Studies, Field of Study*

**Associate of Arts**

The Associate of Arts degree in Communication with a speech concentration is a focused program of study which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills.

Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

## ADVERTISING/PUBLIC RELATIONS

***Field of Study***

### ASSOCIATE OF ARTS

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

**TSI LIABLE**

**FIELD OF STUDY**

| **Courses of Study** | **18 Credits** |
|---|---|
| COMM 1307 | Introduction to Mass Communication |
| COMM 2330 | Introduction to Public Relations |
| COMM 2327 | Introduction to Advertising |
| COMM 2305 | Editing and Layout |
| COMM 2339 | Writing for Radio, TV and Film |
| COMM 2289 | Academic Cooperative Kinesiology (1 Credit) |

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2011-2012 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements. ***Speech Communication majors must take Speech 1311 – Introduction to Speech Communication to fulfill the Speech component of the core curriculum.***

It is recommended that students take ARTS 2313-Design Communications I, ARTS 2348-Digital Art I, or ARTS 2356-Photography I to fulfill the Visual and Performing Arts component of the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 44-45
**Total Credit Hours: 62-63**

### *ADVERTISING/PUBLIC RELATIONS Recommended Course Sequence*

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| *SPCH 1311 | Intro to Speech Communication | 3 |
| HIST 1301 | United States History I | 3 |
| | Humanities Elective – Core Curriculum | 3 |
| COSC 1301 | Microcomputer Applications or COSC 1336 | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| ENGL 1302 | Composition II & Rhetoric | 3 |
| *COMM 1307 | Introduction to Mass Communication | 3 |
| HIST 1302 | United States History II | 3 |
| | Social & Behavioral Sciences Elective–Core Curriculum | 3 |
| MATH 1442 | Statistics or approved Math Elective–Core Curriculum | 3-4 |

| **THIRD SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| *COMM 2330 | Introduction to Public Relations | 3 |
| *COMM 2327 | Introduction to Advertising | 3 |
| | Natural Sciences Elective – Core Curriculum | 4 |
| | **Visual & Performing Arts Elective – Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| *COMM 2305 | Editing & Layout | 3 |
| *COMM 2339 | Writing for Radio, TV and Film | 3 |
| | Natural Sciences Elective – Core Curriculum | 4 |
| *COMM 2289 | Academic Cooperative | 2 |
| | Kinesiology Elective | 1 |

*Field of Study Courses
**Recommended: ARTS 2313-Design Communications I, ARTS 2348-Digital Art I, or ARTS 2356-Photography I

# COMMUNICATION STUDIES

***Field of Study***

**ASSOCIATE OF ARTS**

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

**TSI LIABLE**

**FIELD OF STUDY**

**Courses of Study** **17 Credits**

SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communication
SPCH 1321 Business and Professional Speaking
SPCH 2301 Introduction to Technology and Human Communication or SPCH 2333 Discussion and Small Group Communication
SPCH 2335 Argument and Debate
SPCH 2289 Academic Cooperative

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2011-2012 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Speech Communication majors must take Speech 1311-Introduction to Speech Communication to fulfill the Speech component of the core curriculum.

Field of Study: 17
STC Core Curriculum: 45
**Total Credit Hours: 62**

## *Communication Studies*

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| *SPCH 1311 | Intro. to Speech Communication | 3 |
| HIST 1301 | United States History I | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| COSC 1301 | Microcomputer Applications (or COSC 1336) | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| ENGL 1302 | Composition II & Rhetoric | 3 |
| *SPCH 1318 | Interpersonal Communication | 3 |
| HIST 1302 | United States History II | 3 |
| | Social & Behavioral Sciences Elective–Core Curriculum | 3 |
| MATH 1442 | Statistics | 4 |

| **THIRD SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| *SPCH 1315 | Public Speaking | 3 |
| *SPCH 2333 | Discussion and Small Group Communication or *SPCH 2301 | 3 |
| | Natural Sciences Elective–Core Curriculum | 4 |
| | Visual & Performing Arts Elective–Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| *SPCH 1321 | Business & Professional Speaking | 3 |
| *SPCH 2335 | Argument & Debate | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| *SPCH 2289 | Academic Cooperative | 2 |

*Field of Study Courses

# Criminal Justice

### *Criminal Justice, Field of Study*
**Associate of Arts**

The need for college-level training in the field of Criminal Justice has grown dramatically. Law enforcement, correctional, probation and parole agencies have recognized the value of college training for their employees.

Criminal Justice careers can encompass a variety of jobs. The employment possibilities within the traditional police courts and corrections areas are being expanded with opportunities in private business. From police officers to private detectives, youth care workers to security guards, these people help our society run smoothly and within the realms of the law.

Graduates of a criminal justice program find employment opportunities in law enforcement at the federal, state and local level, adult and juvenile correctional facilities, community correctional programs, child advocacy, juvenile agencies, victim advocacy, protective services and other service agencies.

After completion of the Criminal Justice Associate Degree program, students may transfer to a four-year institution or they will have the basic knowledge to enter any public safety agency at the federal, state, and local level, as well as agencies in the private sector of insurance and security technology.

## CRIMINAL JUSTICE
***Field of Study***

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **15-16 credits**
The student is required to take the following 5 courses (15 credit hours):

*CRIJ 1301 Introduction to Criminal Justice
*CRIJ 1306 Court Systems and Practices
*CRIJ 2313 Correctional Systems and Practices
*CRIJ 2328 Police Systems and Practices
*CRIJ 1310 Fundamentals of Criminal Law

**Free Elective** **1 Credit Minimum**
Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**
In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Criminal Justice majors must take SOCI 1301-Introductory Sociology to fulfill to Social/Behavioral Science component of the Core Curriculum. It is strongly recommended that Criminal Justice majors take MATH 1414- College Algebra, MATH 1442- Statistics, or higher to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

### *Criminal Justice*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| COSC 1301 | Microcomputer Applications | 3 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| CRIJ 1301 | Introduction to Criminal Justice | 3 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| GOVT 2301 | American Government I | 3 |
| | *Criminal Justice Elective-Field of Study | 3 |
| **THIRD SEMESTER** | | |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| | Speech Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| | Mathematics Elective-Core Curriculum 3-4 (Strongly Recommended: MATH 1414, 1442 or higher) | |
| | Natural Sciences Elective-Core Curriculum | 4 |
| SOCI 1301 | Introductory Sociology | 3 |
| | *Criminal Justice Elective-Field of Study | 3 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | *Criminal Justice Elective-Field of Study | 3 |
| | *Criminal Justice Elective-Field of Study | 3 |
| | *Free Elective-Field of Study (If required) | 1 |

*Courses to be chosen from Field of Study

# Drama

## *Drama, Field of Study*

**Associate of Arts**

The program is intended to enable students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound theater practices. This degree is useful to an individual seeking employment in the entertainment and media industries. As with any liberal arts degree, salaries vary according to the field chosen by the degree holder.

With an Associate of Arts degree in Drama from STC, students will have attained the pre-professional foundation skills necessary to compete for beginning positions as technicians and/or performers.

In addition to career options in the field of Drama, students with AA-Drama degrees may also choose to pursue advanced degrees in related fields such as television, film, radio, industrial presentations, arts management, and public relations.

Students who desire a career as Drama educators and who earn a Bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a BA or BFA degree in Drama can also expect to be marketable in the business or corporate world in areas requiring a combination of verbal, visual and leadership skills. The AA and BA/BFA degrees also serve as the foundation for specialized studies in Drama such as Scene & Lighting Design, Costume Design, Technical Direction, Playwriting, Directing, Performance,Arts Management and Dramaturgy. Completion of the MA/MFA and Ph.D. coursework would make the graduates eligible for teaching positions at colleges and universities.

## DRAMA *Field of Study*

**ASSOCIATE OF ARTS**

**FIELD OF STUDY** **17 credits**

**DRAM 1120 Theater Practicum I**
DRAM 1121 Theater Practicum II
DRAM 2120 Theater Practicum III
DRAM 1330 Stagecraft I
DRAM 1341 Makeup or DRAM 1342 Introduction to Costume
DRAM 1351 Acting I
DRAM 2366 Film Appreciation or DRAM 2389-Academic Cooperative (Production Workshop)
Dance Elective (2 credits)

**STC CORE CURRICULUM** **44-45 credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2011-2015 catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Drama majors must take Drama 1310-Drama Appreciation to fulfill the Visual and Performing Arts component of the core curriculum.

Field of Study: 17
STC Core Curriculum: 44-45
**Total Credit Hours: 61-62**

## *Drama*

***Recommended Course Sequence***

| FIRST SEMESTER | | CREDIT HOURS |
|---|---|---|
| DRAM 1120 | Theater Practicum I | 1 |
| DRAM 1351 | Acting I | 3 |
| DRAM 1310 | Drama Appreciation | 3 |
| ENGL 1301 | Composition | 3 |
| HIST 1301 | United States History I | 3 |
| SPCH 1311 | Introduction to Speech Communication or SPCH 1318 | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| DRAM 1121 | Theater Practicum II | 1 |
| DRAM 1330 | Stagecraft I | 3 |
| | Social & Behavioral Sciences Elective-Core Curriculum | 3 |
| ENGL 1302 | Composition II and Rhetoric | 3 |
| HIST 1302 | United States History II | 3 |
| COSC 1301 | Microcomputer Applications (or COSC 1336) | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| DRAM 2120 | Theater Practicum III | 1 |
| DRAM 1341 | Makeup or DRAM 1342 Introduction to Costume | 3 |
| GOVT 2301 | American Government I | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Mathematics Elective-Core Curriculum | 3-4 |

| FOURTH SEMESTER | | |
|---|---|---|
| DRAM 2366 | Film Appreciation (even years) or DRAM 2389 Academic Cooperative/ Production Workshop (odd years) | 3 |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Dance Elective | 2 |

# Education

### *Associate of Arts in Teaching*

- **EC-6 Generalist**
- **4-8 Generalist**
- **Grades 8-12**

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 45 hours of recommended courses from the core curriculum and 15-18 hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take up to 61 hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive a Substitute Teaching Certificate upon completion of EDUC 1301.

# EC-6 GENERALIST

**ASSOCIATE OF ARTS IN TEACHING**

**TSI LIABLE**

**FIELD OF STUDY** **16 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
BIOL 1409 General Biology II

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also requires specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The required courses are as follows:

**Natural Sciences** **8 credits**

PHYS 1415 Physical Science I
PHYS 1417 Physical Science II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

**Humanities** **3 credits**

ENGL 2341 Introduction to Literature

**Visual and Performing Art** **3 credits**

ARTS 1301 Art Appreciation

**Social and Behavioral Science** **3 credits**

ECON 2301 Principles of Economics I-Macro

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

## *EC-6 Generalist*

### *Recommended Course Sequence*

**FIRST SEMESTER** **Credit Hours**

EDUC 1301 Introduction to the Teaching Profession ..... 3
HIST 1301 United States History I ..... 3
ENGL 1301 Composition ..... 3
PHYS 1415 Physical Science I ..... 4

**SECOND SEMESTER**

EDUC 2301 Introduction to Special Populations ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413 ..... 4
PHYS 1417 Physical Science II ..... 4

**THIRD SEMESTER**

COSC 1301 Microcomputer Applications ..... 3
Speech Elective- Core Curriculum ..... 3
Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended) ..... 3

**FOURTH SEMESTER**

Humanities Elective-Core Curriculum (ENGL 2341 Recommended) ..... 3
BIOL 1409 General Biology II ..... 4
GOVT 2301 American Government I ..... 3
MATH 1350 Fundamentals of Mathematics I ... 3

**FIFTH SEMESTER**

GOVT 2302 American Government II or GOVT 2311 ..... 3
MATH 1351 Fundamentals of Mathematics II ..... 3
HIST 1302 United States History II ..... 3
Social & Behavioral Science Elective-Core Curriculum (ECON 2301 Recommended) ..... 3

# 4-8 GENERALIST

**ASSOCIATE OF ARTS IN TEACHING**

**TSI LIABLE**

**FIELD OF STUDY** **16 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
BIOL 1409 General Biology II

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also requires specific courses be taken within the Core Curriculum in order to meet requirements of area Teacher Preparation Programs. The required courses are as follows:

**Natural Sciences** **8 credits**
PHYS 1415 Physical Science I
PHYS 1417 Physical Science II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

**Humanities** **3 credits**
ENGL 2341 Introduction to Literature

**Visual and Performing Arts** **3 credits**
ARTS 1301 Art Appreciation

**Social and Behavioral Science** **3 credits**
ECON 2301 Principles of Economics I-Macro

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

## *4-8 Generalist*

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| EDUC 1301 | Introduction to the Teaching Profession | 3 |
| HIST 1301 | United States History I | 3 |
| ENGL 1301 | Composition | 3 |
| PHYS 1415 | Physical Science I | 4 |
| **SECOND SEMESTER** | | |
| EDUC 2301 | Introduction to Special Populations | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| MATH 1414 | College Algebra or MATH 2412 or MATH 2413 | 4 |
| PHYS 1417 | Physical Science II | 4 |
| **THIRD SEMESTER** | | |
| COSC 1301 | Microcomputer Applications | 3 |
| | Speech Elective-Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended) | 3 |
| **FOURTH SEMESTER** | | |
| | Humanities Elective-Core Curriculum (ENGL 2341 Recommended) | 3 |
| BIOL 1409 | General Biology II | 4 |
| GOVT 2301 | American Government I | 3 |
| MATH 1350 | Fundamentals of Mathematics I | 3 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| MATH 1351 | Fundamentals of Mathematics II | 3 |
| HIST 1302 | United States History II | 3 |
| | Social & Behavioral Science Elective-Core Curriculum (ECON 2301 Recommended) | 3 |

# GRADES 8-12

**ASSOCIATE OF ARTS IN TEACHING**

**TSI LIABLE**

**FIELD OF STUDY** **6 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations

**Electives** **9 credits**

The student must select 3 electives (9 credits) from their intended content area teaching field/ academic discipline.

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree, Grades 8-12 also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:

**Natural Sciences** **8 Credits**

PHYS 1415 Physical Science I
PHYS 1417 Physical Science II
or
BIOL 1408 General Biology I
BIOL 1409 General Biology II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

**Humanities** **3 credits**

ENGL 2341 Introduction to Literature

**Visual and Performing Arts** **3 credits**

ARTS 1301 Art Appreciation

**Social and Behavioral Science** **3 credits**

ECON 2301 Principles of Economics I-Macro

*Note: Special Education and Physical Education Majors must take BIOL 2401-Anatomy & Physiology I in place of PHYS 1417 Physical Science II or Biology 1409 General Biology II.

**Note: It is recommended that Bilingual Track Teachers take SPAN 1311-Beginning Spanish I for Spanish Speakers-to fulfill the Humanities Elective of the Core Curriculum.

Field of Study: 15
STC Core Curriculum: 45
**Total Credit Hours: 60**

## *Grades 8-12*

### *Recommended Course Sequence*

**FIRST SEMESTER** **Credit Hours**

EDUC 1301 Introduction to the
EDUC 1301 Introduction to the Teaching Profession ..... 3
Speech Elective- Core Curriculum ..... 3
HIST 1301 United States History I ..... 3
ENGL 1301 Composition ..... 3

**SECOND SEMESTER**

EDUC 2301 Introduction to Special Populations ..... 3
HIST 1302 United States History II ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413 ..... 4

**THIRD SEMESTER**

COSC 1301 Microcomputer Applications ..... 3
Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended) ..... 3
Humanities Elective-Core Curriculum (ENGL 2341 Recommended) ..... 3

**FOURTH SEMESTER**

PHYS 1415 Physical Science I (or BIOL 1408) 4
GOVT 2301 American Government I ..... 3
Social & Behavioral Sciences Elective-Core Curriculum (ECON 2301 Recommended) ..... 3
Content Area Elective-Field of Study ..... 3

**FIFTH SEMESTER**

PHYS 1417 Physical Science II (or BIOL 1409) ..... 4
GOVT 2302 American Government II or GOVT 2311 ..... 3
Content Area Elective-Field of Study ..... 3
Content Area Elective-Field of Study ..... 3

# English

## *English, Field of Study*

**Associate of Arts**

The field of study curriculum in English transfers as a block leading to an English minor, Bachelor of Arts in General Studies, or a Bachelor of Arts in English. The flexible structure of this field of study provides students an opportunity to explore their own interest in either Literature or Creative Writing, while also providing a firm foundation towards the completion of a minor or major in English.

The course load allows students to complete their minor or major at a four-year institution and have the required number of courses within a teaching discipline (which according to TEA regulations must include 24 credit hours in their teaching discipline to qualify for a teaching position). With a specialization in English, students will be uniquely prepared to succeed in today's competitive job market and will have a variety of employment opportunities available, including such fields as technical writing, editing, and teaching, as well as numerous professions that require effective communication and analytical skills.

## ENGLISH *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **17 Credits**

The student is required to take a minimum of 4 courses (12 credits) from the following list of courses:

ENGL 2307 Creative Writing I
ENGL 2308 Creative Writing II
ENGL 2311 Technical Writing
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2342 Studies in Themes and Genres
ENGL 2351 Mexican-American Literature
ENGL 2389 Academic Cooperative in English

**Foreign Language**

The student is required to take 1 course (3 credits) of any foreign language course.

**Academic Capstone**

The student is required to take the following course:

ENGL 2289 English Academic Capstone

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken:

**Speech** **3 credits**

SPCH 1311 Introduction to Speech Communication

**Visual and Performing Arts** **3 credits**

ARTS 1301 Music Appreciation OR
DRAM 1310 Drama Appreciation OR
MUSI 1306 Music Appreciation

**Humanities** **3 credits**

HUMA1301 Introduction to Humanities

Field of Study: 17
STC Core Curriculum: 44-45
**Total Credit Hours: 61-62**

## *English*

***Recommended Course Sequence***

| **FIRST SEMESTER** | **Credit Hours** |
|---|---|
| ENGL 1301 Composition | 3 |
| HUMA 1301 Introduction to the Humanities I | 3 |
| HIST 1301 United States History I | |
| or HIST 2327 | 3 |
| Mathematics Elective - Core Curriculum | 3-4 |

| **SECOND SEMESTER** | |
|---|---|
| ENGL 1302 Composition II-Rhetoric | 3 |
| HIST 1302 United States History II | |
| or HIST 2328 | 3 |
| GOVT 2301 American Government I | 3 |
| Natural Sciences Elective-Core Curriculum | 4 |

| **THIRD SEMESTER** | |
|---|---|
| SPCH 1311 Introduction to Speech Communication | 3 |
| COSC 1301 Microcomputer Applications | 3 |
| GOVT 2302 American Government II or GOVT 2311 | 3 |

| **FOURTH SEMESTER** | |
|---|---|
| *English Elective-Field of Study | 3 |
| *English Elective-Field of Study | 3 |
| *Foreign Language Elective-Field of Study | 3 |
| DRAM 1310 Drama Appreciation or ARTS 1301 or MUSI 1306 | 3 |
| Social & Behavioral Science Elective-Core Curriculum | 3 |

| **FIFTH SEMESTER** | |
|---|---|
| *English Elective-Field of Study | 3 |
| *English Elective-Field of Study | 3 |
| Natural Sciences Elective-Core Curriculum | 4 |
| ENGL 2289 English Academic Capstone | 2 |

*Courses to be chosen from Field of Study

# Fine Arts

### *Graphic Arts Concentration, Field of Study*

**Associate of Arts**

The Associate of Arts with a field of study in Graphic Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursing careers in graphic design and other related commercial art fields.

Students are also prepared for successful transfer to upper division colleges and universities.

### *Music Concentration*, Field of Study*

**Associate of Arts**

The Associate of Arts with Music Concentration will focus on establishing a solid music foundation in music theory, music literature, applied instrumental lessons and participation in various music ensembles in preparation for the completion of the Bachelor of Fine Arts Degree.

It is intended for transferability to higher education institutions by the serious music student wishing to continue his/her study of music while completing the core curriculum course work. Music ensembles are open for participation to the general student body.

**It is recommended that students planning to pursue a Bachelor's degree in Music take 3-4 semesters of ensemble and 3-4 semesters of applied music in their area.*

### *Visual Arts Concentration, Field of Study*

**Associate of Arts**

The Associate of Arts with a field of study in Fine Arts/Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

*Note: All Studio Art courses will satisfy the Visual and Performing Arts component of the core curriculum at STC.*

**If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

# GRAPHIC ARTS Field of study

**ASSOCIATE OF ARTS**

| Courses of Study* | 17 Credits |
|---|---|
| ARTS 1316 Drawing I | 3 |
| ARTS 1311 Design I | 3 |
| ARTS 1317 Drawing II | 3 |
| ARTS 2348 Digital Art I | 3 |
| ARTS 2356 Photography I | 3 |
| ARTS 2289 Academic Cooperative | 2 |

*NOTE: Additional materials and supplies may be required. It is the responsibility of the student to purchase these materials when needed.

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 38-39 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements.

Graphic Arts majors must take Art Survey I & II to fulfill the Humanities and the Visual & Performing Arts component of the core curriculum.

Field of Study: 17
STC Core Curriculum: 44-45
**Total Credit Hours: 61-62**

## *Graphic Arts*
### *Recommended Course Sequence*

| FIRST SEMESTER | Credit Hours |
|---|---|
| ENGL 1301 Composition | 3 |
| HIST 1301 United States History I or HIST 2327 | 3 |
| ARTS 1316 Drawing I | 3 |
| ARTS 1311 Design I | 3 |

| SECOND SEMESTER | |
|---|---|
| ENGL 1302 Composition II-Rhetoric | 3 |
| HIST 1302 United States History II or HIST 2328 | 3 |
| COSC 1301 Microcomputer Applications | 3 |
| ARTS 1317 Drawing II | 3 |

| THIRD SEMESTER | |
|---|---|
| GOVT 2301 American Government I | 3 |
| Speech Elective-Core Curriculum | 3 |
| Social & Behavioral Sciences Elective-Core Curriculum | 3 |

| FOURTH SEMESTER | |
|---|---|
| Natural Sciences Elective-Core Curriculum | 4 |
| Mathematics Elective-Core Curriculum | 3-4 |
| ARTS 1303 Art Survey I (Visual & Performing Arts Core Fulfillment) | 3 |
| ARTS 2348 Digital Art I | 3 |

| FIFTH SEMESTER | |
|---|---|
| GOVT 2302 American Government II or GOVT 2311 | 3 |
| Natural Sciences Elective-Core Curriculum | 4 |
| ARTS 1304 Art Survey II (Humanities Core Fulfillment) | 3 |
| ARTS 2356 Photography I | 3 |
| ARTS 2289 Academic Cooperative | 2 |

**Total Credit Hours:... 61-62**

# MUSIC CONCENTRATION Field of study

## ASSOCIATE OF ARTS

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**

**Musical Arts Foundation** **12 Credits**

MUSI 1311 Music Theory I
MUSI 1312 Music Theory II
MUSI 2311 Music Theory III
MUSI 2312 Music Theory IV

***Kinesiology Elective**

Students who select 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit minimum) to complete the field of study.

****Free Electives** **3 Credits**

The student is required to take a minimum of 3 credit hours from the following list of courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

**Piano Class**

MUSI 1181 Piano Class I
MUSI 1182 Piano Class II
MUSI 2181 Piano Class III
MUSI 2182 Piano Class IV
MUSI 1290 Electronic Music I
MUSI 1291 Electronic Music II

**Voice Class**

MUSI 1183 Voice Class I
MUSI 1184 Voice Class II
MUSI 2183 Voice Class III
MUSI 2184 Voice Class IV
MUSI 1258 Opera Workshop

**Music Ensembles**

MUEN 1121 Band Ensemble
MUEN 1131 Mariachi Ensemble
MUEN 1132 Jazz Ensemble
MUEN 1133 Guitar Ensemble
MUEN 1134 String Ensemble
MUEN 1141 Choir Ensemble

**Music Theory/Literature**

MUSI 1301 Fundamentals of Music
MUSI 1309 Music Literature II

**Music Applied Instruments**

MUAP 1201 Applied Violin I
MUAP 1202 Applied Viola I
MUAP 1203 Applied Cello I
MUAP 1204 Applied Double Bassl
MUAP 1205 Applied Flute I
MUAP 1206 Applied Clarinet I
MUAP 1207 Applied Saxophone I
MUAP 1208 Applied Trumpet I
MUAP 1209 Applied French Horn I
MUAP 1210 Applied Trombone I
MUAP 1211 Applied Baritone I
MUAP 1212 Applied Oboe I
MUAP 1213 Applied Bassoon I
MUAP 1214 Applied Tuba I
MUAP 1215 Applied Percussion I
MUAP 1216 Applied Guitar I
MUAP 1217 Applied Piano I
MUAP 1218 Applied Voice I
MUAP 2201 Applied Violin III
MUAP 2202 Applied Viola III
MUAP 2203 Applied Cello III
MUAP 2204 Applied Double Bass III
MUAP 2205 Applied Flute III
MUAP 2206 Applied Clarinet III
MUAP 2207 Applied Saxophone III
MUAP 2208 Applied Trumpet III
MUAP 2209 Applied French Horn III
MUAP 2210 Applied Trombone III
MUAP 2211 Applied Baritone III
MUAP 2212 Applied Oboe III
MUAP 2213 Applied Bassoon III
MUAP 2214 Applied Tuba III
MUAP 2215 Applied Percussion III
MUAP 2216 Applied Guitar III
MUAP 2217 Applied Piano III
MUAP 2218 Applied Voice III

MUAP 1221 Applied Violin II
MUAP 1222 Applied Viola II
MUAP 1223 Applied Cello II
MUAP 1224 Applied Double Base II
MUAP 1225 Applied Flute II
MUAP 1226 Applied Clarinet II
MUAP 1227 Applied Saxophone II
MUAP 1228 Applied Trumpet II
MUAP 1229 Applied French Horn II
MUAP 1230 Applied Trombone II
MUAP 1231 Applied Baritone II
MUAP 1232 Applied Oboe II
MUAP 1233 Applied Bassoon II
MUAP 1234 Applied Tuba II
MUAP 1235 Applied Percussion II
MUAP 1236 Applied Guitar II
MUAP 1237 Applied Piano II
MUAP 1238 Applied Voice II
MUAP 2221 Applied Violin IV
MUAP 2222 Applied Viola IV
MUAP 2223 Applied Cello IV
MUAP 2224 Applied Double Bass IV
MUAP 2225 Applied Flute IV
MUAP 2226 Applied Clarinet IV
MUAP 2227 Applied Saxophone IV
MUAP 2228 Applied Trumpet IV
MUAP 2229 Applied French Horn IV
MUAP 2230 Applied Trombone IV
MUAP 2231 Applied Baritone IV
MUAP 2232 Applied Oboe IV
MUAP 2233 Applied Bassoon IV
MUAP 2234 Applied Tuba IV
MUAP 2235 Applied Percussion IV
MUAP 2236 Applied Guitar IV
MUAP 2237 Applied Piano IV
MUAP 2238 Applied Voice IV

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed in pages 83 in the catalog. Music majors must take MUSI 1306–Music Appreciation in order to satisfy the Visual and Performing Arts requirement of the Core Curriculum. Music majors must also take MUSI 1308-Music Literature I in order to satisfy the Humanities requirement of the Core Curriculum.

Students must not duplicate courses taken to meet field of study requirements.

Field of Study: 15-16
STC Core Curriculum: 44-45

**Total Credit Hours: 60-61**

## *Music*

### *Recommended Course Sequence*

**FIRST SEMESTER** **Credit Hours**

HIST 1301 United States History I or HIST 2327 ..... 3
ENGL 1301 Composition ..... 3
MUSI 1311 Music Theory I ..... 3
COSC 1301 Microcomputer Applications ..... 3

**SECOND SEMESTER**

HIST 1302 United States History II or HIST 2328 ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
MUSI 1312 Music Theory II ..... 3
MUSI 1306 Music Appreciation ..... 3

**SUMMER SESSION I**

Speech Elective- Core Curriculum ..... 3
Social & Behavioral Science Elective-Core Curriculum ..... 3

**THIRD SEMESTER**

GOVT 2301 American Government I ..... 3
Mathematics Elective-Core Curriculum ..... 3-4
Natural Sciences Elective-Core Curriculum ..... 4
MUSI 2311 Music Theory III ..... 3
*Kinesiology Elective - Field of Study (if required) ..... 1

**FOURTH SEMESTER**

GOVT 2302 American Government II or GOVT 2311 ..... 3
Natural Sciences Elective-Core Curriculum ..... 4
MUSI 1308 Music Literature I ..... 3
MUSI 2312 Music Theory IV ..... 3
**Free Elective-Field of Study ..... 3

**Courses to be chosen from Field of Study

# VISUAL ARTS CONCENTRATION Field of study

**ASSOCIATE OF ARTS**

The Associate of Arts with a field of study Fine Arts Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

**TSI LIABLE**

**FIELD OF STUDY** **17 Credits**

**Fine Arts Foundation*** **14 credits**
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II
ARTS 2289 Academic Cooperative

**Fine Arts Elective*** **3 credits**
The student is required to take a minimum of 3 hours from the following list of courses:
ARTS 1325 Drawing & Painting (for Non-Art Majors)
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III
ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2341 Art Metals/Jewelry Design I
ARTS 2342 Art Metals/Jewelry Design II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTS 2356 Photography I
ARTS 2357 Photography II

*Additional materials and supplies will be required in all Fine Arts foundation and elective studio courses. It is the responsibility of the student to purchase these materials when needed.

**STC CORE CURRICULUM** **44-45 Credits**
In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. Student must take ARTS 1303-Art Survey I to fulfill the Visual and Performing Arts Elective. Students must take ARTS 1304-Art Survey II to fulfill the Humanities Elective.

Field of Study: 17
STC Core Curriculum: 44-45
**Total Credit Hours: 61-62**

## *Visual Arts*
### *Recommended Course Sequence*

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| ARTS 1316 | Drawing I | 3 |
| ARTS 1311 | Design I | 3 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| ARTS 1317 | Drawing II | 3 |
| **SUMMER SESSION I** | | |
| GOVT 2301 | American Government I | 3 |
| | Speech Elective-Core Curriculum | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| **THIRD SEMESTER** | | |
| | Mathematics Elective-Core Curriculum | 3-4 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| ARTS 1312 | Design II | 3 |
| ARTS 1303 | Art Survey I | 3 |
| **FOURTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| ARTS 1304 | Art Survey II | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Elective-Field of Study | 3 |
| ARTS 2289 | Academic Cooperative | 2 |

*Courses to be chosen from Field of Study

# History

### *History, Field of Study*
**Associate of Arts**

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, museums, archives, government, law school, journalism and other related areas.

Instruction in History promotes reading, writing, and critical thinking, as well as development of awareness of how the past has shaped the present. The History program has a foreign language requirement attached to it that will complete most four-year institution requirements.

## HISTORY *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **18 Credits**

The student is required to take the following 6 courses (18 credits):

*Note: HIST 1301 & HIST 1302 must be taken prior to taking HIST 2321 & HIST 2322.*

HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HIST 2327 Mexican American History I
HIST 2328 Mexican American History II
HIST 2381 African American History
HIST 2389 Academic Cooperative

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:

**Humanities** **3 credits**

PHIL 2307 Introduction to Social and Political Philosophy

**Social and Behavioral Sciences** **3 credits**

HIST 2301 Texas History

Field of Study: 18
STC Core Curriculum: 44-45
**Total Credit Hours: 62-63**

### *History*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| HIST 2381 | African American History | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HIST 1302 | United States History II | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| PHIL 2307 | Introduction to Social and Political Philosophy | 3 |
| HIST 2301 | Texas History | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| HIST 2327 | Mexican American History I | 3 |
| HIST 2321 | World Civilizations I | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |

| **FIFTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| HIST 2322 | World Civilizations II | 3 |
| HIST 2328 | Mexican American History II | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| HIST 2389 | CAPSTONE: Academic Cooperative | 3 |

# Interdisciplinary Studies

### *Interdisciplinary Studies, Field of Study*

**Associate of Arts**

The Associate of Arts Degree field of study in Interdisciplinary Studies provides students with a broad-based education in "college basics" that promotes critical thinking skills and allows for an opportunity to make an informed choice in educational preferences.

The program offers transferable field of study selections in arts and humanities, social sciences, natural sciences, computer applications, and mathematics. This field of study is an excellent transfer program that can be used towards the successful completion of a Baccalaureate Degree in any field.

## INTERDISCIPLINARY STUDIES *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

***FIELD OF STUDY 15-16 Credits**

The student is required to take a minimum of 15 credit hours. The Field of Study courses must be chosen from two (2) or more AA or AS field of study options listed in the catalog. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

****Kinesiology Elective 1 Credit**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional 1 credit Kinesiology course to complete the Field of Study.

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

### *Interdisciplinary Studies*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| | * Elective-Field of Study | 3 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| GOVT 2301 | American Government I | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | *Elective-Field of Study | 3 |
| | **Kinesiology Elective -Field of Study (if required) | 1 |
| **THIRD SEMESTER** | | |
| COSC 1301 | Microcomputer Applications | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| | Mathematics Elective - Core Curriculum | 3-4 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| | * Elective-Field of Study | 3 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | * Elective-Field of Study | 3 |
| | * Elective-Field of Study | 3 |

*Courses to be chosen from Field of Study

# Kinesiology

The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology lecture courses are transferable toward a B.S. degree in Kinesiology at UTPA. Additionally, the department offers a diverse range of physical activity laboratory courses (individual and team sports), which fulfill the required kinesiology physical activity credits for a four-year degree and promotes life-long learning. Many students with a disability participate in physical education. The Kinesiology Department in conjunction with ADA can arrange for an adapted program or advise the student for course selection. Students with disabilities who wish to have the physical education requirement waived must meet with the program chair.

NOTE: Physical Education Special Activity Fee approved for the 2011-2012 calendar is $55.00 per course.

**Physical Activities:**

KINE 1100 Fitness Walking
KINE 1101 Fitness and Motor Development I
KINE 1103 Weight Training & Conditioning I
KINE 1104 Weight Training & Conditioning II
KINE 1105 Badminton I
KINE 1107 Basketball I
KINE 1109 Bowling I
KINE 1110 Bowling II
KINE 1111 Flag Football I
KINE 1113 Golf I
KINE 1114 Golf II
KINE 1115 Karate I
KINE 1116 Karate II
KINE 1119 Racquetball I
KINE 1120 Racquetball II
KINE 1121 Soccer I
KINE 1123 Softball I
KINE 1125 Swimming I
KINE 1126 Swimming II
KINE 1127 Tennis I
KINE 1128 Tennis II
KINE 1129 Volleyball I
KINE 1131 Yoga & Flexibility Training
KINE 1132 Self Defense & Personal Safety
KINE 1133 Outdoor Adventure Training
KINE 1149 Team Sports I
KINE 1150 Team Sports II
KINE 1210 Aerobic Dance I
KINE 1211 Aerobic Dance II
KINE 1251 Beginning Scuba
KINE 1252 Advanced Scuba
KINE 1253 Lifeguard Training
KINE 2255 Water Safety Instructor

**Dance:**

DANC 1210 Tap Dance
DANC 1241 Ballet I
DANC 1242 Ballet II
DANC 1245 Modern Dance
DANC 1247 Jazz Dance
DANC 1248 Jazz Dance II
DANC 1253 Spanish Ballet I
DANC 2303 Dance Appreciation

**Lecture Courses:**

KINE 1301 Introduction to Kinesiology
KINE 1304 Personal Health & Wellness
KINE 1305 Community & Environmental Health
KINE 1306 First Aid & Safety
KINE 1308 Sports Officiating I
KINE 1309 Sports Officiating II
KINE 1321 Techniques of Coaching Sports I
KINE 1322 Techniques of Coaching Sports II
KINE 1331 Kinesiology for Elementary School
KINE 1333 Rhythm Skills
KINE 1336 Introduction to Recreation Activities
KINE 1338 Concepts of Physical Fitness
KINE 1346 Drug Use & Abuse in Society

# KINESIOLOGY *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY 19-22 Credits**

All students must take the following five courses (10 credit hours):

KINE 1125 Swimming I
KINE 1301 Introduction to Kinesiology
KINE 1306 First Aid and Safety
KINE 1338 Concepts of Physical Fitness

Certified Track: Majors planning to pursue teacher certification must take Area 1, 2, 3, and 4 listed below for a total of 12 credit hours.

Non-Certified Track: Majors not planning to pursue teacher certification must take Area 1, 2 and 4 listed below for a total of 9 credit hours.

***Area 1: Team Sports***

Select 3 courses (3 credits) from this area.

KINE 1107 Basketball I
KINE 1111 Flag Football I
KINE 1121 Soccer I
KINE 1129 Volleyball I
KINE 1123 Softball

***Area 2: Individual Sports***

Select 3 courses (3 credits) from this area.

KINE 1103 Weight Training I
KINE 1105 Badminton I
KINE 1109 Bowling I
KINE 1113 Golf I
KINE 1115 Karate I
KINE 1119 Racquetball I
KINE 1127 Tennis I

***Area 3: Movements Arts***

KINE 1333 Rhythm Skills

***Area 4: Outdoor Education***

KINE 1336 Introduction to Recreation Activities

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Kinesiology majors must take BIOL 2401 - Anatomy and Physiology I, and BIOL 2402 - Anatomy and Physiology II, to fulfill the Natural Sciences component of the Core Curriculum.

Field of Study: 19-22
STC Core Curriculum: 44-45

**Total Credit Hours: 63-66**

## *Kinesiology*
### *Recommended Course Sequence*

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| COSC 1301 | Microcomputer Applications | 3 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| KINE 1301 | Introduction to Kinesiology | 3 |
| | *Kinesiology Elective Area 1- Field of Study | 1 |

| **SECOND SEMESTER** | | |
|---|---|---|
| KINE 1306 | First Aid and Safety | 3 |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| GOVT 2301 | American Government I | 3 |
| | *Kinesiology Elective Area 2- Field of Study | 1 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| | Visual & Performing Arts Elective- Core Curriculum | 3 |
| | Humanities Elective- Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| | Mathematics Elective - Core Curriculum | 3-4 |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| KINE 1338 | Concepts of Physical Fitness | 3 |
| KINE 1125 | Swimming I | 1 |
| | *Kinesiology Elective Area 4- Field of Study | 3 |
| | *Kinesiology Elective Area 2- Field of Study | 1 |
| | *Kinesiology Elective Area 1- Field of Study | 1 |

| **FIFTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| | *Kinesiology Elective Area 2- Field of Study | 1 |
| | *Kinesiology Elective Area 1- Field of Study | 1 |
| | *Kinesiology Elective Area 3- Field of Study- Certified Track Only | 3 |

*Courses to be chosen for Field of Study

# Language and Cultural Studies

### *Language and Cultural Studies, Field of Study*

**Associate of Arts**

**Concentration: American Sign Language**
**Concentration: Spanish**

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or both of the following concentrations: Spanish and American Sign Language.

# AMERICAN SIGN LANGUAGE CONCENTRATION *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**
The student is required to take the following 5 courses (15 credits):

SGNL 1301 Beginning American Sign Language I
SGNL 1302 Beginning American Sign Language II
SGNL 2301 Intermediate American Sign Language I
SGNL 2302 Intermediate American Sign Language II
PHIL 2306 Introduction to Ethics

***Kinesiology Elective**
Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**
In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

## *American Sign Language Concentration*
### *Recommended Course Sequence*

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| COSC 1301 | Microcomputer Applications | 3 |
| | Speech Elective-Core Curriculum | 3 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| SGNL 1301 | Beginning American Sign Language I | 3 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| GOVT 2301 | American Government I | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| SGNL 1302 | Beginning American Sign Language II | 3 |
| **THIRD SEMESTER** | | |
| | Mathematics Elective-Core Curriculum | 3-4 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| SGNL 2301 | Intermediate American Sign Language I | 3 |
| | *Kinesiology Elective-Field of Study (if required) | 1 |
| **FOURTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Humanities Elective-Core Curriculum | 3 |
| SGNL 2302 | Intermediate American Sign Language II | 3 |
| PHIL 2306 | Introduction to Ethics | 3 |

# SPANISH CONCENTRATION *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY 16-18 Credits**

The student is required to take 2 courses (6-8 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers

*or*

SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
SPAN 1412 Beginning Spanish II for Non-Spanish Speakers

The student is required to take the following 2 courses (6 credits):

SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II

***Kinesiology Elective**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit hour minimum) to complete the Field of Study.

**The student is required to take 1 course (3 credits) from the following list:

SPAN 2321 Introduction to Spanish Literature I
SPAN 2322 Introduction to Spanish Literature II
SPAN 2323 Introduction to Latin American Literature
SPAN 2324 Spanish Culture
PHIL 1301 Introduction to Philosophy
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction To Social and Political Philosophy
HUMA 1301 Introduction to the Humanities I
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
EDUC 1301 Introduction to the Teaching Profession
EDUC 1325 Principles & Practices of Multicultural Education

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16-18
STC Core Curriculum: 44-45

**Total Credit Hours: 60-63**

## *Spanish Concentration*
### *Recommended Course Sequence*

**FIRST SEMESTER Credit Hours**

COSC 1301 Microcomputer Applications ..... 3
HIST 1301 United States History I
or HIST 2327 ..... 3
ENGL 1301 Composition ..... 3
SPAN 1311 Beginning Spanish I for Spanish Speakers
or SPAN 1411 ..... 3-4

**SECOND SEMESTER**

HIST 1302 United States History II
or HIST 2328 ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
GOVT 2301 American Government I ..... 3
SPAN 1312 Beginning Spanish II for Spanish Speakers
or SPAN 1412 ..... 3-4

**THIRD SEMESTER**

Visual & Performing Arts Elective - Core Curriculum ..... 3
Humanities Elective- Core Curriculum ..... 3
Speech Elective- Core Curriculum ..... 3

**FOURTH SEMESTER**

Mathematics Elective - Core Curriculum ..... 3-4
Natural Sciences Elective- Core Curriculum ..... 4
Social & Behavioral Science Elective-Core Curriculum ..... 3
SPAN 2311 Intermediate Spanish I ..... 3
*Kinesiology Elective- (if required) ..... 1

**FIFTH SEMESTER**

GOVT 2302 American Government II or GOVT 2311 ..... 3
Natural Sciences Elective- Core Curriculum ..... 4
SPAN 2312 Intermediate Spanish II ..... 3
**Elective-Field of Study ..... 3

**Course to be chosen from Field of Study

# Mexican-American Studies

### *Mexican-American Studies, Field of Study*

**Associate of Arts**

This program is intended to both help instill a sense of cultural pride in those Hispanics who take the field of study, as well as an appreciation for the evolution of Mexican American culture for those who do not come from this background.

This program provides the historical and cultural curriculum to install confidence and respect for the processes that have combined to create the modern Mexican American.

The Mexican American Studies Program offers an online degree alternative.

## MEXICAN-AMERICAN STUDIES *Field of Study*

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**

The student is required to take the following 5 courses (15 credits):

GOVT 2311 Mexican American Politics
ENGL 2351 Mexican-American Literature
HIST 1301 United States History I or
HIST 1302 United States History II
SPAN 2312 Intermediate Spanish II
HUMA 1305 Introduction to
Mexican American Studies

***Kinesiology Elective** **1 Credit**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology course (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of the Mexican-American Studies Program:

**Humanities** **3 credits**

PHIL 1301 Introduction to Philosophy or
SPAN 2311 Intermediate Spanish I

**History** **6 credits**

HIST 2327 Mexican American History I
HIST 2328 Mexican American History II

**Visual and Performing Arts** **3 credits**

HUMA 1311 Mexican American Fine Arts Appreciation

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

### *Mexican-American Studies*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| PHIL 1301 | Introduction to Philosophy or SPAN 2311 Intermediate | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| HIST 2327 | Mexican American History I | 3 |
| HUMA 1305 | Introduction to Mexican American Studies | 3 |
| **SECOND SEMESTER** | | |
| SPAN 2312 | Intermediate Spanish II | 3 |
| HIST 2328 | Mexican American History II | 3 |
| ENGL 1301 | Composition | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |
| | *Kinesiology Elective- Field of Study (if required) | 1 |
| **THIRD SEMESTER** | | |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| | Speech Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| GOVT 2301 | American Government I | 3 |
| GOVT 2311 | Mexican-American Politics | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| HUMA 1311 | Mexican-American Fine Arts Appreciation | 3 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II | 3 |
| HIST 1301 | United States History I or HIST 1302 | 3 |
| ENGL 2351 | Mexican-American Literature | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |

# Philosophy

## *Philosophy, Field of Study*

**Associate of Arts**

The Associates of Arts degree with a field of study in Philosophy is designated for students planning to transfer to a baccalaureate degree in Philosophy or Liberal Arts at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major or minor in Philosophy to transfer to four-year institutions with substantial course work completed.

Completing a Philosophy program can expand opportunities in teaching, law school, and other related areas while teaching lifetime skills of analysis and multicultural reasoning. The Philosophy program has a foreign language requirement attached to it that will complete most four-year institution requirements.

## PHILOSOPHY *Field of Study*

### ASSOCIATE OF ARTS

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**

The student is required to take the following course (3 credits):

PHIL 2306 Introduction to Ethics

The student is required to take three of the following Philosophy elective courses (9 credits):

PHIL 1304 Introduction to World Religions
PHIL 1316 History of Religions I
PHIL 1317 History of Religions II
PHIL 2303 Introduction to Logic
PHIL 2307 Introduction to Social and Political Philosophy
PHIL 2316 History of Classical and Modern Philosophy I
PHIL 2317 History of Classical and Modern Philosophy II
PHIL 2318 Contemporary Philosophy
PHIL 2321 Philosophy of Religion

The student is required to take an additional Philosophy elective course from the above list, or one of the following courses (3 credits):

ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2351 Mexican American Literature

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective when a 3 credit math course is elected.

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Philosophy programs:

**Humanities** **3 credits**
PHIL 1301 Introduction to Philosophy

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

## *Philosophy*

***Recommended Course Sequence***

**FIRST SEMESTER** **Credit Hours**

PHIL 1301 Introduction to Philosophy ..... 3
HIST 1301 United States History I or HIST 2327 ..... 3
ENGL 1301 Composition ..... 3
COSC 1301 Microcomputer Applications ..... 3

**SECOND SEMESTER**

HIST 1302 United States History II or HIST 2328 ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
Mathematics Elective - Core Curriculum ..... 3-4
Visual & Performing Arts Elective- Core Curriculum ..... 3

**THIRD SEMESTER**

Speech Elective- Core Curriculum ..... 3
Social & Behavioral Science Elective-Core Curriculum ..... 3
*Kinesiology Elective-Field of Study (if needed) ..... 1
*Philosophy Elective ..... 3

**FOURTH SEMESTER**

GOVT 2301 American Government I ..... 3
PHIL 2306 Introduction to Ethics ..... 3
Natural Sciences Elective- Core Curriculum ..... 4
*Philosophy Elective ..... 3

**FIFTH SEMESTER**

GOVT 2302 American Government II or GOVT 2311 ..... 3
*Philosophy Elective ..... 3
Natural Sciences Elective- Core Curriculum ..... 4
*Philosophy Elective ..... 3

*Courses to be chosen from Field of Study

# Political Science

### *Political Science Field of Study*

**Associate of Arts**

The Associate of Arts degree with a field of study in Political Science is designated for students planning to transfer to a baccalaureate degree program in Political Sciences or related field at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major in Political Science, Public Affairs, or Public Administration to transfer to four-year institutions.

The Political Science program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing the Political Science can expand opportunities in teaching, law school, and other related areas of public policy

## POLITICAL SCIENCE

***Field of Study***

**ASSOCIATE OF ARTS**

**TSI LIABLE**

**FIELD OF STUDY** **15-18 Credits**

The student is required to take the following courses (6 credits):

GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican American Politics

The student is required to take one course (3-4 credits) from the following list:

HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
ECON 2301 Principles of Economics I-Macro
PSYC 2317 Statistical Methods in Psychology
MATH 1442 Statistics

The student is required to take two semesters (6-8 credits) of modern foreign language.

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Political Science majors must take MATH 1414 - College Algebra, MATH 1442 - Statistics, MATH 2412 - Precalculus and Trigonometry, or MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:

**Humanities** **3 credits**

PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 15-18
STC Core Curriculum: 45
**Total Credit Hours: 60-63**

### *Political Science*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| GOVT 2301 | American Government I | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| MATH 1414 | College Algebra or MATH 1442 or MATH 2412 or MATH 2413 | 4 |
| GOVT 2302 | American Government II | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Speech Elective-Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2304 | Introduction to Political Science | 3 |
| GOVT 2311 | Mexican American Politics | 3 |
| | Elective-Field of Study | 3-4 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | *Modern Language Elective-Field of Study | 3-4 |

| **FIFTH SEMESTER** | | |
|---|---|---|
| PHIL 2307 | Introduction to Social & Political Philosophy | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| | *Modern Language Elective-Field of Study | 3-4 |

*Courses to be chosen from Field of Study

# Psychology

## *Psychology, Field of Study*

**Associate of Arts**

Psychology is the scientific study of behavior and mental processes. Some of the many areas of interest to psychologists include neuroscience, sensation and perception, memory, cognition, language, intelligence, consciousness, developmental psychology, personality, psychological disorders, group behavior, counseling, education, work, and emotions.

The Associate of Arts (A.A.) in Psychology is an excellent transfer program since the core curriculum parallels the first two years of most four-year psychology degrees. The Psychology degree offers students an opportunity to become familiar with the different fields of Psychology, which will enable them to make an informed choice on how to continue their careers.

Those who are interested in Psychology are interested in personal growth, counseling and other mental health services, or fields that involve individual human interaction such as retail, advertising, human services, education, personnel resources, business, service industries, health, the biological sciences, computer programming, and public relations.

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

**PSYCHOLOGY CONCENTRATION:**

The student is required to take the following 4 courses (12 credits):

PSYC 2301 General Psychology
PSYC 2307 Adolescent Psychology
PSYC 2317 Statistical Methods in Psychology
SOCI 1301 Introductory Sociology

*The student is required to take a minimum of 1 course (3 credits) from the following list:

ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
PSYC 2306 Human Sexuality
PSYC 2314 Lifespan Growth & Development
SOCI 2301 Marriage and the Family
SOCI 1306 Contemporary Social Problems

**Free Elective** **1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45
**Total Credit Hours: 60-61**

## PSYCHOLOGY *Field of Study*

**ASSOCIATE OF ARTS**

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| PSYC 2301 | General Psychology | 3 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| SOCI 1301 | Introductory Sociology | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| **THIRD SEMESTER** | | |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Speech Elective- Core Curriculum | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| GOVT 2301 | American Government I | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |
| PSYC 2307 | Adolescent Psychology | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| PSYC 2317 | Statistical Methods in Psychology | 3 |
| | *Psychology Elective-Field of Study | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | *Free Elective-Field of Study (if required) | 1 |

*Courses to be chosen from Field of Study

# Social Work

### *Social Work, Field of Study*
**Associate of Arts**

Social workers provide advice, advocacy, and support to people with personal and social problems. They also help with community and social problems.

Social work is a profession devoted to helping people function the best they can in their environment. This can mean providing direct services or therapy directly to people, or working for change to improve social conditions.

The Associate of Arts (A.A.) in Social Sciences is an excellent transfer program since the core curriculum parallels the first two years of most four-year social science degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

**TSI LIABLE**

**FIELD OF STUDY 15-16 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

**Social Work Concentration:**

The student is required to take the following five courses (15 credits):

SOCW2361 Introduction to Social Work
SOCW2362 Social Welfare as a Social Institution
PSYC 2301 General Psychology
SOCI 1301 Introductory Sociology
PSCY 2317 Statistical Methods in Psychology

**Free Elective 1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM 44-45 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Students in the Social Work Field of Study must take SOCI 2301-Marriage and the Family to fulfill the Social/Behavioral Sciences Elective Option in the Core Curriculum.

Field of Study: 15-16
STC Core Curriculum: 44-45

**Total Credit Hours: 60-61**

## SOCIAL WORK *Field of Study*

**ASSOCIATE OF ARTS**

***Recommended Course Sequence***

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| SOCW 2361 | Introduction to Social Work | 3 |

| SECOND SEMESTER | | |
|---|---|---|
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| PSYC 2301 | General Psychology | 3 |
| SOCI 1301 | Introductory Sociology | 3 |

| THIRD SEMESTER | | |
|---|---|---|
| | Humanities Elective- Core Curriculum | 3 |
| | Visual & Performing Arts Elective- Core Curriculum | 3 |
| | Speech Elective- Core Curriculum | 3 |

| FOURTH SEMESTER | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| | Mathematics Elective- Core Curriculum | 3-4 |
| SOCI 2301 | Marriage and the Family | 3 |
| | Natural Sciences Elective- Core Curriculum | 4 |

| FIFTH SEMESTER | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| PSYC 2317 | Statistical Methods in Psychology | 3 |
| SOCW 2362 | Social Welfare as a Social Institution | 3 |
| | Natural Sciences Elective- Core Curriculum | 4 |
| | *Free Elective-Field of Study (if required) | 1 |

# Sociology

### *Sociology, Field of Study*

**Associate of Arts**

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociologists study how deviance, crime, marriage, family, politics, education, race, gender, and religion affect individuals.

The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few fields have such broad scope and relevance for research, theory and application of knowledge.

Sociology is an excellent transfer program. Since the study of Sociology covers the basic structures of human society with its cultures and stratifications, it is a popular major among those who want to enter career fields that address social change and social support such as human resources, human services, public relations, government agencies and any other institution that requires knowledge of social science research.

**TSI LIABLE**

**FIELD OF STUDY** **15-16 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

**Sociology Concentration:**

The student is required to take the following 4 courses (12 credits):

SOCI 1301 Introductory Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family
SOCI 2319 Minority Studies

*The student is required to take a minimum of 1 course (3 credits) from the following list:

ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth & Development
PSYC 2319 Social Psychology

**Free Elective** **1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45

**Total Credit Hours: 60-61**

## SOCIOLOGY *Field of Study*

### ASSOCIATE OF ARTS

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| SOCI 1301 | Introductory Sociology | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| SOCI 2319 | Minority Studies | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Humanities Elective-Core Curriculum | 3 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| | Mathematics Elective-Core Curriculum | 3-4 |
| SOCI 1306 | Contemporary Social Problems | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |

| **FIFTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| SOCI 2301 | Marriage and the Family | 3 |
| | *Sociology Elective-Field of Study | 3 |
| | Natural Sciences Elective-Core Curriculum | 4 |
| | *Free Elective-Field of Study (if required) | 1 |

*Course to be chosen from the Field of Study

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# Biology

### *Biology, Field of Study*
**Associate of Science**

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post-graduate degree.

- Agriculture
- Biotechnology
- Dentistry
- Dietary Research
- Environmental Science
- Forensic Science
- Genetic Engineering
- Health Sciences
- Marine Science
- Medicine
- Medical Research
- Microbiological Research
- Molecular Biology
- Pharmacology
- Physical Therapy
- Science Education
- Toxicology
- Veterinary Science
- Wildlife Biology

## BIOLOGY *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **16 Credits**

BIOL 1408 General Biology I
BIOL 1409 General Biology II
BIOL 2401 Anatomy & Physiology I OR
BIOL 2428 Comparative Vertebrate Anatomy
CHEM 2423 Organic Chemistry I

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Biology majors must take CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II in order to satisfy the Natural Sciences requirements of the core curriculum. Biology majors must also take MATH 1414-College Algebra or higher- to fulfill the Mathematics component of the core curriculum.

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

### *Biology*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| MATH 1414 | College Algebra or MATH 2412 or MATH 2413 | 4 |
| BIOL 1408 | General Biology I | 4 |
| CHEM 1411 | General Chemistry I | 4 |
| **SECOND SEMESTER** | | |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| BIOL 1409 | General Biology II | 4 |
| CHEM 1412 | General Chemistry II | 4 |
| | Speech Elective-Core Curriculum | 3 |
| **THIRD SEMESTER** | | |
| | Speech Elective- Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| GOVT 2301 | American Government I | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| BIOL 2401 | Anatomy and Physiology I or BIOL 2428 | 4 |
| **FIFTH SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| CHEM 2423 | Organic Chemistry I | 4 |

# Chemistry

## *Chemistry, Field of Study*

**Associate of Science**

The Associate of Science degree with a field of study in Chemistry offers students the opportunity to take a core curriculum of general education with an emphasis in Chemistry.

Chemistry students have a wide choice of careers in many different scientific and technical fields. The student should bear in mind that many of the career areas will require training beyond the Associate of Science degree and in some cases a post-graduate degree:

Career fields available to Chemistry students:

- Biochemistry
- Chemical Engineering
- Civil Engineering
- Education, secondary and post-secondary
- Environmental Science
- Forensic Science
- Medical Technology
- Mineral Processing
- Molecular Biology
- Oil Refining
- Petroleum Engineering
- Pharmacy
- Plastics Manufacturing
- Water Treatment

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various chemistry fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Entering students, please note completing College Algebra, Math1414, will satisfy this degree plan. However, since most Chemistry programs will require Calculus I, Math 2413, students are strongly encouraged to also complete Pre-calculus Algebra and Trigonometry (MATH 2412) before transferring. In order for entering students to take MATH 2412 without first completing Math 1414, they must have a minimum score of 100 on the Elementary Algebra ACCUPLACER, or a minimum score of 75 on the College Level Mathematics ACCUPLACER, or a minimum score of 280 on the Math portion of the THEA exam.

## CHEMISTRY *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

| **FIELD OF STUDY** | **16 Credits** |
|---|---|
| CHEM 1411 | General Chemistry I |
| CHEM 1412 | General Chemistry II |
| CHEM 2423 | Organic Chemistry I |
| CHEM 2425 | Organic Chemistry II |

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Chemistry majors must take the sequence PHYS 1401-College Physics I and PHYS 1402-College Physics II or the sequence BIOL 1408-General Biology I and BIOL 1409-General Biology II in order to satisfy the Natural Sciences requirement of the core curriculum. Chemistry majors must also take MATH 1414-College Algebra or higher to meet the Mathematics component of the Core Curriculum.

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

### *Chemistry*

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| MATH 1414 | College Algebra or MATH 2412 or MATH 2413 | 4 |
| CHEM 1411 | General Chemistry I | 4 |
| **SECOND SEMESTER** | | |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| CHEM 1412 | General Chemistry II | 4 |
| **THIRD SEMESTER** | | |
| | Speech Elective-Core Curriculum | 3 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| GOVT 2301 | American Government I | 3 |
| PHYS 1401 | College Physics I or BIOL 1408 | 4 |
| CHEM 2423 | Organic Chemistry I | 4 |
| **FIFTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| PHYS 1402 | College Physics II or BIOL 1409 | 4 |
| | Humanities Elective-Core Curriculum | 3 |
| CHEM 2425 | Organic Chemistry II | 4 |

# Computer Science

## *Computer Information Systems Field of Study*

### Associate of Science

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Information Systems. It is also designed to prepare students for entry-level positions in the field of computer information systems. The curriculum of the computer information systems degree program focuses on computer programming, business and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Information Systems program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

## *Computer Science, Field of Study*

### Associate of Science

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Software Engineering and/or Computer Science. It is also designed to prepare students for entry-level positions in the field of computer science. The curriculum of the computer science degree program focuses on computer programming and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

**Career Opportunities**

***Computer Science***

The Bureau of Labor Statistics estimates that through the year 2012, computer-related occupations in such areas as Software Engineers, Computer Programmers and Computer Hardware Engineers will increase by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent technical talent to fulfill their needs. Some disciplines under Computer Science include:

- Computer Programmer
- Programmer Analyst
- Software Engineers
- Computer and Information Scientist
- Computer Hardware Engineers

***Computer Information Systems***

The Bureau of Labor Statistics estimates that through the year 2012, computer-related employment in such areas as Computer Systems Analysts, Database Administrators, and Computer and Information Systems Managers will increase by more than 36 percent nationally. Graduates from the Computer Information Systems field are in high demand. Companies are struggling to find competent talent to fulfill their needs. Some disciplines under Computer Information Systems include the above mentioned as well as:

- Applications Programmers
- Computer Support Specialist
- Information Security Coordinator
- Network and Computer Systems Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

**Academic Advisement**

Students are assigned to an advisor in the department upon declaring a major in Computer Science and/or Computer Information Systems. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

# COMPUTER INFORMATION SYSTEMS

*Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **17 Credits**

COSC 1315 Fundamentals of Programming
COSC 1336 Programming Fundamentals I
COSC 1337 Programming Fundamentals II
COSC 1430 Computer Programming
ACCT 2401 Principles of Financial Accounting

**STC CORE CURRICULUM** **45 Credits**

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Computer Information Systems majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum. Computer Science majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. It is recommended that Computer Information Systems majors take PHIL 2303-Introduction to Logic to fulfill the Humanities Elective component of the Core Curriculum.

Field of Study: 17
STC Core Curriculum: 45
**Total Credit Hours: 62**

## *Computer Information Systems*

### *Recommended Course Sequence*

**FIRST SEMESTER** **Credit Hours**

HIST 1301 United States History I or HIST 2327 ..... 3
ENGL 1301 Composition ..... 3
COSC 1301 Microcomputer Applications ..... 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413 ..... 4

**SECOND SEMESTER**

Natural Sciences Elective- Core Curriculum ..... 4
HIST 1302 United States History II or HIST 2328 ..... 3
ENGL 1302 Composition II-Rhetoric ..... 3
COSC 1315 Fundamentals of Programming ..... 3

**THIRD SEMESTER**

Visual & Performing Arts Elective- Core Curriculum ..... 3
***Humanities Elective- Core Curriculum ..... 3
Speech Elective- Core Curriculum ..... 3

**FOURTH SEMESTER**

GOVT 2301 American Government I ..... 3
ACCT 2401 Principles of Financial Accounting ..... 4
Natural Sciences Elective- Core Curriculum ..... 4
COSC 1336 Programming Fundamentals I ..... 3

**FIFTH SEMESTER**

ECON 2301 Principles of Economics I- MACRO ..... 3
GOVT 2302 American Government II or GOVT 2311 ..... 3
COSC 1430 Computer Programming ..... 4
COSC 1337 Programming Fundamentals II .... 3

***Recommended: PHIL 2303-Introduction to Logic

# COMPUTER SCIENCE *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **16 credits**

COSC 1337 Fundamentals of Programming II
COSC 2336 Fundamentals of Programming III
COSC 2325 Computer Organization and Machine Language
COSC 2330 Advanced Structured Language
MATH 2412 Precalculus and Trigonometry OR
MATH 2413 Calculus I

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Computer Science majors must take MATH 1414-College Algebra to fulfill the Mathematics component of the Core Curriculum. Students must also take COSC 1336 to fulfill the Computer Science component of the Core Curriculum.

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

## *Computer Science*
### *Recommended Course Sequence*

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| | Natural Sciences Elective-Core Curriculum | 4 |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1336 | Programming Fundamentals I | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| | Natural Sciences Elective-Core Curriculum | 4 |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| COSC 1337 | Programming Fundamentals II | 3 |

| **SUMMER SESSION I** | | |
|---|---|---|
| MATH 1414 | College Algebra | 4 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Speech Elective- Core Curriculum | 3 |

| **THIRD SEMESTER** | | |
|---|---|---|
| GOVT 2301 | American Government I | 3 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| COSC 2336 | Programming Fundamentals III | 3 |
| MATH 2412 | Precalculus and Trigonometry or MATH 2413 | 4 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| COSC 2330 | Advanced Structured Languages | 3 |
| COSC 2325 | Computer Organization and Machine Language | 3 |
| | Philosophy Elective-Humanities Core Curriculum | 3 |

# Engineering

## *Engineering, Field of Study*

### Associate of Science

The Associate of Science degree with a field of study in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis on Engineering. At the present time, a high percentage of all the technical and managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in all engineering disciplines such as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Nuclear Engineering
- Petroleum Engineering
- Radiological Health Engineering

This listing closely parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline should be closely followed if one hopes to complete the program in a timely manner and to smoothly transition to a four-year institution.

Entering students, please note that the first semester suggests MATH 2413 - Calculus I. In order for entering students to take MATH 2413 they must have minimum score of 100 on the College Level Mathematics ACCUPLACER. In addition, students with strong math backgrounds have the option of taking the CLEP exam for MATH 2412 and MATH 2413. Otherwise, it is recommended that students take the prerequisites MATH 1414 - College Algebra and/or MATH 2412 – Precalculus and Trigonometry the summer prior to the start of the fall semester.

It is also recommended that students complete MATH 2415 – Calculus III and MATH 2420 – Differential Equations before transferring to a four-year program, as they can prerequisites for junior and senior level engineering courses. You should, however, contact your transferring institution to check for the transferability of these courses.

# ENGINEERING *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **21 Credits**

All engineering students (17 credits):
MATH 2414 Calculus II
ENGR 1101 Introduction to Engineering
ENGR 1204 Engineering Graphics
ENGR 2301 Statics
ENGR 2302 Dynamics
ENGR 2407 Fundamentals of Circuit Analysis

Field of Study Electives (Choose 1):
ENGR 2430 Digital Systems Engineering I (Recommended for electrical or computer engineering tracks)
CHEM 1411 General Chemistry I (Recommended for most other engineering tracks)

**STC CORE CURRICULUM** **45 credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Engineering majors must take PHYS 2425-University Physics I & PHYS 2426-University Physics II to fulfill the Natural Sciences component of the Core Curriculum. Engineering majors must take MATH 2413-Calculus I to fulfill the Mathematics component of the Core Curriculum. Engineering majors must take COSC 1336-Fundamentals of Programming I to fulfill the Computer Science component of the Core Curriculum. Engineering majors must take PHIL 2306- Introduction to Ethics to fulfill the Humanities component of the Core Curriculum. Engineering majors must take ECON 2301-Principles of Economics I to fulfill the Social and Behavioral Science component of the Core Curriculum.

Field of Study: 21
STC Core Curriculum: 45

**Total Credit Hours: 66**

## *Engineering*
### *Recommended Course Sequence*

**FIRST SEMESTER** **Credit Hours**

HIST 1301 United States History I or HIST 2327 ..... 3
ENGL 1301 Composition ..... 3
COSC 1306 Fundamentals of Programming I ..... 3
MATH 2413 Calculus I* ..... 4
ENGR 1101 Introduction to Engineering ..... 1

**SECOND SEMESTER**

ENGL 1302 Composition II-Rhetoric ..... 3
Visual & Performing Arts Elective- Core Curriculum ..... 3
PHYS 2425 University Physics I ..... 4
ENGR 2430 Digital Systems Engineering I or CHEM 1411 ..... 4
ENGR 1204 Engineering Graphics ..... 2

**SUMMER SESSION I**

HIST 1302 United States History II or HIST 2328 ..... 3
PHIL 2306 Introduction to Ethics ..... 3

**THIRD SEMESTER**

Speech Elective- Core Curriculum ..... 3
GOVT 2301 American Government I ..... 3
ENGR 2301 Statics ..... 3
MATH 2414 Calculus II ..... 4
PHYS 2426 University Physics II ..... 4

**FOURTH SEMESTER**

GOVT 2302 American Government II or GOVT 2311 ..... 3
ENGR 2302 Dynamics ..... 3
ECON 2301 Principles of Economics I-Macro ... 3
ENGR 2407 Fundamentals of Circuit Analysis ... 4
MATH 2415 Calculus III (Optional/ Recommended) ..... 4

**SUMMER SESSION II**

(Optional/Recommended)
MATH 2420 Differential Equations (Optional/ Recommended)** ..... 4

* Check catalog for course pre-requisites.
** Check with transferring institution for transferability of this course.

# Mathematics

### *Mathematics, Field of Study*

**Associate of Science**

The Associate of Science degree with a field of study in Mathematics offers students the opportunity to take a core curriculum of general education with an emphasis in Mathematics. Mathematics majors have many potential career opportunities. They may provide technical assistance in business, engineering science, medicine and many other fields, such as:

- Actuary
- Consultant
- Operations Researcher
- Statistician
- Teacher

## MATHEMATICS

***Field of Study***

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **20 Credits**

The student is required to take the following 5 courses (20 credits):

MATH 1442 Statistics
MATH 2412 Precalculus & Trigonometry
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

The following two courses are optional:
MATH 2418 Linear Algebra
MATH 2420 Differential Equations

**STC CORE CURRICULUM** **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Student must take MATH 1324 or MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 20
STC Core Curriculum: 44-45

**Total Credit Hours: 64-65**

### *Mathematics*

***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HIST 1301 | United States History I or HIST 2327 | 3 |
| ENGL 1301 | Composition | 3 |
| MATH 1414 | College Algebra or MATH 1324 | 3-4 |
| MATH 1442 | Statistics | 4 |
| **SECOND SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| MATH 2412 | Precalculus and Trigonometry | 4 |
| **SUMMER SESSION I** | | |
| MATH 2413 | Calculus I | 4 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| | Speech Elective- Core Curriculum | 3 |
| **THIRD SEMESTER** | | |
| GOVT 2301 | American Government I | 3 |
| | Natural Science Elective-Core Curriculum | 4 |
| MATH 2414 | Calculus II | 4 |
| | Humanities Elective-Core Curriculum | 3 |
| MATH 2418 | Linear Algebra (Optional/ Recommended) | 4 |
| **FOURTH SEMESTER** | | |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Natural Science Elective-Core Curriculum | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| MATH 2415 | Calculus III | 4 |
| MATH 2420 | Differential Equations (Optional/ Recommended) | 4 |

# Physics

### *Physics, Field of Study*
**Associate of Science**

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics.

Physics students may select a career in a wide range of scientific and technical fields.

The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Elementary or Secondary Education
- Engineering - Civil, Electrical, Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

## PHYSICS *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **16 Credits**

MATH 2412 Precalculus and Trigonometry
MATH 2413 Calculus I
PHYS 2425 University Physics I
PHYS 2426 University Physics II

**STC CORE CURRICULUM** **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the Catalog. Students must take PHYS 1401-College Physics I and PHYS 1402-College Physics II to fulfill the Natural Sciences component of the Core Curriculum. Physics majors must also take MATH 1414-College Algebra to fulfill the Mathematics component of the core curriculum.

Field of Study: 16
STC Core Curriculum: 45
**Total Credit Hours: 61**

### *Physics*
***Recommended Course Sequence***

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| | Speech Elective- Core Curriculum | 3 |
| ENGL 1301 | Composition | 3 |
| COSC 1301 | Microcomputer Applications | 3 |
| MATH 1414 | College Algebra | 4 |
| **SECOND SEMESTER** | | |
| ENGL 1302 | Composition II-Rhetoric | 3 |
| PHYS 1401 | College Physics I | 4 |
| MATH 2412 | Precalculus and Trigonometry | 4 |
| | Visual & Performing Arts Elective-Core Curriculum | 3 |
| **SUMMER SESSION I** | | |
| MATH 2413 | Calculus I | 4 |
| PHYS 1402 | College Physics II | 4 |
| **THIRD SEMESTER** | | |
| HIST 1301 | United States History I or HIST 2327 | 3 |
| GOVT 2301 | American Government I | 3 |
| PHYS 2425 | University Physics I | 4 |
| | Social & Behavioral Science Elective-Core Curriculum | 3 |
| **FOURTH SEMESTER** | | |
| HIST 1302 | United States History II or HIST 2328 | 3 |
| GOVT 2302 | American Government II or GOVT 2311 | 3 |
| | Humanities Elective-Core Curriculum | 3 |
| PHYS 2426 | University Physics II | 4 |

# Pre-Pharmacy

## *Pre-Pharmacy, Field of Study*

**Associate of Science**

This two-year program prepares the graduate for application to pharmacy school, a 4 year program leading to licensure as a pharmacist. The future of pharmacists is bright with growing demand and an increasing variety of practice settings. The individual selecting this program must be dedicated and self-motivated to excel at rigorous academic coursework for the two years of prerequisites at South Texas College and four years of pharmacy school.

Graduation from South Texas College does not guarantee acceptance into pharmacy school. South Texas College provides the opportunity for the student to develop a solid basic science knowledge base, complete prerequisites for pharmacy school, participate in essay and interview preparation sessions, review for the Pharmacy College Admission Test (PCAT), and advisement in the pharmacy school application process. Pharmacy schools select entering classes by student merit.

Due to a state mandated limit on credit hours for an Associate of Science degree, the student will be expected to complete some prerequisite courses on their own. There is time in the curriculum for the student to complete these courses during summer and second fall semesters.

For questions regarding this issue, please contact the program advisor at 872-3018.

**Program Admission Requirements**

- Apply for admission to the College.
- Achieve a minimum composite score on the ACT of 19, and minimum scores of 16 on each section. Scores must be within the last two years.
- Maintain a minimum 2.5 GPA in all courses completed at South Texas College.
- Complete a program application, available from the Department of Biology website, for Fall admission.

# PRE-PHARMACY *Field of Study*

**ASSOCIATE OF SCIENCE**

**TSI LIABLE**

**FIELD OF STUDY** **20 Credits**
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
BIOL 2421 Microbiology

**STC CORE CURRICULUM** **45 Credits**
In addition to the courses in the Field of Study, the student is required to take 45 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements. The Pre-Pharmacy program also requires specific courses be taken within the Core Curriculum.

The required courses are as follows:
**Speech Communications** **3 credits**
SPCH 1315 Public Speaking

**Mathematics** **4 credits**
MATH 2413 Calculus I

**Natural Sciences** **8 credits**
BIOL 1408 General Biology I
BIOL 1409 General Biology II

**Humanities Elective** **3 credits**
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature

**Social/Behavioral Sciences Elective** **3 credits**
PSYC 2301 General Psychology

**Computer Science** **3 credits**
COSC 1301 Microcomputer Applications

Field of Study: 20
STC Core Curriculum:45
**Total Credit Hours: 65**

## *Pre-Pharmacy*

**PRE-REQUISITE SEMESTER** **Credit Hours**
COSC 1301 Microcomputer Applications..... 3
PSYC 2301 General Psychology..... 3
Visual Performing Arts Elective-
Core Curriculum..... 3

**FIRST SEMESTER**
ENGL 1301 Composition..... 3
HIST 1301 United States History I..... 3
CHEM 1411 General Chemistry I..... 4
BIOL 1408 General Biology I..... 4

**SECOND SEMESTER**
ENGL 1302 Composition II-Rhetoric..... 3
HIST 1302 United States History II..... 3
CHEM 1412 General Chemistry II..... 4
BIOL 1409 General Biology II..... 4

**THIRD SEMESTER**
CHEM 2423 Organic Chemistry I..... 4
SPCH 1315 Public Speaking..... 3
MATH 2413 Calculus I..... 4
GOVT 2301 American Government I..... 3

**FOURTH SEMESTER**
CHEM 2425 Organic Chemistry II..... 4
BIOL 2421 Microbiology..... 4
GOVT 2302 American Government II or
GOVT 2311..... 3
Humanities Elective** ..... 3

**Total Credit Hours..... 65**

**ENGL 2321, ENGL 2326 or ENGL 2331 must be taken to fulfill this requirement.

Additional Courses to satisfy pharmacy school prerequisites.

Recommended by end of Fall Semester Second Year
MATH 1442 Statistics ..... 4
BIOL 2416 Genetics..... 4
PHYS 2425 University Physics I..... 4

Recommended by end of Summer Semester Second Year (Depending upon pharmacy school acceptance)

Visual/Performing Arts Elective or
ECON 2301 Principles of Economics I-
Macro..... 3
**Total Non-curriculum Credit Hours ....15**

Division of

# Nursing and Allied Health


## Associate Degree Nursing ..... 200

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**http://nah.southtexascollege.edu/**

# Associate Degree Nursing

## *Associate Degree Nursing*

Associate of Applied Science

*The Associate Degree Nursing (ADN) program is accredited by the Texas Board of Nursing (BON). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.*

The program prepares the graduate to provide patient-centered care, patient safety advocate, member of the profession and member of the health care team for a limited number of patients in various health care settings. Such patients may have complex multiple needs with predictable or unpredictable outcomes. With additional experience and continuing education the graduate can increase the numbers of assigned patients, provide independent patient-centered care, supervise health care of patients and their families and receive certification in various specialty areas. Students seeking entry in the Associate Degree Nursing Program (ADN) must attend a general advisement session, must meet Admission Assessment (A2) exam requirements before being allowed to register for the Introduction to Nursing course, complete the Introduction to Nursing course with a grade of B or better (traditional track only) and complete an application for consideration for the program. Students must see an ADN faculty advisor during the Fall or Spring semester to register for the Introduction to Nursing course the following semester.

### Program Application Requirements

All applicants must:

A. meet general admission requirements to South Texas College.
B. have a High School diploma or GED equivalent.
C. demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses and courses completed at STC.
E. complete all prerequisite courses with a minimum of "B" as listed in the Associate Degree Nursing Program Degree plan.
F. earn a minimum grade of “B” in “Introduction to Nursing” course within the last two years.
G. submit a completed Program application by stated deadline. For more information contact Associate Degree Nursing Program at 872-3070 or access the information online at www.southtexascollege.edu/nah.
H. participate in the student advisement per program requirements. For more information contact Associate Degree Nursing Program at 872-3070.
I. achieve an A2 test score of 75% in Math, Science and Reading Comprehension and test scores must be current within two years.
J. pass a criminal background check, drug screen through approved providers and complete all required immunizations including Hepatitis B series before beginning of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist.
K. be 18 years of age or older upon completing the program.
L. meet technical standards as stated by Associate Degree Nursing Program.

NOTE: A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment. Applications will be submitted after meeting with Faculty Advisor.

### Selection Criteria

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores (application points are automatically calculated by the online application). All information requested on the application must be on-file with the college and accessible on-line to be accepted for program enrollment. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points. A random draw of applicants with the same acceptance score is used when necessary to complete enrollment.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at http://nah.southtexascollege.edu/

### Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must meet college graduation requirements and complete all course work as listed in the degree plan with a minimum grade of "C."

### Licensures of Persons with Criminal Convictions

Nurse Practice Act for the State of Texas (Section 301.257) the Texas Board of Nursing may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in a nursing or allied Health program clinical course. This policy requires all students pass a criminal background check prior to enrolling in a clinical course. This policy is implemented to ensure compliance with health care agency standards and state licensing regulations. Students having questions about this rule should see the Clinical Compliance Specialist, ADN Program Director, or the Dean of Nursing and Allied Health. All consultations are confidential.

**ADVISORY COMMITTEE**

Maggie Barreiro, MSN, RN, Chief Nurse Executive, Weslaco Rehabilitation Hospital; Chair, Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital; Elma Lopez, RN, Starr County Memorial Hospital; Sally Roach, MSN, RN, BSN Faculty, UTB/TSC; Katherine Dassler, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital; Mary Thomas, RN, Education, Mission Regional Medical Center; Candi Constantine, MSN, RN,F.A.C.H.E., CCRN, CEN, Systems CNO, South Texas Health System; Gloria Vela, RN, MSN, Education Coordinator, McAllen Medical Center; Gabriella Sweet, RN, MSN, Education Director, Knapp Medical Center; Linda Resendez, RN,MSN, Chief Nursing Executive, Edinburg Children's Hospital; Viola Garza, EdD, RN, Faculty, UTPA

# ASSOCIATE DEGREE NURSING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

## FALL ADMISSION

### *FIRST YEAR*

**PRE-REQUISITE SEMESTER** **Credit Hours**

BIOL 1408 General Biology I ..... 4
ENGL 1301 Composition ..... 3
MATH 1414 College Algebra or
MATH 1332 or TECM 1371 ..... 3-4
PSYC 2314 Lifespan Growth
and Development ..... 3
BIOL 2401 Anatomy & Physiology I ..... 4
#RNSG1209 Introduction to Nursing ..... 2

**FIRST SEMESTER**

RNSG 1413 Foundations for
Nursing Practice ..... 4
RNSG 1362 Clinical I ..... 3
RNSG 1205 Nursing Skills I ..... 2
RNSG 1301 Pharmacology for
Professional Nursing ..... 3

**SECOND SEMESTER**

BIOL 2402 Anatomy & Physiology II ..... 4
RNSG 2213 Mental Health Nursing ..... 2
RNSG 1341 Common Concepts of
Adult Health ..... 3
RNSG 2262 Clinical-Mental Health (8 weeks) ... 2
RNSG 2263 Clinical-Medical/
Surgical (8 weeks) ..... 2
RNSG 1244 Nursing Skills II ..... 2

### *SECOND YEAR*

**SUMMER SESSION I**

BIOL 2421 Microbiology ..... 4

**THIRD SEMESTER**

RNSG 2201 Care of Children and Families ..... 2
RNSG 1251 Care of the Childbearing Family .. 2
RNSG 2260 Clinical-Pediatrics (8 weeks) ..... 2
RNSG 2261 Clinical-Maternal
Child Health (8 weeks) ..... 2
##SPCH 1311 Introduction to Speech
Communication ..... 3

**FOURTH SEMESTER**

Humanities Elective ..... 3
RNSG 2121 Management of Client Care ..... 1
RNSG 2331 Advanced Concepts of
Adult Health ..... 3
RNSG 2163 Clinical IV (12 weeks) ..... 1
RNSG 2363 CAPSTONE: Clinical V ..... 3

**Total Credit Hours: ... 72-73**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

# ACT Composite of 19 or SAT of 920 required prior to registration for RNSG 1209-Introduction to Nursing.

# ASSOCIATE DEGREE NURSING

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

## SPRING ADMISSION

### *FIRST YEAR*

**Prerequisite Semester: Credit Hours**

BIOL 1408 General Biology I ..... 4
ENGL 1301 Composition ..... 3
MATH 1414 College Algebra or
MATH 1332 or TECM 1371 ..... 3-4
PSYC 2314 Lifespan Growth
and Development ..... 3
BIOL 2401 Anatomy & Physiology I ..... 4
#RNSG1209 Introduction to Nursing ..... 2

**FIRST SEMESTER**

RNSG 1413 Foundations for
Nursing Practice ..... 4
RNSG 1362 Clinical I ..... 3
RNSG 1205 Nursing Skills I ..... 2
RNSG 1301 Pharmacology for
Professional Nursing ..... 3

**SUMMER SESSION I**

BIOL 2402 Anatomy & Physiology II ..... 4

**SECOND SEMESTER**

RNSG 2213 Mental Health Nursing ..... 2
RNSG 1341 Common Concepts of
Adult Health ..... 3
RNSG 2262 Clinical-Mental Health (8 weeks) ... 2
RNSG 2263 Clinical-Medical/
Surgical (8 weeks) ..... 2
RNSG 1244 Nursing Skills II ..... 2
BIOL 2421 Microbiology ..... 4

### *SECOND YEAR*

**THIRD SEMESTER**

RNSG 2201 Care of Children and Families ..... 2
RNSG 1251 Care of the Childbearing Family ... 2
RNSG 2260 Clinical-Pediatrics (8 weeks) ..... 2
RNSG 2261 Clinical-Maternal
Child Health (8 weeks) ..... 2
##SPCH 1311 Introduction to Speech
Communication ..... 3

**FOURTH SEMESTER**

Humanities Elective ..... 3
RNSG 2121 Management of Client Care ..... 1
RNSG 2331 Advanced Concepts of
Adult Health ..... 3
RNSG 2163 Clinical IV (12 weeks) ..... 1
RNSG 2363 CAPSTONE: Clinical V ..... 3

**Total Credit Hours: .. 72-73**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

# ACT Composite of 19 or SAT of 920 required prior to registration for RNSG 1209-Introduction to Nursing.

# LVN/RN TRANSITION OPTION

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

## SUMMER ADMISSION

### *FIRST YEAR*

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

| Prerequisite Semester: | | | Credit Hours |
|---|---|---|---|
| BIOL | 2401 | Anatomy & Physiology I | 4 |
| BIOL | 2402 | Anatomy & Physiology II | 4 |
| BIOL | 2421 | Microbiology | 4 |
| ENGL | 1301 | Composition | 3 |
| MATH | 1414 | College Algebra or MATH 1332 or TECM 1371 | 3-4 |
| PSYC | 2314 | Lifespan Growth and Development | 3 |

### *SECOND YEAR*

**SUMMER SESSION I**

| | | | |
|---|---|---|---|
| RNSG | 1301 | Pharmacology for Professional Nursing++ | 3 |
| RNSG | 1327 | Transition from Vocational to Professional Nursing | 3 |
| RNSG | 1162 | Transition Clinical | 1 |

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| RNSG | 2213 | Mental Health Nursing | 2 |
| RNSG | 2262 | Clinical-Mental Health (8 weeks) | 2 |
| RNSG | 1412 | Nursing Care for the Childbearing and Childrearing Family | 4 |
| RNSG | 1260 | Clinical-Pediatrics/Maternal/ Infant (8 weeks) | 2 |
| ##SPCH | 1311 | Introduction to Speech Communication* | 3 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| | | Humanities Elective* | 3 |
| RNSG | 2121 | Management of Client Care | 1 |
| RNSG | 2331 | Advanced Concepts of Adult Health | 3 |
| RNSG | 2163 | Clinical IV (12 weeks) | 1 |
| RNSG | 2363 | CAPSTONE: Clinical V | 3 |

**Total Credit Hours: .. 71-72**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

# LVN/RN TRANSITION OPTION

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

## SPRING ADMISSION

### *FIRST YEAR*

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

| Prerequisite Semester: | | | Credit Hours |
|---|---|---|---|
| BIOL | 2401 | Anatomy & Physiology I | 4 |
| BIOL | 2402 | Anatomy & Physiology II | 4 |
| BIOL | 2421 | Microbiology | 4 |
| ENGL | 1301 | Composition | 3 |
| MATH | 1414 | College Algebra or MATH 1332 or TECM 1371 | 3-4 |
| PSYC | 2314 | Lifespan Growth and Development | 3 |

### *SECOND YEAR*

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| RNSG | 1301 | Pharmacology for Professional Nursing++ | 3 |
| RNSG | 1327 | Transition from Vocational to Professional Nursing | 3 |
| RNSG | 1162 | Transition Clinical | 1 |
| RNSG | 2213 | Mental Health Nursing | 2 |
| RNSG | 2262 | Clinical-Mental Health (8 weeks) | 2 |

**SUMMER SESSION I**

| | | | |
|---|---|---|---|
| RNSG | 1412 | Nursing Card for the Childbearing and Childrearing Family | 4 |
| RNSG | 1260 | Clinical-Pediatrics/Maternal/ Infant (8 weeks) | 2 |
| ##SPCH | 1311 | Introduction to Speech Communication* | 3 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| | | Humanities Elective* | 3 |
| RNSG | 2121 | Management of Client Care | 1 |
| RNSG | 2331 | Advanced Concepts of Adult Health | 3 |
| RNSG | 2163 | Clinical IV (12 weeks) | 1 |
| RNSG | 2363 | CAPSTONE: Clinical V | 3 |

**Total Credit Hours: ... 71-72**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301–Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

# PARAMEDIC TO RN TRACK

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

## FALL ADMISSION

### *FIRST YEAR*

**Prerequisite Semester: Credit Hours**

BIOL 2401 Anatomy & Physiology I ..... 4
BIOL 2402 Anatomy & Physiology II ..... 4
ENGL 1301 Composition ..... 3
MATH 1414 College Algebra or MATH 1332 or TECM 1371 ..... 3-4
PSYC 2314 Lifespan Growth and Development ..... 3

**FIRST SEMESTER**

RNSG 1301 Pharmacology for Professional Nursing++ ..... 3
RNSG 1517 Concepts of Nursing Practice I for Articulating Students (1st 8 weeks) ..... 5
RNSG 1163 Clinical- Paramedic to RN (1st 8 weeks) ..... 1
RNSG 1341 Common Concepts of Adult Health (8 weeks) ..... 3
RNSG 2263 Clinical-Medical/ Surgical (8 weeks) ..... 2

**SECOND SEMESTER**

BIOL 2421 Microbiology ..... 4
RNSG 1251 Care of the Childbearing Family .. 2
RNSG 2261 Clinical-Maternal Child Health (8 weeks) ..... 2
RNSG 2201 Care of Children and Families (2nd 8 weeks) ..... 2
RNSG 2260 Clinical-Pediatrics (2nd 8 weeks). 2

### *SECOND YEAR*

**SUMMER SESSION I**

RNSG 2213 Mental Health Nursing ..... 2
RNSG 2262 Clinical-Mental Health (8 weeks)... 2
**SPCH 1311 Introduction to Speech Communication ..... 3

**THIRD SEMESTER**

Humanities Elective ..... 3
RNSG 2121 Management of Client Care ..... 1
RNSG 2331 Advanced Concepts of Adult Health ..... 3
RNSG 2163 Clinical IV (12 weeks) ..... 1
RNSG 2363 CAPSTONE: Clinical V ..... 3

**Total Credit Hours: ... 69-70**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Escrow of 8 credits will be given for RNSG 1413, RNSG 1205, RNSG 1244 upon completion of RNSG 1517, and RNSG 1163.

**SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and administrative approval.

# Emergency Medical Technology

## *Emergency Medical Technology*

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic. Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

***EMT Basic Certificate:*** Instruction at the basic level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications.

***EMT Intermediate Certificate:*** At the intermediate level students will continue to use the foundation they learned as an EMT Basic. They will study in depth the areas of patient assessment, anatomy and physiology of the circulatory system and the respiratory system. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

***EMT Paramedic Certificate:*** The highest level that an EMT can achieve is the level of paramedic where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment. The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support.

Students are prepared for both the written and practical Texas Department of State Health Services and National Registry Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health. Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

EMT Associate of Applied Science: Students may complete the certificate in two and four semesters. Courses taken for the certificate program may be applied toward completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology. Upon completion of the degree, the student is eligible to apply to the state of Texas as a Licensed Paramedic.

**Program Entry Requirements**

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
E. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better or course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent.
F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
G. Hold a valid Texas Driver's License.
H. Satisfy program specific requirements for clinical practice.
I. Submit a completed EMT program application.
J. Participate in mandatory EMT Program advisement prior to application
K. Attend Mandatory Hospital Orientation.

**Selection Process**

Students accepted on a first-come first-serve basis until maximum class size is reached. A waiting list is established for next available class if more applications are received than can be accommodated.

**Program Application**

Program applications are available from EMT faculty and will be discussed and completed during advisement prior to registration. Please contact the EMT Program office at (956)872-3178 for additional information.

*NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/emergencymedical/index.html*

**Graduation Requirements**

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

**ADVISORY COMMITTEE**

Robert Alfaro, EMT-P, Director of Operations, MTS Ambulance; Sally Carpenter, RN, Rio Grande Regional Hospital; Chris Sanchez, Training Officer, Weslaco Fire Department/EMS; Jason Delatree, EMT-P, Director, Valley EMS; Noel Garcia, EMT-P, EMS Director, Starr County EMS; Roberto M. Gonzalez, MD,General Surgeon, EMT Program Starr County Medical Director, Private Practice; Albert Rodriguez, EMT-P, Director of Operations, Med Care EMS; Martin Garcia, Director of Operations, STAT EMS; Leroy Ramirez, Director of Operations, Zapata EMS; Noemi Sanchez, EMT-I, TDH EMS Program Director; Jaime Solis, EMT-P, Director of Operations, Pro-Medic; Dr. Javier Cortinas, MD, EMT Program Medical Director, Private Practice TDH EMS Specialist

Emergency Medical Technology

# BASIC

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| EMSP 1501 | EMT-Basic | 5 |
| EMSP 1160 | CAPSTONE: EMT-Basic Clinical | 1 |
| EMSP 1166 | CAPSTONE: EMT-Basic Practicum | 1 |
| EMSP 1208 | Emergency Vehicle Operations | 2 |
| EMSP 1371 | EMS Documentation | 3 |
| EMSP 1472 | Emergent Issues in EMT | 4 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

**Total Credit Hours: ..... 16**

Emergency Medical Technology

# INTERMEDIATE

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| EMSP 1501 | EMT-Basic | 5 |
| EMSP 1160 | EMT-Basic Clinical | 1 |
| EMSP 1166 | EMT-Basic Practicum | 1 |
| EMSP 1208 | Emergency Vehicle Operations | 2 |
| EMSP 1371 | EMS Documentation | 3 |
| EMSP 1472 | Emergent Issues in EMT | 4 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

**SECOND SEMESTER**

| | | |
|---|---|---|
| EMSP 1438 | Introduction to Advanced Practice | 4 |
| EMSP 1356 | Patient Assessment and Airway Management | 3 |
| EMSP 1355 | Trauma Management | 3 |
| EMSP 1161 | CAPSTONE: EMT-Intermediate Hospital Clinical | 1 |
| EMSP 1167 | CAPSTONE: EMS EMTI Practicum | 1 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

**Total Credit Hours: ..... 28**

# PARAMEDIC

**CERTIFICATE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| EMSP 1501 | EMT-Basic | 5 |
| EMSP 1160 | EMT-Basic Clinical | 1 |
| EMSP 1166 | EMT-Basic Practicum | 1 |
| EMSP 1208 | Emergency Vehicle Operations | 2 |
| EMSP 1371 | EMS Documentation | 3 |
| EMSP 1472 | Emergent Issues in EMT | 4 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

| SECOND SEMESTER | | |
|---|---|---|
| EMSP 1438 | Introduction to Advanced Practice | 4 |
| EMSP 1356 | Patient Assessment and Airway Management | 3 |
| EMSP 1355 | Trauma Management | 3 |
| EMSP 1161 | EMT-Intermediate Hospital Clinical | 1 |
| EMSP 1167 | EMS EMTI Practicum | 1 |

Liable for the Texas Department of Health State Certificate Exam-EMT Intermediate

| SUMMER SESSION I | | |
|---|---|---|
| VNSG 1420 | Anatomy & Physiology for Allied Health | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| EMSP 2444 | Cardiology | 4 |
| EMSP 2160 | Paramedic Clinical I | 1 |
| EMSP 2338 | EMS Operations | 3 |
| EMSP 2243 | Assessment Based Management | 2 |

| FOURTH SEMESTER | | |
|---|---|---|
| EMSP 2434 | Medical Emergencies | 4 |
| EMSP 2330 | Special Populations | 3 |
| EMSP 2161 | Paramedic Clinical II | 1 |
| EMSP 2266 | CAPSTONE: Paramedic Practicum | 2 |

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

**Total Credit Hours: ..... 52**

# EMERGENCY MEDICAL TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| EMSP 1501 | EMT-Basic | 5 |
| EMSP 1160 | EMT-Basic Clinical | 1 |
| EMSP 1166 | EMT-Basic Practicum | 1 |
| EMSP 1208 | Emergency Vehicle Operations | 2 |
| EMSP 1371 | EMS Documentation | 3 |
| EMSP 1472 | Emergent Issues in EMT | 4 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic.

| SECOND SEMESTER | | |
|---|---|---|
| EMSP 1438 | Introduction to Advanced Practice | 4 |
| EMSP 1356 | Patient Assessment and Airway Management | 3 |
| EMSP 1355 | Trauma Management | 3 |
| EMSP 1161 | EMT-Intermediate Hospital Clinical | 1 |
| EMSP 1167 | EMS EMTI Practicum | 1 |
| ENGL 1301 | Composition | 3 |

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

| SUMMER SESSION | | |
|---|---|---|
| BIOL 2401 | Anatomy & Physiology I | 4 |
| BIOL 2402 | Anatomy & Physiology II | 4 |

| THIRD SEMESTER | | |
|---|---|---|
| EMSP 2444 | Cardiology | 4 |
| EMSP 2160 | Paramedic Clinical I | 1 |
| EMSP 2338 | EMS Operations | 3 |
| EMSP 2243 | Assessment Based Management | 2 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | Humanities Elective | 3 |

| FOURTH SEMESTER | | |
|---|---|---|
| PSYC 2301 | General Psychology or PSYC 2314 | 3 |
| BMGT 1301 | Supervision | 3 |
| EMSP 2434 | Medical Emergencies | 4 |
| EMSP 2330 | Special Populations | 3 |
| EMSP 2161 | Paramedic Clinical II | 1 |
| EMSP 2266 | CAPSTONE: Paramedic Practicum | 2 |

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

**Total Credit Hours: ..... 71**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# Health and Medical Administrative Services

### *Electronic Health Record Specialist*

**Certificate**

The Electronic Health Record is a one semester certificate that will prepare the students for entry level positions with knowledge and skills required to transition from a paper based record to an electronic health record, learn the basic functions and the use of the technology for the Electronic Health Record (EHR).

Medical clinics, hospitals, doctors' offices, in all types of facilities, and in various locations within a facility that offer various employment settings for an Electronic Health Record Specialist.

Electronic Health Record Specialist can pursue a lifelong program of continuing education.

### *Medical Coding Specialist*

**Certificate**

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association.

Medical coding specialists pursue a lifelong program of continuing education.

**Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS).*

### *Medical Information/ Transcription Specialist*

**Certificate**

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency.

These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/ medical office.

It also prepares students to type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies.

Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for Medical Information/Transcription Specialist.

Transcriptionists may pursue a certified medical transcriptions rating by passing the national certification examination administered by the Association for Healthcare Documentation Integrity (AHDI). Medical Information/Transcription Specialist can pursue a lifelong program of continuing education.

Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

### *Health Information Technology*

**Associate of Applied Science**

The Associate of Applied Science Degree in Health Information Technology prepares students for careers as Health Information Technicians.

Health Information Technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system.

In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards.

As part of the degree plan, students will complete an internship that enables them to gain real-world experience. In addition, students are prepared for a national exam that measures proficiency and competency in the standards set by the American Health Information Management.

**The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has accredited the program in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as a Registered Health Information Technician (RHIT).*

**Program Entry Requirements**

A. All applicants must meet general admission requirements to South Texas College.
B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent.
D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
E. Satisfy program specific requirements for clinical practice.
F. Submit a completed Health and Medical Administrative Services program application.
G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application.

**Program Application**

Program applications are available from HMAS faculty and will be discussed and completed during advisement prior to registration. If you have questions, please call for an appointment (956) 872-3170.

*NOTE: For up-to-date program information, admission requirements and registration see: http://nah.southtexascollege.edu/*

**Graduation Requirements**

To earn the Electronic Health Record, Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of "C."

**ADVISORY COMMITTEE**

Dan Elizondo, RHIT, Director, HIM Dept., Mission Hospital, Miguel Flores, RHIT, Coder, Doctors' Hospital at Renaissance, Minerva Lamar Martinez, Director, HIM Dept., Starr County Hospital, Marivel Perez, Assistant Director, South Texas Health Systems, Veronica Ramirez, Tumor Registry, HIM Dept., Rio Grande Regional Hospital, Elvia Reyna, CMT, Transcription Supervisor, Knapp Medical Center, *Nancy Rodriguez, Office Manager, Rio Grande Regional Surgery Center.

*Advisory Committee Chair

# ELECTRONIC HEALTH RECORD SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| HITT | 1305 | Medical Terminology I | 3 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| COSC | 1301 | Microcomputer Applications | 3 |
| POFM | 1309 | Medical Office Procedures | 3 |
| HITT | 1211 | Computers in Health Care | 2 |
| HITT | 1253 | Legal and Ethical Aspects of Health Information | 2 |
| HITT | 1167 | CAPSTONE: Practicum | 1 |

**Total Credit Hours:..... 17**

# MEDICAL CODING SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | | Credit Hours |
|---|---|---|---|
| HITT | 1305 | Medical Terminology I | 3 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| NURA | 1407 | Body Systems or VNSG 1420 | 4 |
| POFM | 1309 | Medical Office Procedures | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| HITT | 1341 | Coding and Classification Systems | 3 |
| HITT | 2371 | Current Procedural Terminology Coding-CPT4 | 3 |
| HITT | 1211 | Computers in Health Care | 2 |
| HPRS | 2301 | Pathophysiology | 3 |
| HITT | 2331 | Advanced Medical Terminology | 3 |
| HITT | 1349 | Pharmacology | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| HITT | 2372 | Advanced CPT Coding-CPT4 | 3 |
| HITT | 2335 | Coding and Reimbursement Methodologies | 3 |
| HITT | 1253 | Legal and Ethical Aspects of Health Information | 2 |
| HITT | 1166 | CAPSTONE: Coding Practicum | 1 |

**Total Credit Hours: ..... 39**

# MEDICAL INFORMATION/ TRANSCRIPTION SPECIALIST

**CERTIFICATE**

**TSI EXEMPT**

| SUMMER SESSION I | | | Credit Hours |
|---|---|---|---|
| HITT | 1305 | Medical Terminology I | 3 |

| FIRST SEMESTER | | | |
|---|---|---|---|
| HITT | 1301 | Health Data Content and Structure | 3 |
| NURA | 1407 | Body Systems or VNSG 1420 | 4 |
| POFM | 1309 | Medical Office Procedures | 3 |
| MRMT | 1307 | Medical Transcription I | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| HITT | 1211 | Computers in Health Care | 2 |
| HPRS | 2301 | Pathophysiology | 3 |
| HITT | 2371 | Current Procedural Terminology Coding-CPT4 | 3 |
| HITT | 1349 | Pharmacology | 3 |
| MRMT | 2333 | Medical Transcription II | 3 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| HITT | 1341 | Coding and Classification Systems | 3 |
| HITT | 2331 | Advanced Medical Terminology | 3 |
| HITT | 1253 | Legal and Ethical Aspects of Health Information | 2 |
| MRMT | 2166 | CAPSTONE: Practicum | 1 |

**Total Credit Hours: ..... 39**

# HEALTH INFORMATION TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **SUMMER SESSION I** | | | **Credit Hours** |
|---|---|---|---|
| COSC | 1301 | Microcomputer Applications | 3 |
| BIOL | 2401 | Anatomy & Physiology I | 4 |
| HITT | 1305 | Medical Terminology I | 3 |

| **FIRST SEMESTER** | | | |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| BIOL | 2402 | Anatomy & Physiology II | 4 |
| HITT | 1301 | Health Data Content and Structure | 3 |
| MATH | 1414 | College Algebra | 4 |

| **SECOND SEMESTER** | | | |
|---|---|---|---|
| HPRS | 2301 | Pathophysiology | 3 |
| HITT | 1253 | Legal and Ethical Aspects of Health Information | 2 |
| HITT | 1341 | Coding & Classification Systems | 3 |
| HITT | 2331 | Advanced Medical Terminology | 3 |
| HITT | 1349 | Pharmacology | 3 |

| **THIRD SEMESTER** | | | |
|---|---|---|---|
| HITT | 2166 | Practicum I | 1 |
| HITT | 2335 | Coding and Reimbursement Methodologies | 3 |
| HITT | 1345 | Health Care Delivery Systems | 3 |
| SPCH | 1321 | Business and Professional Speaking | 3 |
| PSYC | 2301 | General Psychology | 3 |

| **FOURTH SEMESTER** | | | |
|---|---|---|---|
| HITT | 2371 | Current Procedural Terminology Coding-CPT4 | 3 |
| | | *Humanities Elective | 3 |
| HITT | 1255 | Health Care Statistics | 2 |
| HITT | 2343 | Quality Assessment and Performance Improvement | 3 |
| HITT | 2339 | Health Information Organization and Supervision | 3 |
| HITT | 2167 | CAPSTONE: Practicum II | 1 |

**Total Credit Hours: ..... 66**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Recommended Humanities Electives

| | | |
|---|---|---|
| PHIL | 2306 | Introduction to Ethics |
| PHIL | 2303 | Introduction to Logic |
| HUMA | 1301 | Introduction to the Humanities I |

# Medical Assistant Technology

## *Medical Assistant Technology*

**Certificate and**
**Associate of Applied Science**

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), National Certified Medical Office Assistant (NCMOA), Nationally Certified Phlebotomy Technician (NCPT), National Certified ECG Technician (NCET), and the National Certified Insurance & Coding Specialist (NCICS).

**Program Admission Requirements**

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent
C. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent
E. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Medical Assisting program application.
H. Participate in individual student advisement with Medical Assisting faculty prior to application.

**Selection Process**

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

**Program Application**

Program applications are available from Medical Assisting faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

*NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/*

**Graduation Requirements**

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

## *Medical Office Specialist*

**Certificate**

The Medical Office Specialist is a health care worker with medical office administrative skills for managing the front office, medical records, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical front office experience.

**ADVISORY COMMITTEE**

Martin Garza, MD, DLC Pediatric Center, Edinburg; Emmalou Keyes, RN FNP, Department of Health and Human Services, Hidalgo County; Grace Lawson, Executive Director, El Milagro Clinic, McAllen; Norma Longoria, MA Ex-Officio, South Texas College; Maty Mery, MA, Dr. Canales Family Practice & Obstetrics, McAllen; Becky Rankin, RN FNP, Planned Parenthood Association of Hidalgo County, McAllen; Yesenia Saldivar, MA, RGV Preventative Care Inc., McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Petra Treviño, El Milagro Clinic, McAllen; Elias V. Leos, CFBC, Life Center, El Milagro Clinic, McAllen; Martha Leos, Education Supervisor, Planned Parenthood Association of Hidalgo County, McAllen.

# MEDICAL ASSISTANT TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| HITT 1305 | Medical Terminology I | 3 |
| MDCA 1321 | Administrative Procedures | 3 |
| MDCA 1343 | Medical Insurance | 3 |
| MDCA 1409 | Anatomy and Physiology for Medical Assistants or VNSG 1420 | 4 |
| PLAB 1223 | Phlebotomy for Medical Assistants | 2 |

| SECOND SEMESTER | | |
|---|---|---|
| MDCA 1205 | Medical Law and Ethics | 2 |
| MDCA 1348 | Pharmacology & Administration of Medications | 3 |
| HPRS 2301 | Pathophysiology | 3 |
| MDCA 1352 | Medical Assistant Laboratory Procedures | 3 |
| MDCA 1166 | Practicum I | 1 |

| THIRD SEMESTER | | |
|---|---|---|
| PSYC 2301 | General Psychology or PSYC 2314 | 3 |
| ECRD 1111 | Electrocardiography for Medical Assistants | 1 |
| SPCH 1311 | Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321 | 3 |
| MDCA 1417 | Procedures in a Clinical Setting | 4 |
| MDCA 1254 | Medical Assisting Credentialing Exam Review | 2 |
| MDCA 1167 | Practicum II | 1 |

**Total Credit Hours: ..... 42**

# MEDICAL OFFICE SPECIALIST

**CERTIFICATE**

**TSI LIABLE**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| HITT 1305 | Medical Terminology I | 3 |
| MDCA 1321 | Administrative Procedures | 3 |
| MDCA 1343 | Medical Insurance | 3 |
| MDCA 1205 | Medical Law and Ethics | 2 |
| MDCA 1409 | Anatomy and Physiology for Medical Assistants | 4 |
| MDCA 1166 | Practicum I | 1 |

**Total Credit Hours: ..... 16**

# MEDICAL ASSISTANT TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| HITT 1305 | Medical Terminology I | 3 |
| MDCA 1321 | Administrative Procedures | 3 |
| MDCA 1343 | Medical Insurance | 3 |
| MDCA 1409 | Anatomy and Physiology for Medical Assistants or VNSG 1420 | 4 |
| PLAB 1223 | Phlebotomy for Medical Assistants | 2 |

| **SECOND SEMESTER** | | |
|---|---|---|
| MDCA 1205 | Medical Law & Ethics | 2 |
| MDCA 1348 | Pharmacology & Administration of Medications | 3 |
| HPRS 2301 | Pathophysiology | 3 |
| MDCA 1352 | Medical Assistant Laboratory Procedures | 3 |
| MDCA 1166 | Practicum I | 1 |

| **SUMMER SESSION** | | |
|---|---|---|
| | Humanities Elective | 3 |
| | **Math/Natural Sciences Elective | 3-4 |

| **THIRD SEMESTER** | | |
|---|---|---|
| PSYC 2301 | General Psychology or PSYC 2314 | 3 |
| ECRD 1111 | Electrocardiography for Medical Assistants | 1 |
| SPCH 1311 | Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321 | 3 |
| MDCA 1417 | Procedures in a Clinical Setting | 4 |
| MDCA 1254 | Medical Assisting Credentialing Exam Review | 2 |
| MDCA 1167 | Practicum II | 1 |

| **FOURTH SEMESTER** | | |
|---|---|---|
| HITT 1341 | Coding Classification Systems | 3 |
| ENGL 1301 | Composition | 3 |
| SPAN 1411 | Beg. Spanish I (Non-Spanish Speakers) or SPAN 1311 (Spanish Speakers) or SPAN 2316 or SPAN 2317 | 3-4 |
| HITT 2371 | Current Procedural Terminology Coding-CPT4 | 3 |
| MDCA 2266 | Capstone: Practicum III | 2 |

**Total Credit Hours: ... 61-62**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Math/Natural Sciences Elective Options:
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
MATH 1414 College Algebra
MATH 1332 Contemporary Mathematics

# Occupational Therapy Assistant

## *Occupational Therapy Assistant*

### Associate of Applied Science

*The Occupational Assistant Program 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. Graduates of the program will be able to sit for 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). Texas requires licensure in order to practice.*

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR).

The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders. Students seeking entry to the OTA Program must complete a program specific application.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone courses listed in the fifth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

**Program Admission Requirements**

A. Meet general admission requirements to STC.
B. Have a High School diploma or GED.
C. TSI complete.
D. Achieve an ACT composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). Take the ACT plus Writing component Exam, the ACT Writing score must be a 6 or above. Scores must be current within the last 5 years.
E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses if applicable.
F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses completed at STC.
G. Complete all prerequisite courses with a minimum grade of "B" as listed in the Occupational Therapy Assistant Program degree plan.
H. Submit a completed Program application by stated deadline. For more information contact the Occupational Therapy Assistant Program at 872-3161 or access the information online at www.southtexascollege.edu/nah
I. Participate in student advisement per program requirements. For more information contact the Occupational Therapy Assistant Program at 872-3161.
J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of certification and licensure eligibility from the National Board for Certification in Occupational Therapy (NBCOT) and the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.
K. Present documentation of volunteer experience of a minimum of 25 hours each at Pediatric and Adult client settings.
L. Meet technical standards as stated by Occupational Therapy Assistant Program.

**Selection Criteria**

The OTA Program selection criteria are based upon a point system. Qualified applications are ranked in descending order until maximum class size is reached. If not admitted, a new application is required for the next admission cycle.

**Program Application**

Applications are available annually from the division office, program faculty or program secretary. A class is selected and accepted every fall semester.

*NOTE: Please see program WEB page for up-to-date program information, admission requirements, curriculum changes, selection process, and application revisions at http://www.southtexascollege.edu.*

**Graduation Requirements**

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

**ADVISORY COMMITTEE**

Arturo Cruz, OTR, Edinburg; Velma Esparza, OTR, McAllen; Seleste Salamanca, OTR, Mission; Jennifer Ybarra, OTR, Edinburg; Ana Betancourt, OTR, Edinburg; Adina Santillan, COTA, San Juan; Jesse Rodriguez, COTA, McAllen

# OCCUPATIONAL THERAPY ASSISTANT

**ASSOCIATE OF APPLIED SCIENCE**

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

**TSI LIABLE**

**PRE-REQUISITE SEMESTER** **Credit Hours**

| | | | |
|---|---|---|---|
| | | Humanities Elective | 3 |
| PSYC | 2314 | Lifespan Growth and Development | 3 |
| BIOL | 2401 | Anatomy and Physiology I | 4 |
| SPCH | 1318 | Interpersonal Communications | 3 |
| ENGL | 1301 | Composition | 3 |
| OTHA | 1405 | Principles of Occupational Therapy | 4 |

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| BIOL | 2402 | Anatomy and Physiology II | 4 |
| OTHA | 1409 | Human Structure and Function in OT | 4 |
| OTHA | 1415 | Therapeutic Use of Occupations or Activities I | 4 |
| OTHA | 1341 | Occupational Performance-Birth to Adolescence | 3 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| OTHA | 1349 | Occupational Performance of Adulthood | 3 |
| OTHA | 2301 | Pathophysiology in OT | 3 |
| OTHA | 1419 | Therapeutic Interventions I | 4 |
| OTHA | 2335 | Health Care Management in OT | 3 |

**SUMMER SESSION I**

| | | | |
|---|---|---|---|
| OTHA | 1460 | Clinical-OTA | 4 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| OTHA | 1353 | Occupational Performance for Elders | 3 |
| OTHA | 2405 | Therapeutic Interventions II | 4 |
| OTHA | 2309 | Mental Health in Occupational Therapy | 3 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| OTHA | 2366 | CAPSTONE: Practicum-OTA (A) | 3 |
| OTHA | 2367 | CAPSTONE: Practicum-OTA (B) | 3 |

**SUMMER SESSION II**

| | | | |
|---|---|---|---|
| OTHA | 2430 | Workplace Skills for the OTA | 4 |

**Total Credit Hours: ..... 72**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

# Patient Care Assistant

### *Patient Care Assistant*

**Certificate**

This is a 16 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly. The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. After successful completion of the Texas Department of Aging Nurse Aide Competency Examination, students will focus on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

After successful completion of all course requirements students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. STC provides the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

**Program Entry Requirements**

A. All applicants must meet general admission requirements to South Texas College.
B. Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent.
C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
D. Satisfy program specific requirements for clinical practice.

**E and F are not required**

E. Participate in a student advisement session with PCA program faculty prior to application.
F. Submit a completed PCA program application.

**Selection Process**

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

**Program Application**

Program applications are available from PCA faculty and will be discussed and completed during advisement prior to registration. Please contact the PCA Program office at (956) 872-3109 for additional information or appointment with program faculty.

*NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/*

**Graduation Requirements**

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

**ADVISORY COMMITTEE**

Virginia Garcia, Education Coordinator, Edinburg Regional Medical Center; Teresa Johnson, Education Coordinator, McAllen Medical Center;; Carl Lueg, Administrator (owner), Twinbrooke South Nursing Center; Sergio Peña, Director, Career & Technical Education Mission CISD; Libby Smith, BSN, RN Director of Nursing McAllen Heart Hospital; Rosie Paloma, LVN Staff nurse LTC; Bob Crone, Owner operator Arbor View Rehab and Nursing Center; Current and former PTCA student.

# PATIENT CARE ASSISTANT

**CERTIFICATE**

**TSI EXEMPT**

| FIRST SEMESTER | | Credit Hours |
|---|---|---|
| NURA 1401 | Nurse Aide for Health Care | 4 |
| NURA 1160 | Clinical I | 1 |
| NUPC 1320 | Patient Care Technician/Assistant | 3 |
| PLAB 1323 | Phlebotomy | 3 |
| ECRD 1211 | Electrocardiography | 2 |
| NUPC 1360 | CAPSTONE: Clinical II | 3 |

**Total Credit Hours:..... 16**

# Pharmacy Technology

The Pharmacy Technology program is accredited by the American Society of Health-Systems Pharmacists (ASHP) which is a member of the Pharmacy Technician Certification Board (PTCB).

### *Pharmacy Technology Program*

The Pharmacy Technology Certificate program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings.

Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records.

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT).

The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

### *Pharmacy Technology Program*

The Pharmacy Technology Associate of Applied Science degree combines the elements of the Certificate program with additional pharmacy technology courses and general education courses to promote overall student development and enhance the knowledge base required for upper level positions in pharmacy technology.

Graduates may be eligible for teaching positions in pharmacy technology programs, and many continue their education to become pharmacists. Some students elect to take the PTCE after successful completion of the third semester and work as a pharmacy technician while completing the last two semesters.

Individuals who initially choose to obtain a Certificate in Pharmacy Technology may apply for the AAS program after successful completion of the Certificate program.

**Admission Requirements**

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Be 18-years of age for clinical/practicum experience.
D. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted
E. Certificate options: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0090 or equivalent.
   - Completion of ENGL 0091 or equivalent.
   - Completion of MATH 0090 or equivalent.
F. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC.
G. Complete program specific requirements for clinical practice.
H. Submit a completed Pharmacy Technology program application.
I. Participate in individual student advisement with Pharmacy Technician program faculty prior to application.

*NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/pharmacy/index.html*

**Selection Process**

Pharmacy Technology Program selection criteria is upon first come first serve basis for students meeting academic and clinical requirements.

**Program Application**

General Advisement for the Pharmacy Technology Program is held during fall and spring semesters. Application packets are distributed during this advisement session. The application period is from the first Friday in February through the last Friday in June. Applications are also available from the Pharmacy Technology Program website. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

**Application Deadline:**

Fall admission is the last Friday in June

**State Board of Pharmacy Registration**

The Texas State Board of Pharmacy requires registration of all pharmacy technician trainees. Students admitted to the program are responsible for becoming registered with the Texas State Board of Pharmacy at their own expense. Additional information regarding pharmacy technician trainee licensure may be found the Texas State Board of Pharmacy website: www.tsbp.state.tx.us. The program chair will verify with the Texas State Board of Pharmacy the registration status of all students before the third semester. Students who are not

registered with the Texas State Board of Pharmacy as a pharmacy technician trainee will not be eligible to enroll in PHRA 1268 CAPSTONE: Practicum.

**Registration Refusal for Persons with Criminal Backgrounds**

According to the Texas Pharmacy Act (Section 568.003) the Board of Pharmacy may refuse to issue a pharmacy technician registration to an individual who has been convicted of a felony, a misdemeanor involving moral turpitude, engaged in any fraud, deceit or misrepresentation, has a drug or alcohol dependency or has violated any federal or state pharmacy or drug laws. Students having questions about this rule should contact the Texas State Board of Pharmacy (www.tsbp.state.tx.us). Drug related felony convictions automatically disqualify an individual from taking the PTCE. Other felony convictions may also prevent a person from taking this exam, at the discretion of the PTCB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board (www.ptcb.org).

**Graduation Requirements**

To earn a Certificate or Associate of Applied Science in Pharmacy Technology, a student must meet all college graduation requirements and complete all degree plan lecture and lab coursework with a minimum grade of "C" and successfully pass the practicum course.

**ADVISORY COMMITTEE**

Leonel Guerrero, RPh, Director of Pharmacy, Cornerstone Pharmacy; Dr. John Villarreal, University of Texas-Pan American; , CPhT, Walgreens Pharmacy; Adriana Pedraza, RPh. Doctor's Hospital at Renaissance; Julio Palacios, RPh. Department of Veterans Affairs Outpatient Clinic; Beatrice Godines, RPh, Mission Regional Medical Center; Irene Mireles, CPhT, Doctor's Hospital at Renaissance; Victor de la Garza, RPh, CareFusion; David Castro, RPh, CareFusion.

# PHARMACY TECHNOLOGY

**CERTIFICATE**

**TSI EXEMPT**

## *FALL ADMISSION*

| Pre-requisite Semester | | | Credit Hours |
|---|---|---|---|
| HITT | 1305 | Medical Terminology I | 3 |
| | | Speech Elective* | 3 |
| VNSG | 1420 | Anatomy & Physiology For Allied Health (or BIOL 2401) | 4 |
| PHRA | 1301 | Introduction to Pharmacy | 3 |

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1305 | Drug Classification | 3 |
| PHRA | 1309 | Pharmaceutical Mathematics I | 3 |
| PHRA | 1202 | Pharmacy Law | 2 |
| PHRA | 1206 | Computerized Drug Delivery Systems | 2 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1345 | Intravenous Admixture and Sterile Compounding | 3 |
| PHRA | 1349 | Institutional Pharmacy Practice | 3 |
| PHRA | 1313 | Community Pharmacy Practice | 3 |
| PHRA | 1404 | Pharmacotherapy and Disease Process | 4 |

**SUMMER SESSION**

| | | | |
|---|---|---|---|
| PHRA | 1243 | Capstone: Pharmacy Technician Certification Review | 2 |
| PHRA | 1268 | Capstone: Practicum | 2 |

**Total Credit Hours:..... 40**

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

# PHARMACY TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| Pre-requisite Semester | | | Credit Hours |
|---|---|---|---|
| HITT | 1305 | Medical Terminology I | 3 |
| | | Speech Elective* | 3 |
| VNSG | 1420 | Anatomy & Physiology For Allied Health (or BIOL 2401) | 4 |
| PHRA | 1301 | Introduction to Pharmacy | 3 |

**FIRST SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1305 | Drug Classification | 3 |
| PHRA | 1309 | Pharmaceutical Mathematics I | 3 |
| PHRA | 1202 | Pharmacy Law | 2 |
| PHRA | 1206 | Computerized Drug Delivery Systems | 2 |

**SECOND SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1345 | Intravenous Admixture and Sterile Compounding | 3 |
| PHRA | 1349 | Institutional Pharmacy Practice | 3 |
| PHRA | 1313 | Community Pharmacy Practice | 3 |
| PHRA | 1404 | Pharmacotherapy and Disease Process | 4 |

**SUMMER SESSION**

| | | | |
|---|---|---|---|
| PHRA | 1243 | Capstone: Pharmacy Technician Certification Review | 2 |
| PHRA | 1268 | Capstone: Practicum | 2 |

**THIRD SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1340 | Pharmacy Third Party Payment | 3 |
| ENGL | 1301 | Composition | 3 |
| PSYC | 2301 | General Psychology or PSYC 2314 | 3 |
| | | Humanities Elective | 3 |

**FOURTH SEMESTER**

| | | | |
|---|---|---|---|
| PHRA | 1541 | Pharmacy Drug Therapy and Treatment | 5 |
| SOCI | 1301 | Introductory Sociology | 3 |
| | | Math/Natural Sciences Elective | 4 |

**Total Credit Hours: ..... 64**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

# Physical Therapist Assistant

## *Physical Therapist Assistant*

**Associate of Applied Science**

Physical Therapist Assistants, or PTA's, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families.

PTAs work with patients or clients in a variety of areas such as hospitals, nursing homes, and outpatient clinics, as well as in the home, in schools, and on the job. The main goal in physical therapy is to help people help themselves. Because of the humanitarian nature of this profession, PTAs must have a genuine interest in caring for others.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. Additional information regarding accreditation may be on obtained from the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314; accreditation@apta.org.; (703) 684-2782 or (702) 706-3245.

**Program Admission Requirements**

All applicants must:

A. Meet general admission requirements to STC.
B. Have a High School diploma or GED.
C. Be deemed TSI complete.
D. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses and those completed at STC.
E. Complete all prerequisite courses with a minimum grade of "B" as listed in the Physical Therapist Assistant Program degree plan.
F. Submit a completed Program application by stated deadline. For more information contact the Physical Therapist Assistant Program at 872-3161 or access the information online at www.southtexascollege.edu/nah
G. Participate in student advisement per program requirements. For more information contact the Physical Therapist Assistant Program at 872-3161 or access the information online at www.southtexascollege.edu/nah.
H. Take the ACT Exam including the Writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT Exemptions are not permitted.
I. Pass a background check and drug screen through approved providers*. Students with criminal histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.
J. Present documentation of a minimum of twenty-five (25) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings, for a total of fifty (50) hours. One experience should be completed in an inpatient setting (hospital or nursing facility), and the other should be completed in a different type of setting such as an outpatient clinic or pediatric center. Home Health hours are not accepted. Therapists who supervise volunteer experiences cannot be a relative or personal friend of the student applicant.
K. Meet technical standards as stated by Physical Therapist Assistant Program.

**Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.**

**Program Selection Process**

Admission to the PTA Program is based on a point system score. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the PTA Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the PTA Program at 872-3161 or access the information online at www.southtexascollege.edu/nah.

**Questions?**

For more information on the PTA Program, you are strongly encouraged to attend an Early Program Advising Session. Please contact Mari Vargas, PTA Program Secretary, at (956) 872-3161 or email marip@southtexascollege.edu for questions or to schedule an appointment. Additional information is also available at www.southtexascolleg.edu/nah.

**Graduation Requirements**

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam as a requirement of the final Capstone course.

Licensure of Persons with history of Criminal Conviction / Substance Abuse:

- According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/ respondent who has been found to have a history of substance abuse.
- According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing

a license or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found in the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at www.ecptote.state.tx.us

*STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with health care agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

**ADVISORY COMMITTEE**

Kilo Alaniz, PTA, Knapp Medical Center; Efrain Guzman, PT, Spanish Meadows; Bertha Puig, PT (Committee Chair), Puig Rehabilitation; Javier Rocha, PT, RGV Rehab; Robert Puig, DPT, Puig Physical Therapy; Eloisa Hernandez-Cabrera, PT, Tru Rehab; David Huerta, OTR, PT, Rehab Plus.

# PHYSICAL THERAPIST ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE

**TSI LIABLE**

| Pre-requisite Semester | | | Credit Hours |
|---|---|---|---|
| BIOL | 2401 | Anatomy and Physiology I | 4 |
| HITT | 1305 | Medical Terminology I | 3 |
| SPCH | 1318 | Interpersonal Communications | 3 |
| ENGL | 1301 | Composition | 3 |
| PTHA | 1409 | Introduction to Physical Therapy | 4 |

### FIRST SEMESTER

| | | | |
|---|---|---|---|
| BIOL | 2402 | Anatomy and Physiology II | 4 |
| PTHA | 1405 | Basic Patient Care Skills | 4 |
| PTHA | 1513 | Functional Anatomy | 5 |
| PTHA | 2201 | Essentials of Data Collection | 2 |

### SECOND SEMESTER

| | | | |
|---|---|---|---|
| PSYC | 2314 | Lifespan Growth and Development | 3 |
| PTHA | 1321 | Pathophysiology | 3 |
| PTHA | 1531 | Physical Agents | 5 |
| PTHA | 2509 | Therapeutic Exercise | 5 |

### THIRD SEMESTER

| | | | |
|---|---|---|---|
| PTHA | 1266 | Practicum I | 2 |
| PTHA | 2205 | Neurology | 2 |
| PTHA | 2431 | Management of Neurological Disorders | 4 |
| PTHA | 2435 | Rehabilitation Techniques | 4 |
| | | *Humanities Elective | 3 |

### FOURTH SEMESTER

| | | | |
|---|---|---|---|
| PTHA | 2266 | Practicum II (6 weeks) | 2 |
| PTHA | 2267 | Practicum III (6 weeks) | 2 |
| PTHA | 2339 | CAPSTONE: Professional Issues | 3 |

**Total Credit Hours:..... 70**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*HUMANITIES ELECTIVE:
Departmental Approval Required

# Radiologic Technology

## *Radiologic Technology*

### Associate of Applied Science

*The Radiologic Technology Program at South Texas College has received approval from the Texas Higher Education Coordinating Board and falls under the Southern Association of Colleges and Schools Accreditation Guidelines. Upon completion of the program, graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.*

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer).

Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and or rule out disease or treat injury.

The radiographer is trained and educated in the use of state-of-the-art specialized equipment; radiologic pharmaceuticals and contrast media; radiation safety; radiation protection; and radiographic procedures/positioning for the diagnosis of broken bones, tumors, disease, and malfunction of organs, and the development and critique of radiographs using conventional film and/or digital imaging techniques. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis.

**Program Admission Requirements**

A. Meet general admission requirements to STC.
B. Have a High School diploma or GED.
C. Be deemed TSI complete.
D. Take the ACT Exam. Achieve a composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading & Science). Scores must be current within the last 5 years. ACT exemptions are not permitted.
E. Complete all prerequisite courses with a minimum grade of "B" as listed in the Radiologic Technology Program degree plan.
F. Earn a minimum cumulative GPA of 3.0, on a 4.0 scale in all courses, including transfer courses and those completed at STC.
G. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
H. Submit a completed Program application by stated deadline. For more information contact the Radiologic Technology Program at 956-872-3049 or access the Information online at www.southtexascollege.edu/nah.
I. Participate in individual student advisement per program requirements. For more information contact the Radiologic Technology Program at 956-872-3049 or access the Information online at www.southtexascollege.edu/nah.
J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of licensure eligibility from the American Registry of Radiologic Technologists (ARRT). For more information contact the NAH Clinical Affairs Specialist or the Radiologic Technology Program at 956-872-3069.
K. Meet Technical Standards as stated by Radiologic Technology Program.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

**Program Selection Process**

Admission to the Radiologic Technology Program is based on a point system score. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the Radiologic Technology Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the Radiologic Technology Program at 956-872-3049 or access the information online at www.southtexascollege.edu/nah.

**Graduation Requirements**

To earn an Associate of Applied Science in the Radiologic Technology Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" (75%) in didactic courses and minimum grade of "B" (80%) in the clinical/practicum courses. Students must also pass the Written and Clinical Exit Examination as required of the final CAPSTONE courses.

**ADVISORY COMMITTEE**

Rafael C. Acosta, PhD, Physicist, South Texas Cancer Center; Joe Martinez, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital; Carlos Pena, BS, RT (R), Assistant Director of Radiology, McAllen Medical Center; Armaro Salinas, Jr., B.S.M.T. (ASCP), Assistant Hospital Administrator, Starr County Memorial Hospital; Juan Medina, RT (R) and Ray Segundo, BS, RT (R), Assistant Directors of Radiology, Mission Regional Medical Center; Jimmy Hitzman, BS, RT (R), Director of Imaging Services Mission Regional Medical Center; Sixto Garza, RT (R), Director of Radiology, Edinburg Children's Hospital; Mark Martinez, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; Robert Rivera, BS, RT (R), Director, Advanced Imaging Center; Tony Romero, MBA, RT (R), CEO, Regional Management Consultants.

# RADIOLOGIC TECHNOLOGY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| PRE-REQUISITE SEMESTER | | | Credit Hours |
|---|---|---|---|
| BIOL | 2401 | Anatomy & Physiology I | 4 |
| MATH | 1414 | College Algebra | 4 |
| ENGL | 1301 | Composition | 3 |
| HITT | 1305 | Medical Terminology I | 3 |

| FIRST SEMESTER | | | |
|---|---|---|---|
| BIOL | 2402 | Anatomy & Physiology II | 4 |
| RADR | 1409 | Introduction to Radiography and Patient Care | 4 |
| RADR | 1311 | Basic Radiographic Procedures | 3 |
| RADR | 1360 | Clinical | 3 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| PSYC | 2301 | General Psychology | 3 |
| RADR | 1313 | Principles of Radiographic Imaging I | 3 |
| RADR | 2301 | Intermediate Radiographic Procedures | 3 |
| RADR | 1266 | Practicum I | 2 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| SPCH | 1318 | Interpersonal Communications | 3 |
| RADR | 2305 | Principles of Radiographic Imaging II | 3 |
| RADR | 1267 | Practicum II | 2 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| RADR | 2331 | Advanced Radiographic Procedures | 3 |
| RADR | 2309 | Radiographic Imaging Equipment | 3 |
| RADR | 2266 | Practicum III | 2 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| | | *Humanities Elective | 3 |
| RADR | 2217 | Radiographic Pathology | 2 |
| RADR | 2213 | Radiation Biology & Protection | 2 |
| RADR | 2267 | Practicum IV | 2 |

| SUMMER SESSION II | | | |
|---|---|---|---|
| RADR | 2235 | CAPSTONE: Radiologic Technology Seminar | 2 |
| RADR | 2166 | CAPSTONE: Practicum V | 1 |

**Total Credits Hours: ..... 67**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Humanities Elective:
PHIL 2306 Introduction to Ethics, PHIL 2303 Introduction to Logic, HUMA 1301 Introduction to the Humanities I

# Respiratory Therapy

## *Respiratory Therapy*
### Associate of Applied Science

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

**Program Admission Requirements:**

A. All applicants must meet general admission requirements to South Texas College
B. High School graduation or GED equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Complete all prerequisite courses with a minimum grade of "B" as listed in the degree plan.
E. Earn a minimum cumulative GPA of 3.0 , on a 4.0 scale in all courses in the RSPT degree plan.
F. Satisfy program specific requirements for clinical practice.
G. Submit a completed Respiratory Therapy program application.
H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.
I. Courses must be within the past 5 years.

**Selection Criteria**

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses, and required test scores. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

**Program Application**

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and non-qualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the third Friday in May. Applications are available from RT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment at (956) 872-3102.

**Graduation Criteria**

To earn an Associate of Applied Science in the Respiratory Therapy Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/ practicum courses.

# RESPIRATORY THERAPY

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

| PRE-REQUISITE SEMESTER | | | Credit Hours |
|---|---|---|---|
| ENGL | 1301 | Composition | 3 |
| VNSG | 1420 | Anatomy & Physiology for Allied Health | 4 |
| MATH | 1414 | College Algebra | 4 |
| HITT | 1305 | Medical Terminology I | 3 |
| | | Social/Behavioral Science Elective* | 3 |

| FIRST SEMESTER | | | |
|---|---|---|---|
| BIOL | 2421 | Microbiology | 4 |
| | | Speech Elective** | 3 |
| | | Humanities Elective*** | 3 |
| RSPT | 2217 | Respiratory Care Pharmacology | 2 |

| SECOND SEMESTER | | | |
|---|---|---|---|
| RSPT | 2305 | Pulmonary Diagnostics | 3 |
| RSPT | 1429 | Respiratory Care Fundamentals I | 4 |
| RSPT | 2310 | Cardiopulmonary Disease | 3 |
| RSPT | 1325 | Respiratory Care Sciences | 3 |

| SUMMER SESSION I | | | |
|---|---|---|---|
| RSPT | 1331 | Respiratory Care Fundamentals II | 3 |
| RSPT | 1137 | Basic Dysrhythmia Interpretation | 1 |
| RSPT | 1266 | Practicum I | 2 |

| THIRD SEMESTER | | | |
|---|---|---|---|
| RSPT | 2314 | Mechanical Ventilation | 3 |
| RSPT | 1141 | Respiratory Home Care/ Rehabilitation | 1 |
| RSPT | 2453 | Neonatal/Pediatric Cardiopulmonary Care | 4 |
| RSPT | 2139 | Advanced Cardiac Life Support | 1 |
| RSPT | 1267 | Practicum II | 2 |

| FOURTH SEMESTER | | | |
|---|---|---|---|
| RSPT | 2419 | Mechanical Ventilation for the Neonatal/Pediatric Patient | 4 |
| RSPT | 2266 | Practicum III | 2 |
| RSPT | 2231 | CAPSTONE: Simulations in Respiratory Care | 2 |

| SUMMER SESSION II | | | |
|---|---|---|---|
| RSPT | 2366 | Practicum IV | 3 |
| RSPT | 2230 | CAPSTONE: Examination Preparation | 2 |

**Total Credit Hours: ..... 72**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Social/Behavioral Science Elective:
PSYC 2301; PSYC 2314; SOCI 1301; or SOCI 1306

**Speech Elective: SPCH 1311; SPCH 1315; or SPCH 1318

***Humanities Elective: PHIL 2306; PHIL 2303; or HUMA 1301

# Vocational Nursing

## *Vocational Nursing*

### Certificate

This intensive three semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

**Program Application Requirements**

***Vocational Nursing***

A. All applicants must meet general admission requirements to South Texas College.
B. Must have a high school transcript, GED and or HS equivalency on file with STC Admissions office
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, COMPASS and/or course work with program specific exemptions accepted.
D. Participate in individual student advisement with VN faculty prior to application. For a schedule of advisement sessions, please call 872-3011E. Submit a completed Vocational Nursing program application.
E. Submit a completed Vocational Nursing program application
F. Earn a minimum grade of "B" or better any of the following Math courses; TECM 1371, MATH 1414, or MATH 1332. Make a"B" or better in VNSG 1420 Anatomy & Physiology for Allied Health or both BIOL. 2401 AND BIOL 2402.
G. Meet technical standards as stated by Vocational Nursing Program.
H. Satisfy program specific requirements for clinical practice.

**Program Selection Process**

Selection criteria for the vocational nursing program is based on a point system. For more information on the point system, please attend a Vocational Nursing Advisory session. Call 872-3011 for a schedule of these sessions.

Qualified applications are ranked from highest to lowest points. In the event there are large numbers of applicants with the same points, a lottery drawing will be held to select from this group.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program.

**Program Application**

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission must reapply for the next available class.

Applications are available annually by appointment for designated class admissions. A class is selected every spring for fall admission.

*NOTE:Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at http://nah.southtexascollege.edu/*

**Graduation Requirements**

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

**Licensure of Persons with Criminal**

Convictions

According to the Nurse Practice Act (Rule 239.12), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see the Clinical Affair Specialist, VN Program Director, or the Dean of Nursing and Allied Health division. All consultations are confidential. *STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations . Students having questions about this rule should see the Clinical Affairs Specialists, the VN Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

**ADVISORY COMMITTEE**

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; John Cuellar, Community representative; Carl Lueg, President/Owner, Twinbrooke South Nursing Home; Betty Martinez, LVN; Kathleen Mowery, RN, Director of Education, Mission Regional Medical Center; Thalia Munoz, RN, Administrator, Starr County Memorial Hospital; Macario Villarreal, RN, Director of Nursing, Retama Nursing Center, Rio Grande City; Dalanne Garza, LVN, Retama Nursing Center, Rio Grande City; Pat Palomo, RN, Director of Education, Valley Baptist Medical Center; Amy Luna Garcia, LVN, Staff Nurse, Doctors Hospital Renaissance, Myrlo Gilkey, LVN, Assistant DON Alfredo Gonzales Texas State Veterans Home.

# VOCATIONAL NURSING

**CERTIFICATE**

**TSI LIABLE**

| **FIRST SEMESTER** | | **Credit Hours** |
|---|---|---|
| VNSG 1420 | Anatomy and Physiology for Allied Health | 4 |
| TECM 1371 | Mathematics for Allied Health | 3 |
| VNSG 1115 | Disease Control and Prevention | 1 |
| VNSG 1116 | Nutrition | 1 |
| VNSG 1122 | Vocational Nursing Concepts | 1 |
| VNSG 1133 | Growth and Development | 1 |
| VNSG 1323 | Basic Nursing Skills | 3 |
| VNSG 1160 | Clinical I-A | 1 |
| VNSG 1226 | Gerontology | 2 |
| VNSG 1161 | Clinical I-B | 1 |
| VNSG 1331 | Pharmacology for Vocational Nursing | 3 |

| **SECOND SEMESTER** | | |
|---|---|---|
| VNSG 1429 | Medical-Surgical Nursing I | 4 |
| VNSG 1162 | Clinical II-A | 1 |
| VNSG 2331 | Advanced Nursing Skills | 3 |
| VNSG 1330 | Maternal-Neonatal Nursing | 3 |
| VNSG 1334 | Pediatrics | 3 |
| VNSG 1261 | Clinical II-B | 2 |

| **SUMMER SESSION I** | | |
|---|---|---|
| VNSG 1136 | Mental Health | 1 |
| VNSG 1138 | Mental Illness | 1 |
| VNSG 1432 | Medical-Surgical Nursing II | 4 |
| VNSG 1362 | Clinical III | 3 |

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

**Total Credit Hours: ..... 46**

# COURSE DESCRIPTIONS

# ACCOUNTING

### ◆ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.

*Prerequisite: ACNT 1303 or completion of MATH 0085 or equivalent.*

### ◆ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.

*Prerequisite: ACCT 2401.*

### ACNT 1303 INTRODUCTION TO ACCOUNTING I

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

*Prerequisite: Completion of READ 0080 and MATH 0080 or equivalent.*

### ACNT 1304 INTRODUCTION TO ACCOUNTING II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

*Prerequisite: ACNT 1303.*

### ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

*Prerequisite: ACNT 1303, ITSC 1409 or COSC 1301.*

### ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNTING

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

*Prerequisite: ACNT 1303.*

### ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of the federal tax laws currently implemented by the IRS, providing a working knowledge of preparing income tax returns for the individual.

*Prerequisite: ACNT 1303.*

### ACNT 2309 COST ACCOUNTING

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

*Prerequisite: ACCT 2401 and ACCT 2402.*

### ACNT 2330 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.

*Prerequisite: ACNT 1303.*

### ACNT 2331 INTERNAL CONTROL AND AUDITING

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is the study of internal controls and auditing standards and processing used by internal auditors, managers, and independent public accountants.

*Prerequisite: ACNT 1303.*

# ADMINISTRATIVE OFFICE CAREERS

### POFI 1349 SPREADSHEETS

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides in-depth coverage in the use of spreadsheet software for business applications.

*Prerequisite: None.*

### POFI 2301 WORD PROCESSING

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides in-depth coverage of word processing software focusing on business applications.

*Prerequisite: POFT 1227 or permission from the department.*

### POFI 2340 ADVANCED WORD PROCESSING

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.

*Prerequisite: POFI 2301.*

### POFL 1303 LEGAL OFFICE PROCEDURES I

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.

*Prerequisite: POFT 1329 or permission from the department.*

### POFL 1305 LEGAL TERMINOLOGY

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.

*Prerequisite: None.*

### POFL 1340 LEGAL OFFICE PROCEDURES II

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of law, with applications designed to require students to use critical thinking skills.

*Prerequisite: POFL 1303.*

**◆ = DENOTES COLLEGE TRANSFERABLE COURSES**

### *POFL 1355 LEGAL ISSUES AND MEDICAL RECORDS*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a study of the legal issues regarding medical documents.

*Prerequisite: POFT 1329 and POFL 1305.*

### *POFL 1359 LEGAL TRANSCRIPTION*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course covers comprehensive legal vocabulary. It includes organizing and transcribing documents in a law office.

*Prerequisite: POFT 1329 and POFT 1301.*

### *POFL 2264 CAPSTONE: PRACTICUM*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:16**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

### *POFL 2301 LEGAL DOCUMENT PROCESSING*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course teaches the student skill development in the production of legal documents used in the legal and court systems.

*Prerequisite: POFT 1329.*

### *POFT 1227 INTRODUCTION TO KEYBOARDING*

**CRT HRS:02 LEC HRS:01 LAB HRS:03**

This course will teach the student skill development in keyboarding with emphasis on alphabet, number, acceptable speed and accuracy, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

*Prerequisite: None.*

### *POFT 1301 BUSINESS ENGLISH*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

*Prerequisite: None.*

### *POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a 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.

*Prerequisite: None.*

### *POFT 1319 RECORDS AND INFORMATION MANAGEMENT I*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

*Prerequisite: None.*

### *POFT 1321 BUSINESS MATH*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

*Prerequisite: None.*

### *POFT 1328 BUSINESS PRESENTATIONS*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.

*Prerequisite: POFT 1227 or permission from the department.*

### *POFT 1329 BEGINNING KEYBOARDING*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

*Prerequisite: POFT 1227, or permission from the department.*

### *POFT 1349 ADMINISTRATIVE OFFICE PROCEDURES II*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

*Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.*

### *POFT 2264 CAPSTONE: PRACTICUM*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:16**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

### *POFT 2303 SPEED AND ACCURACY BUILDING*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

*Prerequisite: POFT 1329.*

### *POFT 2312 BUSINESS CORRESPONDENCE AND COMMUNICATION*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course teaches the development of writing and presentation skills required to produce effective business documents.

*Prerequisite: POFT 1301.*

### *POFT 2331 ADMINISTRATIVE SYSTEMS*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course covers advanced concepts of project management and office procedures utilizing integration of previously learned office skills and software applications.

*Prerequisite: POFT 1349 or POFL 1340.*

# AMERICAN SIGN LANGUAGE AND INTERPRETER STUDIES

### *SLNG 1207 INTRA-LINGUAL SKILLS FOR INTERPRETERS*

**CRT HRS:02 LEC HRS:02 LAB HRS:01**

This course will concentrate on the development of intra-lingual (English to English) skills necessary for inter-lingual (English to ASL/ASL to English) skills development. It will focus on linguistic/cognitive skills development in the areas of: abstracting, summarizing,

paraphrasing, auditory and visual memory, shadowing, dual tasking, and decalage.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, SLNG 1304, SLNG 1300.*

### *SLNG 1300 FUNDAMENTALS FOR DEAF SUPPORT SPECIALIST/SERVICE PROVIDERS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is designed to instruct students in how to work with deaf consumers in a variety of settings, including but not limited to, job coaching, mentoring, tutoring, and/or advocacy work.
*Prerequisite: None.*

### *SLNG 1304 AMERICAN SIGN LANGUAGE (ASL) I*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Course work includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.
*Prerequisite: None.*

### *SLNG 1305 AMERICAN SIGN LANGUAGE (ASL) II*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course Increases fluency and accuracy In fingerspelling and numbers, and provides opportunities for interaction within the deaf community.
*Prerequisite: SLNG 1304 or SGNL 1301.*

### *SLNG 1311 FINGERSPELLING AND NUMBERS*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole-word and phrase recognition as well as identifying fingerspelling words in context. Expressive skills focus on the development of speed, clarity, and fluency.
*Prerequisite: SLNG 1304 or SGNL 1301.*

### *SLNG 1315 VISUAL/GESTURAL COMMUNICATION*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expressions, gestures, pantomime, and body language. Instructional methods include the creation and/or performance of stories using these elements.
*Prerequisite: SLNG 1304 or SGNL 1301.*

### *SLNG 1317 INTRODUCTION TO THE DEAF COMMUNITY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family and community In today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.
*Prerequisite: None.*

### *SLNG 1321 INTRODUCTION TO THE INTERPRETING PROFESSION*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an overview of the field of sign language interpretation. The class provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.
*Prerequisite: None.*

### *SLNG 1344 AMERICAN SIGN LANGUAGE (ASL) III*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice oriented approach to language acquisition, which includes the use of multimedia.
*Prerequisite: SLNG 1305 or SGNL 1302.*

### *SLNG 1345 AMERICAN SIGN LANGUAGE (ASL) IV*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs, as well as grammatical structures for complex sentences.
*Prerequisite: SLNG 1344 or SGNL 2301.*

### *SLNG 1347 DEAF CULTURE*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Topics addressed include cultural identity, core values, group norms, communication, and language as well as significant contributions made by deaf people to the world community.
*Prerequisite: None.*

### *SLNG 1350 SIGN-TO-VOICE*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course provides skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
*Prerequisite: SLNG 1305 or SGNL 1302.*

### *SLNG 2187 CAPSTONE: INTERNSHIP I*

**CRT HRS:01 LEC HRS:00 LAB HRS:06**

Internship I is 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 that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
*Prerequisite: Permission from the Department.*

### *SLNG 2188 CAPSTONE: INTERNSHIP II*

**CRT HRS:01 LEC HRS:00 LAB HRS:06**

Internship II is 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 that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
*Prerequisite: Permission from the Department.*

### *SLNG 2189 CAPSTONE: INTERNSHIP III*

**CRT HRS:01 LEC HRS:00 LAB HRS:06**

Internship III is 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 that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
*Prerequisite: Permission from the Department.*

### *SLNG 2238 ADVANCED VISUAL/ GESTURAL COMMUNICATIONS*
**CRT HRS:02 LEC HRS:02 LAB HRS:01**
This advanced course provides further development using non-verbal communication. Complex classifiers will be discussed as well as how to incorporate classifiers in the interpretation process.
*Prerequisite: SLNG 1315, SLNG 1345 or SGNL 2302.*

### *SLNG 2303 TRANSLITERATING*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English into a manually coded English format, and from a manually coded English system into spoken English. An integral part of this course will be defining, recognizing, and incorporating features of transliterations.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.*

### *SLNG 2330 ADVANCED TECHNIQUES FOR DEAF SUPPORT SPECIALIST/SERVICE PROVIDERS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course incorporates practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including, but not limited to, job coaching, mentoring, literacy, tutoring, and advocacy work.
*Prerequisite: SLNG 1345 or SGNL 2302, SLNG 1300.*

### *SLNG 2370 TRILINGUAL INTERPRETING I*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course will include the development of inter-lingual skills (English to Spanish / Spanish to English / American Sign Language (ASL) to Spanish / Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.
*Prerequisite: Certification.*

### *SLNG 2372 TRILINGUAL INTERPRETING II*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in the classroom.
*Prerequisite: SLNG 2370 and SPAN 2311.*

### *SLNG 2373 LATINO INTERPRETING ISSUES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.
*Prerequisite: Certification, SLNG 1321.*

### *SLNG 2401 INTERPRETING I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, and Mid-Program Evaluation.*

### *SLNG 2402 INTERPRETING II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
Interpreting II is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2401, and Mid-Program Evaluation.*

### *SLNG 2411 INTERPRETING IN SPECIALIZED SETTINGS*
**CRT HRS:04 LEC HRS:04 LAB HRS:01**
This course focuses on interpreting/transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.
*Prerequisite: SLNG 1321, SLNG 1344 or SGNL 2301.*

### *SLNG 2434 AMERICAN SIGN LANGUAGE (ASL) V*
**CRT HRS:04 LEC HRS:03 LAB HRS:02**
This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles In ASL will be discussed.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.*

### *SLNG 2431 INTERPRETING III*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated into classroom activities.
*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2188, and Mid-Program Evaluation.*

# ANTHROPOLOGY

### *◆ANTH 2301 PHYSICAL ANTHROPOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course serves as an introduction to the theory of human evolution, the study of different hominid species,

prehistoric development, and the emergence of culture. It also covers the primary elements of biological, cultural, and social evolution of humans from past to present day.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆ANTH 2302 INTRODUCTION TO ARCHEOLOGY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course serves as an introduction to the history, methods, theory, methods of data collection and analysis in the field of modern archeology. It also covers the major events in the development of the world's cultures.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆ANTH 2346 GENERAL ANTHROPOLOGY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics and ethnology. (Cross-listed as HUMA 2323.)
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆ANTH 2351 CULTURAL ANTHROPOLOGY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

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# ART

### ◆ARTS 1301 ART APPRECIATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆ARTS 1303 ART SURVEY I

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is an examination of painting, sculpture, architecture, and other arts from prehistory through the middle ages.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆ARTS 1304 ART SURVEY II

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is an examination of painting, sculpture, architecture, and other arts from the middle ages to the present day.
*Prerequisite: Completion of READ 0090 or equivalent.*

### ◆ARTS 1311 DESIGN I

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.
*Prerequisite: None.*

### ◆ARTS 1312 DESIGN II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.
*Prerequisite: ARTS 1311 or approval of the instructor.*

### ◆ARTS 1316 DRAWING I

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.
*Prerequisite: None.*

### ◆ARTS 1317 DRAWING II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.
*Prerequisite: ARTS 1316 or approval of instructor.*

### ◆ARTS 1325 DRAWING & PAINTING (FOR NON-ART MAJORS)

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course focuses on the investigation of the descriptive and expressive qualities of drawing and painting media for the beginning art student.
*Prerequisite: None.*

### ◆ARTS 2289 ACADEMIC COOPERATIVE

**CRT HRS:02 LEC HRS:00 LAB HRS:05**

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience as a practicing artist. In conjunction with class seminars, the individual student will set specific goals and objectives in the study and/or practice of studio art and/or art history.
*Prerequisite: ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317.*

### ◆ARTS 2313 DESIGN COMMUNICATIONS I

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course explores the communication of ideas through processes and techniques of graphic design and illustrations. The translation of verbal language into visual language through a variety of media and software will be covered.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆ARTS 2314 DESIGN COMMUNICATIONS II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course explores the communication of ideas through processes and techniques of graphic design and illustrations. It is a continuation of ARTS 2313 and focuses on more complex approaches to visual translation.
*Prerequisite: Completion of READ 0080 or equivalent and ARTS 2313.*

### ◆ARTS 2316 PAINTING I

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.
*Prerequisite: None.*

### ◆ARTS 2317 PAINTING II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.
*Prerequisite: ARTS 2316 or approval of the instructor.*

### ◆ARTS 2323 DRAWING III

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
*Prerequisite: ARTS 1317 or approval of the instructor.*

### ✦*ARTS 2324 DRAWING IV*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a further investigation of drawing media and techniques with further emphasis on personal expression, concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
*Prerequisite: ARTS 2323 or approval of the instructor.*

### ✦*ARTS 2326 SCULPTURE I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course explores the potential of three-dimensional form in a variety of media.
*Prerequisite: None.*

### ✦*ARTS 2327 SCULPTURE II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.
*Prerequisite: ARTS 2326 or approval of the instructor.*

### ✦*ARTS 2333 PRINTMAKING I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course explores the use of basic printmaking media and techniques.
*Prerequisite: None.*

### ✦*ARTS 2334 PRINTMAKING II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.
*Prerequisite: ARTS 2333 or approval of instructor.*

### ✦*ARTS 2341 ART METALS / JEWELRY DESIGN I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an exploration of ideas using basic techniques in jewelry and metal construction.
*Prerequisite: None.*

### ✦*ARTS 2342 ART METALS / JEWELRY DESIGN II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a continued exploration of ideas using techniques in jewelry and metal construction.
*Prerequisite: ARTS 2341 or approval of instructor.*

### ✦*ARTS 2346 CERAMICS I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course explores the preparation and manipulation of clay for the creation of ceramics.
*Prerequisite: None.*

### ✦*ARTS 2347 CERAMICS II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.
*Prerequisite: ARTS 2346 or approval of instructor.*

### ✦*ARTS 2348 DIGITAL ART I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
*Prerequisite: None.*

### ✦*ARTS 2349 DIGITAL ART II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This studio art course is a continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
*Prerequisite: ARTS 2348 or approval of instructor.*

### ✦*ARTS 2356 PHOTOGRAPHY I (Fine Arts Emphasis)*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.
*Prerequisite: None.*
**Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.*

### ✦*ARTS 2357 PHOTOGRAPHY II (Fine Arts Emphasis)*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. The course can be repeated once for an additional three credit hours as a study in Advanced Problems and Techniques.
*Prerequisite: ARTS 2356 or approval of instructor.*

# ASSOCIATE DEGREE NURSING

### *RNSG 1162 TRANSITIONAL CLINICAL*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:04**
This course is a health-related work-based learning experience that enables the student to apply specialized nursing theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Admission to ADN Transition Option Track with an unencumbered LVN license.*

### *RNSG 1163 CLINICAL-PARAMEDIC TO RN*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:04**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical instructor.
*Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; or Administrative Approval.*

### *RNSG 1205 NURSING SKILLS I*
**CRT HRS:02 LEC HRS:01 LAB HRS:04**
This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.
*Prerequisite: Admission to the Professional Nursing Program or administrative approval.*

### *RNSG 1209 INTRODUCTION TO NURSING*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This course offers an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.
*Prerequisite: TSI complete and an ACT composite score of 19 and approval of the ADN faculty only.*

### *RNSG 1244 NURSING SKILLS II*

**CRT HRS:02 LEC HRS:01 LAB HRS:04**

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework.

*Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1301, or administrative approval.*

### *RNSG 1251 CARE OF THE CHILDBEARING FAMILY*

**CRT HRS:02 LEC HRS:02 LAB HRS:01**

This course is the study of concepts related to the provision of nursing care for childbearing families. Topics include selected complications. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework.

*Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.*

### *RNSG 1260 CLINICAL-PEDIATRICS/ MATERNAL/INFANT*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to the care of childbearing families and children from infant to adolescent. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the ADN program; RNSG 1327, RNSG 1162, RNSG 1301 or administrative approval.*

### *RNSG 1301 PHARMACOLOGY FOR PROFESSIONAL NURSING*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in the safe administration of medications within a legal/ethical framework.

*Prerequisite: Admission to the Professional Nursing Program or administrative approval.*

### *RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

Topics related to Professional Nursing Care in this course include health promotion, expanded health assessment, analysis of data, nursing process, nursing process, pharmacology, multi-disciplinary teamwork, and communication. Applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan are examined. Concurrent clinical placement is required.

*Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.*

### *RNSG 1341 COMMON CONCEPTS OF ADULT HEALTH*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

In this course, students will study the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework.

*Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.*

### *RNSG 1362 CLINICAL I*

**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:12**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to ADN Program and RNSG 1209.*

### *RNSG 1412 NURSING CARE FOR THE CHILDBEARING AND CHILDREARING FAMILY*

**CRT HRS:04 LEC HRS:04 LAB HRS:0**

Concepts and principles of professional nursing related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antipartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence. It includes competency in knowledge, judgment, skill, and professional values within a legal/ethical framework is examined.

*Prerequisite: Admission to the ADN program or administrative approval. Clinical Co-requisite recommended.*

### *RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE*

**CRT HRS:04 LEC HRS:04 LAB HRS:01**

This course provides an introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework.

*Prerequisite: Admission to the ADN program and RNSG 1209.*

### *RNSG 1517 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS*

**CRT HRS:05 LEC HRS:04 LAB HRS:02**

This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework.

*Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; administrative approval.*

Concurrent enrollment in RNSG 1163 and RNSG 1301.

### *RNSG 2121 MANAGEMENT OF CLIENT CARE*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is an exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

*Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.*

### *RNSG 2163 CLINICAL IV*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct

supervision is provided by the clinical professional.
*Prerequisite: RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, and SPCH 1311.*

### *RNSG 2201 CARE OF CHILDREN AND FAMILIES*
**CRT HRS:02 LEC HRS:02 LAB HRS:01**
This course is the study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.
*Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.*

### *RNSG 2213 MENTAL HEALTH NURSING*
**CRT HRS:02 LEC HRS:02 LAB HRS:01**
This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.
*Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301, or administrative approval.*

### *RNSG 2260 CLINICAL-PEDIATRICS*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.*

### *RNSG 2261 CLINICAL-MATERNAL CHILD HEALTH*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.*

### *RNSG 2262 CLINICAL-MENTAL HEALTH*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.*

### *RNSG 2263 CLINICAL-MEDICAL/ SURGICAL*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.*

### *RNSG 2331 ADVANCED CONCEPTS OF ADULT HEALTH*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/ families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on knowledge, judgment, skills and professional values within a legal/ ethical framework.
*Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.*

### *RNSG 2363 CAPSTONE: CLINICAL V*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.*

# ASTRONOMY

### ◆*PHYS 1403 INTRODUCTION TO ASTRONOMY I- STARS & GALAXIES*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is the first part of a general introduction to astronomy covering modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; black holes; galactic properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.
*Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.*

### ◆*PHYS 1404 INTRODUCTION TO ASTRONOMY II- SKY & GALAXIES*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This second part of a general introduction to astronomy covering classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools(spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.
*Prerequisite: PHYS 1403.*

# AUTOMOTIVE TECHNOLOGY

### *AUMT 1266 PRACTICUM I*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *AUMT 1267 PRACTICUM II*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *AUMT 1305 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service

publications, fasteners, professional responsibilities, and automobile maintenance.
*Prerequisite: None.*

### *AUMT 1345 AUTOMOTIVE CLIMATE CONTROL SYSTEMS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers the theory of automotive air conditioning and heating systems, including diagnosis and repair of manual/electronic climate control systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.
*Prerequisite: DEMR 1401 or AUMT 1407.*

### *AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Also to include electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Emphasis is placed on electrical schematic diagrams and service manuals.
*Prerequisite: None.*

### *AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS*

**CRT HRS:04 LEC HRS:02 LAB HRS:08**

This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.
*Prerequisite: Concurrent enrollment in AUMT 1407.*

### *AUMT 1416 AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS*

**CRT HRS:04 LEC HRS:02 LAB HRS:08**

This course covers the theory and operation as well as the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems, tire and wheel problem diagnosis, component repair, and alignment procedures.
*Prerequisite: Concurrent enrollment in AUMT 1407.*

### *AUMT 1419 AUTOMOTIVE ENGINE REPAIR*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and re-assembly of the engine.
*Prerequisite: AUMT 1407.*

### *AUMT 2266 PRACTICUM III*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *AUMT 2267 CAPSTONE: PRACTICUM IV*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
*Prerequisite: Permission from the department.*

### *AUMT 2301 AUTOMOTIVE MANAGEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.
*Prerequisite: SPCH 1311 and PSYC 2301. AUMT 2301 may only be taken in final semester of program.*

### *AUMT 2313 AUTOMOTIVE DRIVE TRAIN AND AXLES*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of automotive clutches, clutch operation devices, standard transmission, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.
*Prerequisite: AUMT 1419.*

### *AUMT 2366 PRACTICUM I-FORD YAATC*

**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
*Prerequisite: Permission from the department.*

### *AUMT 2367 PRACTICUM II-FORD YAATC*

**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *AUMT 2417 AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS I*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course includes theory, operation, diagnosis of drivability concerns, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.
*Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.*

### *AUMT 2421 AUTOMOTIVE ELECTRICAL DIAGNOSIS & REPAIR*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.
*Prerequisite: AUMT 1407.*

### *AUMT 2425 AUTOMOTIVE AUTOMATIC TRANSMISSION & TRANSAXLE*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course is a study of the operation, hydraulic circuits and electronic controls, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.
*Prerequisite: AUMT 1407.*

### *AUMT 2434 AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS II*

**CRT HRS:04 LEC HRS:02 LAB HRS:08**

This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.
*Prerequisite: AUMT 2417.*

### *CSIR 1355 INDUSTRY CERTIFICATIONS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course prepares the student for the certifications required by industry.
*Prerequisite: None.*

# BIOLOGY

### *♦BIOL 1322 NUTRITION AND DIET THERAPY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.
*Prerequisite: None.*

### *♦BIOL 1408 GENERAL BIOLOGY I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *♦BIOL 1409 GENERAL BIOLOGY II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.
*Prerequisite: BIOL 1408 with a grade of "C" or better.*

### *♦BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.
*Prerequisite: Permission from the department.*

### *♦BIOL 2401 ANATOMY & PHYSIOLOGY I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *♦BIOL 2402 ANATOMY & PHYSIOLOGY II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.
*Prerequisite: BIOL 2401 with a grade of "C" or better.*

### *♦BIOL 2406 ENVIRONMENTAL BIOLOGY*
**CRT HRS:04 LEC HRS:03 LAB HRS:02**
This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed.
*Prerequisite: None.*

### *♦BIOL 2416 GENETICS*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.
*Prerequisite: BIOL 1408 with a grade of "C" or better.*

### *♦BIOL 2421 MICROBIOLOGY*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.
*Prerequisite: BIOL 1408 with a grade of "C" or better.*
*Recommended: CHEM 1411 and CHEM 1412.*

### *♦BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.
*Prerequisite: BIOL 1408 and BIOL 1409 or BIOL 1413 with a grade of "C" or better.*

# BUSINESS ADMINISTRATION

### *BMGT 1301 SUPERVISION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.
*Prerequisite: None.*

### *BMGT 1305 COMMUNICATIONS IN MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.
*Prerequisite: ITSC 1409 or COSC 1301.*

### *BMGT 1309 INFORMATION AND PROJECT MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course explores critical path methods for planning and controlling projects. It includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.
*Prerequisite: None.*

### *BMGT 1391 BUSINESS CONDUCT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the business code of conduct as it relates to management practices, employee relations, and organizational structure. Topics include employee performance, interpersonal relations, teamwork dynamics, resolving organizational problems, and dealing with ethical issues related to business.
*Prerequisite: None.*

### *BMGT 2168 CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training

supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Approval of Practicum Coordinator.*

### *BMGT 2303 PROBLEM SOLVING AND DECISION MAKING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes decision making and problem solving process in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.
*Prerequisite: None.*

### *BNKG 1340 MONEY AND FINANCIAL MARKETS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of money and banking institutions and their role and functions in the economy. It includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles of monetary and fiscal policy, commercial banking structures, and financial markets.
*Prerequisite: None.*

### *BNKG 1303 PRINCIPLES OF BANK OPERATION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of the fundamental banking functions and the role of regulation in the banking industry. An explanation of financial products and services to various markets is included.
*Prerequisite: None.*

### *BNKG 1343 LAW AND BANKING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to basic sources of law and banking regulation. Emphasis is placed on the laws relating to contracts, negotiable instruments, secured transactions and consumer credit.
*Prerequisite: None.*

### *BNKG 1345 CONSUMER LENDING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a study of different types of consumer loans. The course identifies the federal regulations and state laws pertaining to collection and serving of a consumer loan and relates consumer credit to the lending process.
*Prerequisite: None.*

### *BNKG 1347 BANK MARKETING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.
*Prerequisite: None.*

### *BNKG 1349 COMMERCIAL LENDING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation, federal regulations, and state laws related to business and industrial lending.
*Prerequisite: None.*

### *BNKG 1356 ANALYZING FINANCIAL STATEMENTS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the process of evaluating financial statement, cash flow, and ratio analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.
*Prerequisite: ACNT 1303.*

### *BUSG 1303 PRINCIPLES OF FINANCE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.
*Prerequisite: None.*

### *BUSG 2309 SMALL BUSINESS MANAGEMENT/ ENTREPRENEURSHIP*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a course on how to start, operate, and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.
*Prerequisite: None.*

### *◆BUSI 1301 BUSINESS PRINCIPLES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course surveys the elements of business and industry such as production and distribution systems, finance, accounting, statistics, capital, labor, marketing, taxes, and governmental regulations. It includes the history, structure, function, and contribution of business and industry to our society.
*Prerequisite: Completion of READ 0080 or equivalent.*

### *◆BUSI 2301 BUSINESS LAW*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers principles of law which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies.
*Prerequisite: None. (Transfers only as an elective)*

### *IBUS 1301 PRINCIPLES OF EXPORTS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures are stressed.
*Prerequisite: None.*

### *IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS/TRADE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.
*Prerequisite: None.*

### *IBUS 2345 IMPORT CUSTOMS REGULATIONS I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.
*Prerequisite: None.*

### *IBUS 2371 IMPORT CUSTOMS REGULATIONS II*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course is a continuation of Import Customs

Regulations I. Topics include the history and use of the U.S. Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.
*Prerequisite: IBUS 2345.*

### *LMGT 1319 INTRODUCTION TO BUSINESS LOGISTICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.
*Prerequisite: None.*

### *LMGT 1321 PRINCIPLES OF MATERIAL MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces the principles of material management to include inventory control and forecasting activities.
*Prerequisite: None.*

### *LMGT 1325 WAREHOUSE AND DISTRIBUTION CENTER MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.
*Prerequisite: LMGT 1319.*

### *MRKG 1301 CUSTOMER RELATIONSHIP MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors.
*Prerequisite: None.*

### *MRKG 1311 PRINCIPLES OF MARKETING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to the marketing mix functions and process; identification of consumer and organizational needs; explanation of economic, psychological, sociological, environmental, and global issues. A description and analysis of the importance of marketing research is also provided.
*Prerequisite: None.*

### *MRKG 1313 PUBLIC RELATIONS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.
*Prerequisite: None.*

### *MRKG 2333 PRINCIPLES OF SELLING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.
*Prerequisite: None.*

### *MRKG 2349 ADVERTISING AND SALES PROMOTION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.
*Prerequisite: None.*

# BUSINESS COMPUTER SYSTEMS

### *ARTC 1413 DIGITAL PUBLISHING I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
*Prerequisite: ITSC 1409.*

### *ITNW 1425 FUNDAMENTALS OF NETWORKING TECHNOLOGIES*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.
*Prerequisite: Completion of READ 0080 or equivalent.*

### *ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.
*Prerequisite: ITSY 1400 or ITNW 1425.*

### *ITNW 2164 CAPSTONE: NETWORK PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: ITNW 2435, ITSY 1400 and ITSY 1442.*

### *ITNW 2409 NETWORK ADMINISTRATION FOR INTRANET*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
In this course, students will learn to perform the role of network administrator or system manager for an Intranet network.
*Prerequisite: ITNW 2421.*

### *ITNW 2421 NETWORKING WITH TCP/IP*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.
*Prerequisite: ITNW 1425.*

### *ITNW 2435 NETWORK TROUBLESHOOTING AND SUPPORT*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.
*Prerequisite: ITNW 2421 and ITNW 1454.*

### *ITNW 2453 ADVANCED ROUTING AND SWITCHING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

The focus of this course is on implementation, operation, and troubleshooting of switched and routed environments. It emphasizes advanced routing protocols, Multi Protocol Label Switching (MPLS), and advanced security.

*Prerequisite: ITSY 1442.*

### *ITSC 1164 CAPSTONE: INFORMATION SECURITY PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: ITSY 2441 and ITSY 2443.*

### *ITSC 1165 CAPSTONE: TECHNOLOGY SUPPORT PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: ITSC 1425, ITNW 2421, and ITNW 1454.*

### *ITSC 1166 CAPSTONE: COMPUTER AND NETWORK PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Concurrent enrollment in ITNW 2421, ITNW 1454 and ITSC 1425.*

### *ITSC 1405 INTRODUCTION TO PC OPERATING SYSTEMS*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

*Prerequisite: Completion of READ 0080 or equivalent.*

### *ITSC 1407 UNIX OPERATING SYSTEM I*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

*Prerequisite: ITNW 1425.*

### *ITSC 1409 INTEGRATED SOFTWARE APPLICATIONS I*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

*Prerequisite: Completion of READ 0080 or equivalent.*

### *ITSC 1425 PERSONAL COMPUTER HARDWARE*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

*Prerequisite: ITSC 1409.*

### *ITSC 2165 CAPSTONE: SYSTEMS ADMINISTRATION PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: ITNW 2435.*

### *ITSC 2346 COMPUTER CENTER MANAGEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.

*Prerequisite: ITNW 2435 or ITSY 2441.*

### *ITSC 2439 PERSONAL COMPUTER HELP DESK*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

*Prerequisite: ITNW 1425 and ITNW 2435.*

### *ITSE 1411 BEGINNING WEB PAGE PROGRAMMING*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course provides skill development in web page programming including mark-up and scripting languages.

*Prerequisite: Completion of READ 0080 or equivalent.*

### *ITSE 1431 INTRODUCTION TO VISUAL BASIC PROGRAMMING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

*Prerequisite: ITSC 1409.*

### *ITSE 2409 DATABASE PROGRAMMING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

In this course the student will learn database development using database programming techniques emphasizing database structures, modeling, and database access.

*Prerequisite: ITSC 1409.*

### *ITSW 1404 INTRODUCTION TO SPREADSHEETS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course provides the student with instruction in the concepts, procedures, and application of electronic spreadsheets.

*Prerequisite: ITSC 1409.*

### *ITSW 1410 INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

*Prerequisite: ITSC 1409.*

### *ITSW 2434 ADVANCED SPREADSHEETS*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is designed to provide the student with advanced techniques for developing and modifying

spreadsheets. The course includes macros and data analysis functions.
*Prerequisite: ITSC 1409.*

### *ITSY 1400 FUNDAMENTALS OF INFORMATION SECURITY*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
*Prerequisite: ITNW 1425.*

### *ITSY 1442 INFORMATION TECHNOLOGY SECURITY*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
*Prerequisite: ITNW 2421.*

### *ITSY 2441 SECURITY MANAGEMENT PRACTICES*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.
*Prerequisite: ITNW 2421.*

### *ITSY 2443 COMPUTER SYSTEM FORENSICS*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.
*Prerequisite: ITNW 2421.*

### *POFI 2431 DESKTOP PUBLISHING*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course includes in-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis is placed on layout techniques, graphics, multiple page displays, and business applications.
*Prerequisite: ITSC 1409.*

# CHEMISTRY

### *◆CHEM 1411 GENERAL CHEMISTRY I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
In this course, basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent, or completion of READ 0090 with a grade of "C" or better; and a score of 68+ on the Elementary Algebra ACCUPLACER Exam or equivalent, or completion of MATH 0090 with a grade of "C" or better.*

### *◆CHEM 1412 GENERAL CHEMISTRY II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.
*Prerequisite: CHEM 1411 with a grade of "C" or better.*

### *◆CHEM 2423 ORGANIC CHEMISTRY I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.
*Prerequisite: CHEM 1412 with a grade of "C" or better.*

### *◆CHEM 2425 ORGANIC CHEMISTRY II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.
*Prerequisite: CHEM 2423 with a grade of "C" or better.*

# CHILD DEVELOPMENT

### *CDEC 1166 FIELD STUDY I*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**
This course provides practical, general workplace training in the childcare field supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: None.*

### *CDEC 1167 FIELD STUDY II*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**
This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: CDEC 1166.*

### *CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for young children.
*Prerequisite: None.*

### *CDEC 1319 CHILD GUIDANCE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.
*Prerequisite: None.*

### *CDEC 1321 THE INFANT AND TODDLER*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, learning environments, materials and activities, and teaching/guiding techniques.
*Prerequisite: None.*

### *CDEC 1323 OBSERVATION AND ASSESSMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of observation skills, assessment techniques, and documentation of children's development.

*Prerequisite: None.*

### *CDEC 1356 EMERGENT LITERACY FOR EARLY CHILDHOOD*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

*Prerequisite: None.*

### *CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

*Prerequisite: None.*

### *CDEC 1359 CHILDREN WITH SPECIAL NEEDS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

*Prerequisite: None.*

### *CDEC 1417 CHILD DEVELOPMENT ASSOCIATE TRAINING I*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is based on the requirements for the Child Development Associate credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course include creative, cognitive, physical, and communication.

*Prerequisite: None.*

### *CDEC 2166 FIELD STUDY III*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: CDEC 1166.*

### *CDEC 2167 CAPSTONE: FIELD STUDY IV*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: CDEC 2166.*

### *CDEC 2304 CHILD ABUSE AND NEGLECT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. It includes methods of referral to public and private agencies that deal with investigation and treatment.

*Prerequisite: None.*

### *CDEC 2307 MATH AND SCIENCE FOR EARLY CHILDHOOD*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

*Prerequisite: None.*

### *CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a practical application of management procedures for early child care and education programs, including a study of planning, operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

*Prerequisite: None.*

### *CDEC 2340 INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of the development and implementation of curriculum for children with special needs.

*Prerequisite: None.*

### *CDEC 2422 CHILD DEVELOPMENT ASSOCIATE TRAINING II*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study covered in this course include safety, health, learning environment, self, social, and guidance.

*Prerequisite: Completion of or concurrent enrollment in CDEC 1417.*

### *◆EDUC 1325 PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

*Prerequisite: None.*

### *◆TECA 1303 FAMILY, SCHOOL, AND COMMUNITY*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

*Prerequisite: None.*

### *◆TECA 1311 EDUCATING YOUNG CHILDREN*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

*Prerequisite: None.*

### *◆TECA 1318 WELLNESS OF THE YOUNG CHILD*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal

implications. Integration of these principles is applied to a variety of settings.
*Prerequisite: None.*

### ◆TECA 1354 CHILD GROWTH AND DEVELOPMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a study of the principles of normal child growth and development from conception to adolescence. This course focuses on physical, cognitive, social, and emotional domains of development.
*Prerequisite: None.*

# COLLEGE SUCCESS

### ORIN 0101 COLLEGE SUCCESS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course helps the student to perform successfully in college by understanding his or her Emotional Intelligence skills, personal learning style, understanding and using college policies and procedures, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, listening effectively, communicating well both orally and in writing, and by learning and applying library and technological research techniques. This course is a requirement for all first-time developmental students who have not passed all sections of the ACCUPLACER. This course is also required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who have passed all sections of the ACCUPLACER.
*Prerequisite: None.*

# COMMUNICATION STUDIES

### ◆COMM1307 INTRODUCTION TO MASS COMMUNICATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.
*Prerequisite: Completion of READ 0090 or equivalent.*

### ◆COMM2289 ACADEMIC COOPERATIVE

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
*Prerequisite: Completion of COMM 1307, COMM 2327, COMM 2330, COMM 2305, and COMM 2339.*

### ◆COMM2305 EDITING AND LAYOUT

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This is a course In the editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.
*Prerequisite: Completion of COMM 1307, COMM 2327, COMM 2330, and ENGL 1301.*

### ◆COMM2311 NEWS GATHERING AND WRITING I

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.
*Prerequisite: Completion of READ 0090 or ENGL 0091 or equivalent.*

### ◆COMM2315 NEWS GATHERING AND WRITING II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.
*Prerequisite: COMM 2311.*

### ◆COMM2327 INTRODUCTION TO ADVERTISING

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers the fundamentals of advertising, including marketing theory and strategy, copy writing, design, and selection of media.
*Prerequisite: Completion of ENGL 1301.*

### ◆COMM2330 INTRODUCTION TO PUBLIC RELATIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course explores the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.
*Prerequisite: Completion of READ ENGL 1301.*

### ◆COMM2339 WRITING FOR RADIO, TELEVISION, AND FILM

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.
*Prerequisite: ENGL 1302 and completion of or concurrent enrollment in COMM 2305.*

# COMPUTER-AIDED DRAFTING AND DESIGN

### ARCE 1303 ARCHITECTURAL MATERIALS AND METHODS OF CONSTRUCTION

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course covers properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.
*Prerequisite: DFTG 1315.*

### ARCE 1321 ARCHITECTURAL ILLUSTRATION

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers architectural drawing and sketching. Emphasis is on freehand drawing, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.
*Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.*

### ARCE 1352 STRUCTURAL DRAFTING

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. It includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
*Prerequisite: DFTG 1305, DFTG 1309, OR ARTC 1321.*

### *ARCE 2352 MECHANICAL AND ELECTRICAL SYSTEMS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers the properties of building materials (assemblies), specifications, codes, vendor references, and uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction.

*Prerequisite: Completion of or concurrent enrollment in DFTG 2338, DFTG 1317 and DFTG 2328.*

### *ARTC 1302 DIGITAL IMAGING I*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

*Prerequisite: None.*

### *ARTC 1317 DESIGN COMMUNICATION I*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is the study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

*Prerequisite: ARTC 1302 and ARTC 1321.*

### *ARTC 1321 ILLUSTRATION TECHNIQUES I*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is the study of illustration techniques in various media. Emphasis is on creative interpretation and disciplined draftsmanship for visual communication of ideas.

*Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.*

### *ARTC 1353 COMPUTER ILLUSTRATION*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course develops mastery of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations. The course includes principles of layout and design and manipulation of text graphics.

*Prerequisite: DFTG 1309.*

### *ARTC 2301 ILLUSTRATION TECHNIQUES II*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis is on conceptualization and composition.

*Prerequisite: ARTC 1321*

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### *ARTC 2340 COMPUTER ILLUSTRATION II*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers advanced use of software capabilities with emphasis on various output procedures, the resolution of complex design issues, and concept development.

*Prerequisite: ARTC 1353.*

### *ARTC 2347 DESIGN COMMUNICATION II*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is the advanced study of design, development, and art direction. Emphasis will be placed on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

*Prerequisite: ARTC 1317.*

### *ARTV 1341 3-D ANIMATION I*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis will be placed on 3-D modeling building blocks using primitives to create simple or complex objects.

*Prerequisite: ARTC 1321, ARTC 1353, DFTG 2340.*

### *ARTV 1351 DIGITAL VIDEO*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides skill development in producing and editing video and sound for multimedia or web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.

*Prerequisite: PHTC 2331.*

### *CNBT 1346 CONSTRUCTION ESTIMATING I*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course includes the fundamentals of estimating materials and labor costs in construction. The student will identify estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

*Prerequisite: ARTC 1353.*

### *DFTG 1305 TECHNICAL DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

*Prerequisite: Concurrent enrollment in DFTG 1309.*

### *DFTG 1309 BASIC COMPUTER-AIDED DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

*Prerequisite: Completion of or concurrent enrollment in DFTG 1305 or ARTC 1321.*

### *DFTG 1315 ARCHITECTURAL BLUEPRINT READING AND SKETCHING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course examines the fundamentals of blueprint reading for the construction industry.

*Prerequisite: Concurrent enrollment in DFTG 1309.*

### *DFTG 1317 ARCHITECTURAL DRAFTING-RESIDENTIAL*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures is covered. Emphasis is placed on light frame construction methods.

*Prerequisite: DFTG 1305, DFTG 1309 or ARTC 1321; and completion of or concurrent enrollment In DFTG 2319.*

### *DFTG 1371 INTRODUCTION TO THE CIVIL DRAFTING PROFESSION*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the civil drafting profession It familiarizes the student with local businesses, common practices, and professional advancement. The course also introduces and explores the various types of drawings, maps, and plans that are prepared by civil engineering firms and surveyors.

*Prerequisite: None.*

### *DFTG 1372 FINAL PRESENTATION/ PORTFOLIO DEVELOPMENT*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

Course emphasis will be placed on the development and preparation of a portfolio comprised of completed CAD projects to meet required professional standards. Each student will be required to design and complete a set of drawing documents of their own design to be included as part of their portfolio. The evaluation and demonstration of the final portfolio to industry professionals will be required.

*Prerequisite: DFTG 1317 AND DFTG 2328.*

### *DFTG 1380 COOPERATIVE EDUCATION*

**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

*Prerequisite: DFTG 2338 and ARCE 2352.*

### *DFTG 2300 INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continued application of principles and practices used in residential construction.

*Prerequisite: DFTG 1317 and DFTG 2319.*

### *DFTG 2319 INTERMEDIATE COMPUTER-AIDED DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2D and/or 3D environments and extracting data. A portfolio to be submitted for evaluation will be required.

*Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.*

### *DFTG 2321 TOPOGRAPHICAL DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers plotting of surveyor's field notes. It includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

*Prerequisite: DFTG 1309.*

### *DFTG 2328 ARCHITECTURAL DRAFTING-COMMERCIAL*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

*Prerequisite: DFTG 1305, DFTG 1309; and completion of or concurrent enrollment in DFTG 2319.*

### *DFTG 2330 CIVIL DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is an in-depth study of drafting methods and principles used in civil engineering.

*Prerequisite: SRVY 1313 and DFTG 2321.*

### *DFTG 2332 CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course presents advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.

*Prerequisite: SRVY 1342, SRVY 2309, DFTG 2328 and GISC 1311.*

### *DFTG 2338 FINAL PROJECT-ADVANCED DRAFTING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is a drafting course in which students participate in a comprehensive project from conception to conclusion.

*Prerequisite: Completion of or concurrent enrollment in ARCE 2352, and completion of DFTG 1317 and DFTG 2328.*

### *DFTG 2340 SOLID MODELING/DESIGN*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.

*Prerequisite: DFTG 1317, DFTG 2319.*

### *GISC 1301 CARTOGRAPHY AND GEOGRAPHY IN GIS & GPS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.

*Prerequisite: Completion of or concurrent enrollment in GISC 2320.*

### *GISC 1311 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

*Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.*

### *GISC 1321 INTRODUCTION TO RASTER-BASED GIS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.

*Prerequisite: Completion of or concurrent enrollment in GISC 1311.*

### *GISC 1364 CAPSTONE: GIS PRACTICUM*

**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: DFTG 2319 and GISC 1311.*

### *GISC 2303 FUNDAMENTALS OF LOGISTICS WITH GIS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course focuses on multiple data sources and their location-based relationships. It incorporates exposure to modes of transportation, resources, and product distribution and the combination of these elements with

time, distance, and GPS technology for support of GIS analysis as relating to logistics.
*Prerequisite: GISC 1311 and GISC 1321.*

### *GISC 2311 GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course provides application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.
*Prerequisite: GISC 1301, GISC 1321, and DFTG 2319.*

### *GISC 2320 INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS)*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.
*Prerequisite: Completion of GISC 1311 and DFTG 1309.*

### *GISC 2335 PROGRAMMING FOR GIS*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course focuses on the use of programming languages to customize and expand the capability of GIS applications. Instruction will include object-oriented and component programming. Students will also design their own Graphical User Interface (GUI).
*Prerequisite: Completion of or concurrent enrollment in GISC 2359, ITSE 2409.*

### *GISC 2359 WEB-SERVED GEOGRAPHIC INFORMATION SYSTEMS (GIS)*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course covers the delivery of geographic data via the Internet. It includes composition of the map features distributed and an introduction on the use of markup languages to customize web-based Geographic Information Systems (GIS).
*Prerequisite: Completion of or concurrent enrollment in GISC 2320, GISC 2303, ITSE 1411.*

### *GISC 2364 CAPSTONE: GIS PRACTICUM*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: GISC 1311, GISC 2311, ITSE 2409.*

### *GISC 2404 GIS DESIGN WITH VECTOR ANALYSIS*
**CRT HRS:04 LEC HRS:02 LAB HRS:04**
This course uses GIS as a problem solving tool from the first stages of designing an analysis project, through the data collection and manipulation phase, to the final phase of presenting the project.
*Prerequisite: GISC 1321, GISC 2303, and GISC 2359.*

### *GRPH 1380 CAPSTONE: DIGITAL IMAGING DESIGN*
**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**
This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.
*Prerequisite: ARTC 1353, ARTC 1317, ARCE 1321, DFTG 2319, and DFTG 1317.*

### *GRPH 2380 CAPSTONE: DIGITAL IMAGING DESIGN*
**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**
This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.
*Prerequisite: IMED 2311, ARTV 1341, ARTV 1351, ARTC 2340.*

### *IMED 2311 PORTFOLIO DEVELOPMENT*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course places emphasis on preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.
*Prerequisite: ARCE 1321, ARTC 2347, ARTC 2331 and DFTG 2340.*

### *PHTC 1347 LANDSCAPE PHOTOGRAPHY*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.
*Prerequisite: PHTC 2331.*

### *PHTC 2331 ARCHITECTURAL PHOTOGRAPHY*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.
*Prerequisite: ARTC 1317.*

### *SRVY 1313 PLANE SURVEYING*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.
*Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.*

### *SRVY 1315 SURVEYING CALCULATIONS I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to the mathematics used in surveying and mapping, eg., algebra, plane trigonometry, and plane, solid and analytical geometry.
*Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.*

### *SRVY 1341 LAND SURVEYING*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.
*Prerequisite: SRVY 1313.*

### *SRVY 1342 GLOBAL POSITIONING SYSTEM TECHNIQUES FOR SURVEY/MAPPING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.

*Prerequisite: SRVY 1313 and DFTG 2330.*

### *SRVY 1349 SURVEYING CALCULATIONS II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a study of the mathematical applications used in surveying and mapping. An overview of software and hardware, including programmable calculators used in problem solving will be covered.

*Prerequisite: SRVY 1315.*

### *SRVY 1380 COOPERATIVE EDUCATION*

**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

*Prerequisite: SRVY 1315, DFTG 2321, DFTG 2319, DFTG 1371.*

### *SRVY 2309 COMPUTER AIDED MAPPING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is an intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographical maps utilizing coordinate geometry will also be covered.

*Prerequisite: DFTG 2319, SRVY 1313, DFTG 2321 and DFTG 2330.*

### *SRVY 2313 CONTROL SURVEYING*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes field astronomy calculations, state plane coordinates and the reduction of information received from Global Positioning System receivers.

*Prerequisite: SRVY 1341, DFTG 2321, and DFTG 2330.*

### *SRVY 2339 ENGINEERING DESIGN SURVEYING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout. It also includes the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.

*Prerequisite: SRVY 1341, DFTG 2321, DFTG 2330, and SRVY 1342.*

### *SRVY 2380 COOPERATIVE EDUCATION*

**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

*Prerequisite: DFTG 2328.*

# COMPUTER AND INFORMATION TECHNOLOGIES

### *CITP 3302 ADVANCED NETWORKING (NETWORKING +)*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course prepares individuals for a career as a Network Engineer in the Information Technology support industry. Students will be taught the various responsibilities and tasks required for service engineer to successfully perform in a specific environment.

*Prerequisite: ITNW 2421.*

### *CITP 3305 SYSTEM ANALYSIS AND DESIGN*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course provides a systematic approach to developing computer-based information systems utilizing the system development life cycle (SDLC) with the emphasis on analysis and design. Students will participate in a real-world project that will enable them to implement certain facets of system development. Topics include feasibility study/project planning, requirements definition and analysis, and user interface design.

*Prerequisite: None.*

### *CITP 3310 SURVEY OF PROGRAMMING LANGUAGES*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.

*Prerequisite: ITSE 1431 or COSC 1430.*

### *CITP 3312 FUNDAMENTALS OF INFORMATION SECURITY*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.

*Prerequisite: ITNW 2421.*

### *CITP 3320 DATABASE MANAGEMENT*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

In this course, the logical concept and physical organization of relational database management systems are studied. The SQL language will be used extensively in exploring and querying databases. Students will receive extensive hands-on skills for designing, analyzing and implementing a relational database using Oracle.

*Prerequisite: CITP 3310.*

### *CITP 3360 DIGITAL IMAGE PROCESSING AND PRESENTATION*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course provides a basic competency in preparation and creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.

*Prerequisite: None.*

### *CITP 4301 CAPSTONE: COMPUTER AND INFORMATION TECHNOLOGY INTERNSHIP*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite: Senior standing and Program Chair approval.*

### *CITP 4316 ADVANCED WEB DESIGN*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course will introduce the paradigm of web development by utilizing server-side technology. Data-driven web applications will be created by applying programming, security, and database management techniques. Topics include, but are not limited to, dynamic web page generation, basic web server configuration and database connectivity.

*Prerequisite: CITP 3310 and ITSE 1411 or COSC 1315.*

### *CITP 4330 ADVANCED NETWORK SECURITY*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course prepares students to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.

*Prerequisite: CITP 3312.*

### *CITP 4340 SPECIAL TOPICS COURSE-CIT*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

In this course, students will utilize knowledge from previous course work to create a programming project. The programming project has to adhere to the given topic of study. The topic of study chosen by the instructor may change from semester to semester.

*Prerequisite: CITP 4350.*

### *CITP 4345 DATA COMMUNICATIONS - CONVERGENT TECHNOLOGIES*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course focuses on a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

*Prerequisite: CITP 3302.*

### *CITP 4350 ADVANCED COMPUTER PROGRAMMING*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course will introduce students to more advanced concepts in computer programming languages. Topics may include Graphical User Interface, Database Connectivity, Threads, and Network Programming.

*Prerequisite: CITP 3310.*

# COMPUTER SCIENCE

### ◆*COSC 1301 MICROCOMPUTER APPLICATIONS*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction and overview of computer information systems. Topics include computer hardware, software, procedures, systems, and human resources and the exploration of their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Emphasis is placed on the familiarity and use of the Windows operating systems and personal software packages that include a word processor to process textual information, an electronic spreadsheet for manipulation of numerical data, and a database management system to create and manipulate a database. The Internet is introduced and used for educational purposes such as information search and retrieval by search engines and web browsers, e-mail utilization, and sharing of educational information. After course completion, students will be able to select correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

*Prerequisite: None.*

### ◆*COSC 1315 FUNDAMENTALS OF PROGRAMMING*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Primary emphasis is on Java Script and XHTML Web design programming.

*Prerequisite: COSC 1301 with a grade of "C" or better.*

### ◆*COSC 1336 PROGRAMMING FUNDAMENTALS I*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

*Prerequisite: Concurrent enrollment in MATH 0090 or completion of equivalent. Recommended: MATH 1414 with a grade of "C" or better.*

### ◆*COSC 1337 PROGRAMMING FUNDAMENTALS II*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a review of control structures and data types with emphasis on structured data types. This course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. It includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

*Prerequisite: COSC 1336 with a grade of "C" or better.*

### ◆*COSC 1430 COMPUTER PROGRAMMING*

**CRT HRS:04 LEC HRS:03 LAB HRS:02**

This course is an introduction to computer programming using Visual Basic .Net. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, elementary file processing and the access, manipulation and use of databases by Visual Basic .Net designed applications.

*Prerequisite: COSC 1301 with a grade of "C" or better.*
*Recommended: COSC 1315 with a grade of "C" or better.*

### ◆*COSC 2325 COMPUTER ORGANIZATION AND MACHINE LANGUAGE*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This is an introduction to computer organization, machine language programming and assembly programming language. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, digital representation of data, MACRO commands, MACRO programming techniques and subroutines.

*Prerequisite: COSC 1336 with a grade of "C" or better.*

### ✦COSC 2330 ADVANCED STRUCTURED LANGUAGES

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

In this course, students will become familiar with further applications of programming techniques. Topics may include file access methods, data structure and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course such as concepts of object-orientation using Java language, exploring the UNIX file system and file security, UNIX editors, UNIX file processing, advanced file processing, introduction to shell script programming, advanced shell programming, exploring UNIX utilities, Perl and CGI programming.

*Prerequisite: COSC 2336 with a grade of "C" or better.*

### ✦COSC 2336 PROGRAMMING FUNDAMENTALS III

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course includes further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

*Prerequisite: COSC 1337 with a grade of "C" or better.*

# CONSTRUCTION SUPERVISION

### CNBT 1166 CAPSTONE: PRACTICUM I

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills, using the terminology of the occupation and the business/industry.

*Prerequisite: Concurrent enrollment in or completion of CNBT 1346.*

### CNBT 1309 BASIC CONSTRUCTION MANAGEMENT

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides an integrated look at the practice of construction management on the job site to introduce the basic skills used in human resources management. Students will be able to Identify the tools and techniques used by the job site manager in planning and scheduling a construction project; develop a basic site layout plan for equipment and materials delivery and erection process; develop a basic safety and loss control plan for a typical construction project; and explain the use of construction documents on the construction project.

*Prerequisite: None.*

### CNBT 1316 CONSTRUCTION TECHNOLOGY I

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to site preparation of foundations and form work, safety, tools, and equipment. Students will be required to explain safety practices and procedures; identify and demonstrate the use of tools and equipment; identify and estimate material requirements from blueprints; and demonstrate proper methods and techniques used in various types of site preparation and foundation.

*Prerequisite: Completion of or concurrent enrollment In ARCE 1303 and DFTG 1315.*

### CNBT 1342 BUILDING CODES AND INSPECTIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to building codes and standards applicable to building construction and inspection processes. The student will be expected to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and assess and determine If construction meets building code standards for site, foundation, rough, and final building structure inspection.

*Prerequisite: ARCE 1303, DFTG 1315.*

### CNBT 1346 CONSTRUCTION ESTIMATING I

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the fundamentals of estimating materials and labor costs in construction. The student will be required to explain estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

*Prerequisite: CNBT 2304.*

### CNBT 1350 CONSTRUCTION TECHNOLOGY II

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to framing in residential and light commercial construction to include safety, tools and equipment used In floor, wall, ceiling, and roof framing methods and systems.

*Prerequisite: CNBT 1316, CNBT 2304.*

### CNBT 1380 CAPSTONE: COOPERATIVE EDUCATION

**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**

This course is a career-related activities encountered in the student's area specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience In combination with a lecture component. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

*Prerequisite: CNBT 1350, CNBT 2344, and CNBT 2337.*

### CNBT 2304 CONSTRUCTION METHODS AND MATERIALS II

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects. The student will be required to identify materials used in construction; identify and describe the basic characteristics, traditional uses for, and manner of assembly of common materials used in construction.

*Prerequisite: ARCE 1303, DFTG 1315.*

### CNBT 2305 BUILDING AND CONTRACTING

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course will present the basic process of organizing and operating a building or contracting business. The student will be expected to define the terms used in construction as they relate to building and contracting; describe the organizational structure of a

successful construction business; list the duties of owner, accountant, estimator, salesman, superintendent, and other field personnel; define methods used in selecting, coordinating, and dealing with subcontractors; develop a marketing approach that includes methods used in determining local market needs, selecting building lots, determining sale prices, and advertising; develop financial controls for a construction business; and develop a scheduling system.
*Prerequisite: CNBT 2315.*

### *CNBT 2315 CONSTRUCTION SPECIFICATIONS AND CONTRACTS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to legal aspects of written construction specifications including tax, insurance, and lien requirements as well as implementation, modification, and administration. The student will be required to describe the purpose of construction specifications; list and describe the Construction Specifications Institute (CSI) divisions in contract documents; identify the typical legal documents required for construction; and explain the purpose of general and special conditions.
*Prerequisite: CNBT 1309, CNBT 2342.*

### *CNBT 2317 GREEN BUILDING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to methods and materials used for buildings that conserve energy, water and human resources. The student will be required to explain the concept of Green Building; select equipment to build rain water harvesting systems; and identify appropriate materials to build exterior and interior systems that reflect "Green by Design" concepts.
*Prerequisite: CNBT 2304.*

### *CNBT 2335 COMPUTER-AIDED CONSTRUCTION SCHEDULING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is an advanced construction scheduling course utilizing computer scheduling software to perform various scheduling procedures. The student will be required to identify and select scheduling software programs; develop construction schedules with computer programs; and explain components and procedures in scheduling.
*Prerequisite: CNBT 2342.*

### *CNBT 2337 CONSTRUCTION ESTIMATING II*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation in advanced estimating concepts using computer software programs for construction and crafts. The student will be expected to identify and utilize various estimating resources; determine types of estimating needed in construction; calculate quantities, costs, and time units; and develop computerized reports for detailed construction estimates.
*Prerequisite: CNBT 1346.*

### *CNBT 2342 CONSTRUCTION MANAGEMENT I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.
*Prerequisite: CNBT 1309.*

### *CNBT 2344 CONSTRUCTION MANAGEMENT II*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis.
*Prerequisite: CNBT 2342.*

### *CNBT 2346 CONSTRUCTION MANAGEMENT III*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspection. The student will be expected to apply knowledge of construction safety procedures; describe project layout, payment scheduling, and job inspection; and develop a schedule and material handling layout plan.
*Prerequisite: CNBT 2344 and completion of or concurrent enrollment in CNBT 2335.*

### *OSHT 1313 ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. The student will be required to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.
*Prerequisite: CNBT 1342, CNBT 2344.*

# CRIMINAL JUSTICE

### ◆*CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆*CRIJ 1306 COURT SYSTEMS AND PRACTICES*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of procedural regulations that guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆*CRIJ 1307 CRIME IN AMERICA*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.

*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.

*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆CRIJ 2328 POLICE SYSTEMS AND PRACTICES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; and current and future issues in the police profession.

*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

# CULINARY ARTS

### CHEF 1264 CAPSTONE: PRACTICUM I

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Second semester standing in the Commercial Cooking Certificate.*

### CHEF 1301 BASIC FOOD PREPARATION

**CRT HRS:03 LEC HRS: 02 LAB HRS:04**

This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

*Prerequisite: None*

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### CHEF 1305 SANITATION AND SAFETY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

*Prerequisite: None.*

### CHEF 1345 INTERNATIONAL CUISINE

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

*Prerequisite: CHEF 1301.*

### CHEF 2264 CAPSTONE: PRACTICUM II

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**

This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.*

### CHEF 2301 INTERMEDIATE FOOD PREPARATION

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

*Prerequisite: None.*

### CHEF 2331 ADVANCED FOOD PREPARATION

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

*Prerequisite: RSTO 2307.*

### PSTR 1301 FUNDAMENTALS OF BAKING

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

*Prerequisite: None.*

### PSTR 2331 ADVANCED PASTRY SHOP

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

*Prerequisite: None.*

### RSTO 1204 DINING ROOM SERVICE

**CRT HRS:02 LEC HRS:01 LAB HRS:02**

This course introduces the principles, concepts and systems of professional table service. Topics will include dining room organization, scheduling and management of food service personnel.

*Prerequisite: None.*

### RSTO 1301 BEVERAGE MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics will include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

*Prerequisite: None.*

### RSTO 2301 PRINCIPLES OF FOOD AND BEVERAGE CONTROLS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

*Prerequisite: None.*

***RSTO 2307 CATERING***
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.
*Prerequisite: CHEF 1301, CHEF 1305.*

# DANCE

***DANC 1210 TAP DANCE***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This introductory dance course focuses on the fundamental knowledge, skills, and applications of tap dance. Students are introduced to tap dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes tap dance as an enjoyable, practical and viable life-long physical activity and artistic endeavor.
*Prerequisite: None.*

***DANC 1241 BALLET I***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course offers knowledge and skill development in the basics of classical Russian ballet technique. Emphasis will be placed on correct alignment, basic barre work, simple center floor work, and ballet vocabulary.
*Prerequisite: None.*

***DANC 1242 BALLET II***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course offers continued development of knowledge and skill development in classical Russian ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary.
*Prerequisite: DANC 1241 or permission from the Instructor.*

***DANC 1245 MODERN DANCE***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of modern dance. Students are introduced to modern dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

***DANC 1247 JAZZ DANCE I***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of jazz dance. Students are introduced to jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic dance course promotes jazz dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.
*Prerequisite: None.*

***DANC 1248 JAZZ DANCE II***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This secondary dance (physical activity) course focuses on the fundamental knowledge, skills, and application of classical dance, emphasizing Jazz. Students are introduced to detailed jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positioning, body isolations and overall coordination are practiced. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is encouraged.
*Prerequisite: DANC 1247 or permission from the Instructor.*

***DANC 1253 SPANISH BALLET I***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

***DANC 2303 DANCE APPRECIATION***
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on an introduction to the theory of Western dance performance forms, including ballet, modern dance, jazz, post-modern dance, and Spanish Folkloric dance. Emphasis is placed on how to understand, enjoy, and appreciate the complexities of dance terminology, history, evolution, symbolism, and cultural applications, as pertaining to the various forms of dance.
*Prerequisite: Completion of READ 0080 or equivalent.*

# DIESEL TECHNOLOGY

***DEMR 1229 PREVENTATIVE MAINTENANCE***
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.
*Prerequisite: Completion of or concurrent enrollment in DEMR 1401.*

***DEMR 1230 STEERING & SUSPENSION I***
**CRT HRS:02 LEC HRS:01 LAB HRS:04**
This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.
*Prerequisite: DEMR 1401.*

### *DEMR 1266 CAPSTONE: PRACTICUM*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *DEMR 1303 BASIC DRIVING SKILLS*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).
*Prerequisite: DEMR 1401.*

### *DEMR 1401 DIESEL SHOP SAFETY AND PROCEDURES*
**CRT HRS:04 LEC HRS:02 LAB HRS:04**
This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.
*Prerequisite: Completion of or concurrent enrollment in READ 0080 or equivalent.*

### *DEMR 1405 BASIC ELECTRICAL SYSTEMS*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.
*Prerequisite: Completion of or concurrent enrollment in DEMR 1401, and completion of or concurrent enrollment in MATH 0080 or equivalent.*

### *DEMR 1410 DIESEL ENGINE TESTING AND REPAIR I*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course is an introduction to testing and repairing diesel engines including related systems specialized tools.
*Prerequisite: Completion of or concurrent enrollment in DEMR 1401.*

### *DEMR 1416 BASIC HYDRAULICS*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course covers the fundamentals of hydraulics including components and related systems.
*Prerequisite: Completion of or concurrent enrollment in DEMR 1401.*

### *DEMR 1417 BASIC BRAKE SYSTEMS*
**CRT HRS:03 LEC HRS:02 LAB HRS:06**
This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.
*Prerequisite: DEMR 1401.*

### *DEMR 1435 AUTOMATIC POWER SHIFT AND HYDROSTATIC TRANSMISSIONS I*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.
*Prerequisite: DEMR 1401 and DEMR 1442.*

### *DEMR 1442 POWER TRAIN APPLICATIONS I*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.
*Prerequisite: DEMR 1401.*

### *DEMR 2432 ELECTRONIC CONTROLS*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course covers advanced skills in diagnostic and programming techniques of electronic control systems.
*Prerequisite: DEMR 1410, DEMR 1401, and DEMR 1405.*

# DRAMA

### *◆DRAM 1120 THEATER PRACTICUM I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
*Prerequisite: None.*

### *◆DRAM 1121 THEATER PRACTICUM II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
*Prerequisite: None.*

### *◆DRAM 1310 DRAMA APPRECIATION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.
*Prerequisite: Completion of READ 0080 or equivalent.*

### *◆DRAM 1330 STAGECRAFT I*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is a study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup and backstage organization.
*Prerequisite: None.*

### *◆DRAM 1341 MAKEUP*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This is a course in design and execution of makeup for the purpose of developing believable characters. It includes discussion of basic makeup principles and the practical experience of makeup application.
*Prerequisite: None.*

### *◆DRAM 1342 INTRODUCTION TO COSTUME*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is a study of the principles and techniques of costume design and construction for theatrical productions.
*Prerequisite: None.*

### *◆DRAM 1351 ACTING I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.
*Prerequisite: None.*

### *◆DRAM 2120 THEATER PRACTICUM III*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
*Prerequisite: None.*

### *◆DRAM 2366 FILM APPRECIATION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes the analysis of the visual and aural aspects of selected motion pictures, dramatic

aspects of narrative films, and historical growth and sociological effect of film as an art.
*Prerequisite: None.*

### ◆DRAM 2389 ACADEMIC COOPERATIVE
**CRT HRS:03 LEC HRS:01 LAB HRS:06**
This is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.
*Prerequisite: Permission of the Department.*

# ECONOMICS

### ◆ECON 2301 PRINCIPLES OF ECONOMICS I-MACRO
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.
*Prerequisite: Completion of MATH 0085 or equivalent, or BNKG 1340.*

### ◆ECON 2302 PRINCIPLES OF ECONOMICS II-MICRO
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.
*Prerequisite: Successful completion of MATH 0085 or satisfactory score on placement test.*

# EDUCATION

### ◆EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. This course includes a 16 contact hour lab component in P-12 classrooms.
*Prerequisite: None.*

### ◆EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This is an enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. This course includes a 16 contact hour lab component with special populations in P-12 schools.
*Prerequisite: EDUC 1301.*

# ELECTRICIAN ASSISTANT

### ELMT 1402 SOLAR PHOTOVOLTAIC SYSTEMS
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is a study in design and installation of solar photovoltaic systems and their applications. Students will be required to design a solar photovoltaic array, define industry terms, investigate certification requirements, and install and troubleshoot systems.
*Prerequisite: ELMT 1457, ELMT 2419.*

### ELPT 1325 NATIONAL ELECTRICAL CODE I
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
*Prerequisite: None.*

### ELPT 1411 BASIC ELECTRICAL THEORY
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers basic theory and practice of electrical circuits. It also includes calculations as applied to alternating and direct current.
*Prerequisite: None.*

### ELPT 1419 FUNDAMENTALS OF ELECTRICITY I
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.
*Prerequisites: Completion of MATH 0080 or equivalent.*

### ELPT 1420 FUNDAMENTALS OF ELECTRICITY II
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.
*Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.*

### ELPT 1429 RESIDENTIAL WIRING
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This courses covers wiring methods, for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
*Prerequisites: None.*

### ELPT 1445 COMMERCIAL WIRING
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course provides instruction in commercial wiring methods. It includes over current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
*Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.*

### ELPT 1457 INDUSTRIAL WIRING
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course provides instruction in wiring methods used for industrial installations. It includes motor circuits, raceway and busway installations, proper grounding techniques, and associated safety procedures.
*Prerequisites: ELPT 1419, ELPT 1445.*

### *ELPT 2264 PRACTICUM FIELD EXPERIENCE*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions.

*Prerequisites: ELPT 1457, ELPT 2419.*

### *ELPT 2325 NATIONAL ELECTRICAL CODE II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.

*Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.*

### *ELPT 2419 PROGRAMMABLE LOGIC CONTROLLERS I*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course covers the fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

*Prerequisites: ELPT 1419, ELPT 1445.*

### *ELPT 2437 ELECTRICAL PLANNING AND ESTIMATING*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a study in planning and estimating for residential, commercial and industrial wiring systems to include a variety of electrical techniques. The student will be expected to list estimating procedures, formulate material and labor costs, identify types of bids, calculate cost adjustments and job costs and demonstrate the use of estimating forms.

*Prerequisites: ELPT 1457, ELPT 2419.*

### *ELPT 2447 ELECTRICAL TESTING AND MAINTENANCE*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course covers proper and safe use of electrical power equipment test devices and the interpretation of test results. It includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

*Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.*

### *HART 1411 SOLAR FUNDAMENTALS*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is a study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

*Prerequisites: None.*

### *WIND 2359 WIND POWER DELIVERY SYSTEM*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is an in-depth study of the components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power and the input and output of electrical power delivery systems for wind generation.

*Prerequisites: None.*

# ELECTRONICS

### *CETT 1333 INTRODUCTION TO COMPUTER AND CAD OPERATIONS*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This is an introduction to the fundamental operation of software application packages such as word processing, spreadsheets, and presentation software. Topics include electronic storage, data creation, and retrieval of documentation and data used in technical fields and software applications.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CETT 1403 DC CIRCUITS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CETT 1405 AC CIRCUITS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

*Prerequisite: CETT 1403.*

### *CETT 1409 DC/AC CIRCUITS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

*Prerequisite: None.*

### *CETT 1421 ELECTRONIC FABRICATION*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

*Prerequisite: CETT 1403.*

### *CETT 1425 DIGITAL FUNDAMENTALS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is an entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis is placed on circuit logic analysis and troubleshooting digital circuits.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CETT 1441 SOLID STATE CIRCUITS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.

*Prerequisite: CETT 1403.*

### *CETT 1445 MICROPROCESSOR*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is an introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools will be included.

*Prerequisite: CETT 1403.*

### *CETT 1457 LINEAR INTEGRATED CIRCUITS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of the characteristics, operations,

stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.
*Prerequisite: CETT 1441.*

### *CETT 1449 DIGITAL SYSTEMS*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.
*Prerequisite: CETT 1425.*

### *CETT 2188 CAPSTONE: INTERNSHIP*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**
This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
*Prerequisite: CETT 2439.*

### *CETT 2189 CAPSTONE: INTERNSHIP*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**
This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
*Prerequisite: CPMT 1407, CETT 1425 and EECT 1440.*

### *CETT 2437 MICROCOMPUTER CONTROL*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. An introduction to programming is included.
*Prerequisite: CETT 1405.*

### *CETT 2439 AMPLIFIER ANALYSIS*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.
*Prerequisite: CETT 1405 and CETT 1441.*

### *CPMT 1166 CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: CPMT 1411 or CPMT 1445.*

### *CPMT 1403 INTRODUCTION TO COMPUTER TECHNOLOGY*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.
*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CPMT 1404 MICROCOMPUTER SYSTEM SOFTWARE*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course provides skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system.
*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CPMT 1407 ELECTRONIC AND COMPUTER SKILLS*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course covers the study of current electronic construction techniques including using common hand tools used in disassembly, repair, and re-assembly of electronics and computer components.
*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CPMT 1411 INTRODUCTION TO COMPUTER MAINTENANCE*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is an introduction to the installation, configuration, and maintenance of a microcomputer system.
*Prerequisite: Completion of MATH 0080 or equivalent.*

### *CPMT 1445 COMPUTER SYSTEMS MAINTENANCE*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.
*Prerequisite: CPMT 1403 or CPMT 1411.*

### *CPMT 1447 COMPUTER SYSTEM PERIPHERALS*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.
*Prerequisite: CPMT 1411 or CPMT 1445.*

### *CPMT 1449 COMPUTER NETWORKING TECHNOLOGY*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.
*Prerequisite: CPMT 1403.*

### *CPMT 2166 CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: CPMT 2433.*

### *CPMT 2188 CAPSTONE: INTERNSHIP-COMPUTER INSTALLATION*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
*Prerequisite: CPMT 1403.*

### *CPMT 2288 CAPSTONE: INTERNSHIP-COMPUTER INSTALLATION*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:12**
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
*Prerequisite: CPMT 2433.*

### *CPMT 2350 INDUSTRY CERTIFICATION PREPARATION*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides an overview of the objectives for the industry specific certification exam.

*Prerequisite: CPMT 2433.*

### *CPMT 2433 COMPUTER INTEGRATION*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.

*Prerequisite: CPMT 1445 and CPMT 1449.*

### *CPMT 2437 MICROCOMPUTER INTERFACING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices.

*Prerequisite: CPMT 2433*

### *CPMT 2445 COMPUTER SYSTEM TROUBLESHOOTING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

*Prerequisite: CPMT 1445.*

### *CPMT 2449 ADVANCED COMPUTER NETWORKING TECHNOLOGY*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

*Prerequisite: CPMT 1449.*

### *EECT 1403 INTRODUCTION TO TELECOMMUNICATIONS*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *EECT 1407 CONVERNGENCE TECHNOLOGIES*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *EECT 1440 TELECOMMUNICATIONS TRANSMISSION MEDIA*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *EECT 1444 TELECOMMUNICATIONS BROADBAND SYSTEMS*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a survey of telecommunications broadband transmissions systems including protocols, testing, applications, and safety practices.

*Prerequisite: EECT 1403.*

### *EECT 2188 CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:04**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite: EECT 1407.*

### *EECT 2288 CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite: EECT 2440 and ITSY 1442.*

### *EECT 2433 TELEPHONE SYSTEMS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.

*Prerequisite: EECT 1407.*

### *EECT 2435 TELECOMMUNICATIONS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of modern telecommunication systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction is provided in installation, testing, and maintenance of communications systems components.

*Prerequisite: EECT 1403.*

### *EECT 2437 WIRELESS TELEPHONY SYSTEMS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.

*Prerequisite: EECT 2433.*

### *EECT 2440 TELECOMMUNICATIONS CENTRAL OFFICE EQUIPMENT*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an examination of the theory, operation and maintenance of central office telecommunications equipment.

*Prerequisite: EECT 1444.*

### *ELMT 2435 CERTIFIED ELECTRONICS TECHNICIAN TRAINING*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

*Prerequisite: Completion of CETT 1405 and CETT 1441.*

### *INTC 1457 AC/DC MOTOR CONTROL*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is a study of electric motors and motor control devices common to a modem industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.

*Prerequisite: CETT 1425 and CPMT 1407.*

### *LOTT 1401 INTRODUCTION TO FIBER OPTICS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an introduction to fiber optics and its application, including the advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *RBTC 1405 ROBOTIC FUNDAMENTALS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an introduction to flexible automation. Topics will include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

*Prerequisite: CETT 1425 and EECT 1440.*

# EMERGENCY MEDICAL TECHNOLOGY

### *EMSP 1160 EMT-BASIC CLINICAL*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### *EMSP 1161 EMT-INTERMEDIATE HOSPITAL CLINICAL*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid intermediate level clinical experience.

*Prerequisite: Admission to the program; Concurrent enrollment in EMSP 1438.*

### *EMSP 1166 EMT-BASIC PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### *EMSP 1167 EMS EMTI PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:07**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience in an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Intermediate level.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1438.*

### *EMSP 1208 EMERGENCY VEHICLE OPERATIONS*

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course provides the student with instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### *EMSP 1355 TRAUMA MANAGEMENT*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

*Prerequisite: Concurrent enrollment in EMSP 1438.*

### *EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

*Prerequisite: Concurrent enrollment in EMSP 1438.*

### *EMSP 1371 EMS DOCUMENTATION*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### *EMSP 1472 EMERGENT ISSUES IN EMT*

**CRT HRS:04 LEC HRS:03 LAB HRS:02**

The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician -Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### *EMSP 1438 INTRODUCTION TO ADVANCED PRACTICE*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

*Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167, current TDH EMT-Basic certification.*

### *EMSP 1501 EMT-BASIC*

**CRT HRS:05 LEC HRS:04 LAB HRS:04**

This course is an introduction to the level of Emergency Medical Technician (EMT)-Basic. The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.*

### *EMSP 2160 PARAMEDIC CLINICAL I*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level one clinical experience.

*Prerequisite: Admission to the program and concurrent enrollment in EMSP 2444.*

### *EMSP 2161 PARAMEDIC CLINICAL II*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level two clinical experience.
*Prerequisite: Admission to the program and concurrent enrollment in EMSP 2434.*

### *EMSP 2243 ASSESSMENT BASED MANAGEMENT*
**CRT HRS:02 LEC HRS:01 LAB HRS:04**
This course is designed to provide for teaching comprehensive, assessment-based patient care management. It includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.
*Prerequisite: Concurrent enrollment in EMSP 2444.*

### *EMSP 2266 CAPSTONE: PARAMEDIC PRACTICUM*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:16**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level.
*Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243, and permission from the department.*

### *EMSP 2330 SPECIAL POPULATIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.
*Prerequisite: Concurrent enrollment in EMSP 2434.*

### *EMSP 2338 EMS OPERATIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.
*Prerequisite: Concurrent enrollment in EMSP 2444.*

### *EMSP 2434 MEDICAL EMERGENCIES*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.
*Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.*

### *EMSP 2444 CARDIOLOGY*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. This includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions.
*Prerequisite: Concurrent enrollment in EMSP 2160.*

# ENGINEERING

### ◆*ENGR 1101 INTRODUCTION TO ENGINEERING*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.
*Prerequisite: None. Recommended: MATH 1414.*

### ◆*ENGR 1204 ENGINEERING GRAPHICS*
**CRT HRS:02 LEC HRS:01 LAB HRS:03**
This course is an introduction to spatial relationships, multi-view projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Methods of graphical communications are given, including working drawings for design and production, descriptive geometry and solid modeling. Emphasis is placed on computer-aided design, but traditional mechanical drafting techniques are presented.
*Prerequisite: None.*
*Recommended: MATH 1414.*

### ◆*ENGR 2301 STATICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia. Other topics include vector algebra, structural analysis (trusses), frames and distributed loads, shear and bending moment diagrams, and virtual work.
*Prerequisite: PHYS 2425 and MATH 2413 with a grade of "C" or better and completion of or concurrent enrollment in MATH 2414, or permission from the instructor.*

### ◆*ENGR 2302 DYNAMICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse-momentum computation, particle dynamics, and mechanical vibrations.
*Prerequisite: ENGR 2301 and MATH 2414 with a grade of "C" or better or permission from the instructor.*

### ◆*ENGR 2407 FUNDAMENTALS OF CIRCUIT ANALYSIS*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers basic concepts of electrical engineering using calculus, the fundamentals of electrical and electronic components and circuits, circuit analysis, network principles, motors, and steady-state and transient responses; application of Laplace transforms and use of computational software to solve network problems; application of the principles to the solution of electrical engineering problems. Also covers the relationship between basic principles and advanced applications. Includes laboratory experiments supporting theoretical principles involving electrical and electronic components and circuits, including circuit analysis, network principles, motors, and steady-state and transient responses, and preparation of laboratory reports.
*Prerequisites: PHYS 2426.*

### ◆*ENGR 2430 DIGITAL SYSTEMS ENGINEERING I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers Boolean algebra and analysis. Synthesis of combinational and sequential switching networks with applications to computer design is also covered. The lab component includes the basics of digital logic and hardware, flip flops, registers, sequential circuits and state machines.
*Prerequisites: None.*
*Recommended: MATH 1414.*

# ENGLISH

### *ENGL 0071 WRITING SKILLS I*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This English course is designed to improve the students' writing skills. The aim of this course is to prepare the student for ACCUPLACER and college writing. The student will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has required one-hour lab.
*Prerequisite: Placement based on ACCUPLACER score, Sentence Skills 0-65, and Essay 0-3+; or equivalent.*

### *ENGL 0081 WRITING SKILLS II*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.
*Prerequisite: Completion of ENGL 0071 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 66-72, and Essay 4+; or equivalent.*

### *ENGL 0091 WRITING SKILLS III*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.
*Prerequisite: Completion of ENGL 0081 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 73-79, and Essay 5+; or Sentence Skills 0-59 and Essay of 6+; or equivalent.*
**Note: For placement into Developmental English courses, both Sentence Skills and Essay criteria need to be met; otherwise, the lower score will be used for placement (for example, a score of Sentence Skills 34 and Essay 5 will place the student at ENGL 0071 level. A score of Sentence Skills 80 and Essay 4 will place the student at ENGL 0081).*

### ◆*ENGL 1301 COMPOSITION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.
*Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.*

### ◆*ENGL 1302 COMPOSITION II-RHETORIC*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.
*Prerequisite: A grade of "C" or higher in ENGL 1301.*

### ◆*ENGL 2289 ENGLISH ACADEMIC CAPSTONE*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This class will include practical, hands-on work in areas related to English language and literature. In conjunction with class seminars, the academic capstone will provide opportunities for greater understanding and exposure to English through the applied study of the written word.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2307 CREATIVE WRITING I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing fiction, nonfiction, poetry, drama or screenwriting.
*Prerequisite: None.*

### ◆*ENGL 2308 CREATIVE WRITING II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.
*Prerequisite: ENGL 2307.*

### ◆*ENGL 2311 TECHNICAL WRITING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on writing special types of reports often used in engineering, science, and business.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2321 BRITISH LITERATURE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2326 AMERICAN LITERATURE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2331 WORLD LITERATURE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course emphasizes selected readings of world literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2341 INTRODUCTION TO LITERATURE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or

novella, and essay. English 2341 is also designed to introduce students to the study of literary periods, terms and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2342 STUDIES IN THEMES AND GENRES*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is designed to focus on literary works which may be unified by theme, period, subject matter, or genre. English 2342 is also designed to introduce students to the study of literary periods, terms and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2351 MEXICAN AMERICAN LITERATURE*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes selected reading in Mexican American Literature, as well as some other Hispanic American readings. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2351 is also designed to introduce students to the study of literary periods, terms, and criticism.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

### ◆*ENGL 2389 ACADEMIC COOPERATIVE IN ENGLISH*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further their study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.
*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

# ENGLISH AS A SECOND LANGUAGE

### *ESOL 0031 ESOL ORAL COMMUNICATION I*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.
*Prerequisite: None.*

### *ESOL 0032 ESOL ORAL COMMUNICATION II*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.
*Prerequisite: None.*

### *ESOL 0033 ESOL ORAL COMMUNICATION III*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.
*Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.*

### *ESOL 0041 ESOL COMPOSITION FOR NON-NATIVE SPEAKERS I*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.
*Prerequisite: None.*

### *ESOL 0042 ESOL COMPOSITION/FOR NON-NATIVE SPEAKERS II*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.
*Prerequisite: None.*

# FIRE SCIENCE

### *FIRS 1103 FIREFIGHTER AGILITY/ FITNESS PREPARATION*

**CRT HRS:01 LEC HRS:00 LAB HRS:04**

This course focuses on physical ability testing methods. It includes rigorous training in skills and techniques needed in typical fire department physical ability tests. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.
*Prerequisite: None.*

### *FIRS 1301 FIREFIGHTER CERTIFICATION I*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self contained breathing apparatus, and fire reports and records. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.
*Prerequisite: None.*

### *FIRS 1319 FIREFIGHTER CERTIFICATION IV*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1413.*

### *FIRS 1329 FIREFIGHTER CERTIFICATION VI*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an overview of Fire Inspection techniques and practices. Emphasis is on fire cause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1423.*

### *FIRS 1407 FIREFIGHTER CERTIFICATION II*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course is a study of the basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1301.*

### *FIRS 1413 FIREFIGHTER CERTIFICATION III*

**CRT HRS:04 LEC HRS:02 LAB HRS:04**

This course is a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1407.*

### *FIRS 1423 FIREFIGHTER CERTIFICATION V*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1319.*

### *FIRS 1433 FIREFIGHTER CERTIFICATION VII*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course is an in-depth study and practice of simulated emergency operations and hands-on fire training exercises, Incident command procedures, and combined operations using proper extinguishing methods. Emphasis is on safety. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1329.*

# GEOGRAPHY

### ◆*GEOG 1301 PRINCIPLES OF PHYSICAL GEOGRAPHY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

An introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.

*Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

# GEOLOGY

### ◆*GEOL 1403 PHYSICAL GEOLOGY*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

*Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### ◆*GEOL 1404 HISTORICAL GEOLOGY*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a continuation of Physical Geology covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

*Prerequisite: GEOL 1403 with a grade of "C" or better.*

### ◆*GEOL 1445 OCEANOGRAPHY*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course will explore the physical, chemical, geological, and biological processes operating in the marine environment. The dynamic processes that affect the ocean water, sea floor, and abundant life forms will be studied, as will the methods and techniques scientists use to investigate the ocean. Topics for discussion will include, but will not be limited to, the origin of ocean basins, properties of sea water, wind circulation, waves and tides, coastal and ocean habitats, ocean resources, and human presence in the ocean and related environmental challenges. It is recommended, but not required, that students take this course in sequence with Meteorology (GEOL 1447).

*Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.*

### ◆*GEOL 1447 METEOROLOGY*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is an introductory study of energy, temperature moisture, precipitation, and winds that combine to create weather. Topics include, but are not limited to, the causes of the seasons, forms of moisture, atmospheric stability, cloud development, precipitation process, pressure, storm systems, thunderstorms, lightning, tornadoes, hurricanes, and world climate. Labs include, but are not limited to, reading and preparing weather maps, making weather measurements, and seasons. It Is recommended, but not required, that students take this course in sequence with Oceanography (GEOL 1445).

*Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.*

# HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

### *HITT 1166 CODING PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.*

### *HITT 1167 CAPSTONE: PRACTICUM*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the department.*

### *HITT 1211 COMPUTERS IN HEALTHCARE*
**CRT HRS:02 LEC HRS:01 LAB HRS:04**
This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.
*Prerequisite: None.*

### *HITT 1253 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.
*Prerequisite: None.*

### *HITT 1255 HEALTH CARE STATISTICS*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.
*Prerequisite: HITT 1301.*

### *HITT 1301 HEALTH DATA CONTENT AND STRUCTURE*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
*Prerequisite: None.*

### *HITT 1305 MEDICAL TERMINOLOGY I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
*Prerequisite: None.*

### *HITT 1341 CODING AND CLASSIFICATION SYSTEMS*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course focuses on the application of basic coding rules, principles, guidelines, and conventions.
*Prerequisite: HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.*

### *HITT 1345 HEALTH CARE DELIVERY SYSTEMS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.
*Prerequisite: HITT 1301.*

### *HITT 1349 PHARMACOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.
*Prerequisite: HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.*

### *HITT 2166 PRACTICUM I*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Permission from the Department; HITT 1301 and HITT 1253.*

### *HITT 2167 CAPSTONE: PRACTICUM II*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
*Prerequisite: Permission from the department; HITT 2166.*

### *HITT 2331 ADVANCED MEDICAL TERMINOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of advanced terminology in various medical and surgical specialties.
*Prerequisite: HITT 1305.*

### *HITT 2335 CODING AND REIMBURSEMENT METHODOLOGIES*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.
*Prerequisite: HITT 1341.*

### *HITT 2339 HEALTH INFORMATION ORGANIZATION AND SUPERVISION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.
*Prerequisite: HITT 1345.*

### *HITT 2343 QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course involves the study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.
*Prerequisite: HITT 1345.*

### *HITT 2371 CURRENT PROCEDURAL TERMINOLOGY CODING-CPT4*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

*Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.*

### *HITT 2372 ADVANCED CPT CODING-CPT4*

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.

*Prerequisite: HITT 2371.*

### *HPRS 2301 PATHOPHYSIOLOGY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

*Prerequisite: HITT 1305 or Program Chair approval.*

### *MRMT 1307 MEDICAL TRANSCRIPTION I*

**CRT HRS:03 LEC HRS:01 LAB HRS:05**

This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The course is also designed to develop speed and accuracy and utilizes transcribing and information processing equipment compatible with industry standards.

*Prerequisite: HITT 1305 or concurrent enrollment, and word processing skills.*

### *MRMT 2166 PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.*

### *MRMT 2167 MEDICAL TRANSCRIPTION PRACTICUM*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**

This course provides practical general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.*

### *MRMT 2333 MEDICAL TRANSCRIPTION II*

**CRT HRS:03 LEC HRS:01 LAB HRS:05**

This courses focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

*Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.*

### *MRMT 2371 ADVANCED MEDICAL TRANSCRIPTION II*

**CRT HRS:03 LEC HRS:01 LAB HRS:06**

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

*Prerequisite: MRMT 2333.*

### *POFM 1309 MEDICAL OFFICE PROCEDURES*

**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human relations and customer service skills.

*Prerequisite: Must type at least 35 wpm.*

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

### *HART 1401 BASIC ELECTRICITY FOR HVAC*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

*Prerequisite: None.*

### *HART 1407 REFRIGERATION PRINCIPLES*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

*Prerequisite: None.*

### *HART 1410 HVAC SHOP PRACTICES AND TOOLS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.

*Prerequisite: None.*

### *HART 1445 GAS AND ELECTRICAL HEATING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2431 ADVANCED ELECTRICITY*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2434 ADVANCED AIR CONDITIONING CONTROLS*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study in the theory and application of automation controls, electrical control devices, electromechanical controls, and/or pneumatic controls.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2438 CAPSTONE: AIR CONDITIONING INSTALLATION AND STARTUP*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2441 COMMERCIAL AIR CONDITIONING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2442 COMMERCIAL REFRIGERATION*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2443 INDUSTRIAL AIR CONDITIONING*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

### *HART 2445 AIR CONDITIONING SYSTEMS DESIGN*

**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication, and balancing the air system.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

# HISTORY

### *HIST 1301 UNITED STATES HISTORY I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *HIST 1302 UNITED STATES HISTORY II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *HIST 2301 TEXAS HISTORY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of Texas from the Spanish exploration to the present.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *HIST 2311 WESTERN CIVILIZATION I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *HIST 2312 WESTERN CIVILIZATION II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *HIST 2321 WORLD CIVILIZATIONS I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

*Prerequisite: HIST 1301 and HIST 1302.*

### *HIST 2322 WORLD CIVILIZATIONS II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

*Prerequisite: HIST 1301 and HIST 1302.*

### *HIST 2327 MEXICAN AMERICAN HISTORY I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.(May substitute for HIST 1301).*

### *HIST 2328 MEXICAN AMERICAN HISTORY II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to nineteenth and twentieth century social, political and economic issues in Mexican American culture, including the legacy of social activism on the people. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show and understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1302).*

### ◆HIST 2381 AFRICAN AMERICAN HISTORY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and Native-American issues.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### ◆HIST 2389 ACADEMIC COOPERATIVE

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an instructional program designed to integrate on-campus study with a practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

*Prerequisite: Completion of six hours in History.*

# HUMAN RESOURCES

### HRPO 1302 HUMAN RESOURCES TRAINING AND DEVELOPMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

*Prerequisite: None.*

### HRPO 1305 MANAGEMENT AND LABOR RELATIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

*Prerequisite: None.*

### HRPO 1306 BASIC MEDIATOR TRAINING

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.

*Prerequisite: None.*

### HRPO 1311 HUMAN RELATIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

*Prerequisite: None.*

### HRPO 2188 INTERNSHIP HUMAN RESOURCE MANAGEMENT

**CRT HRS:01 LEC HRS:00 LAB HRS:06**

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

*Prerequisite: Approval of Internship Coordinator.*

### HRPO 2301 HUMAN RESOURCES MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

*Prerequisite: None.*

### HRPO 2303 EMPLOYMENT PRACTICES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.

*Prerequisite: None.*

### HRPO 2304 EMPLOYEE RELATIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

*Prerequisite: HRPO 1305.*

### HRPO 2306 BENEFITS AND COMPENSATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

*Prerequisite: HRPO 2301.*

### HRPO 2307 ORGANIZATIONAL BEHAVIOR

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

*Prerequisite: HRPO 2301.*

### HRPO 2331 INTERNATIONAL HUMAN RESOURCE MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the effects of globalization on human resource management.

*Prerequisite: HRPO 2301, HRPO 2303.*

### HRPO 2371 HUMAN RESOURCES LAWS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course includes an in depth view of laws and legal issues related to employment practices.

*Prerequisite: HRPO 2301, HRPO 2303.*

### HRPO 2372 RISK MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an overview of issues related to identification, assessment and prioritization of risks in the workplace.

*Prerequisite: HRPO 2301, HRPO 2303.*

# HUMANITIES

### ◆HUMA 1301 INTRODUCTION TO THE HUMANITIES I

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.

*Prerequisite: TSI Exempt or TSI Complete or completion of READ 0080, ENGL 0081.*

### ◆HUMA 1302 INTRODUCTION TO THE HUMANITIES II

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.

*Prerequisite: HUMA 1301.*

### ◆HUMA 1305 INTRODUCTION TO MEXICAN-AMERICAN STUDIES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the field of Mexican-American Chicano/a studies from its inception to the present. It is an interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆HUMA 1311 MEXICAN-AMERICAN FINE ARTS APPRECIATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an examination of Mexican-American/ Chicano/a artistic expressions in the visual and/or performing arts.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆HUMA 1315 FINE ARTS APPRECIATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides an understanding of the purposes and processes in the visual and musical arts including evaluation of selected works.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆HUMA 2319 AMERICAN MINORITY STUDIES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will cover the historical, social, and cultural development of one or more minority groups. Furthermore, this course will have an emphasis on the historical roots and implications of current socio-cultural of minority groups in the U.S. This course may include African American, Mexican-American, Asian American, and Native American issues.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆HUMA 2323 WORLD CULTURES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will focus on the study of variations among contemporary societies throughout the world. Emphasis is on the historical roots and implications of current socio-cultural diversity. Examples will come from a variety of specific societies within a regional context. (Cross-listed as ANTH 2346.)

*Prerequisite: Completion of READ 0080 or equivalent.*

# KINESIOLOGY

### ◆KINE 1100 FITNESS WALKING

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This introductory physical activity course focuses on the aerobic sport of brisk, rhythmic, vigorous walking, intended to improve cardiovascular efficiency, strengthen the heart, control weight, and reduce stress.

*Prerequisite: None.*

### ◆KINE 1101 FITNESS AND MOTOR DEVELOPMENT I

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: Kinesiology majors only.*

### ◆KINE 1103 WEIGHT TRAINING AND CONDITIONING I

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of weight training and conditioning. Students are introduced to skills, and applications of weight training and conditioning. Students are introduced to individual anaerobic fitness activities, including muscle strength training, muscle endurance training, and muscle power training--using both machine and free-weights. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

### ◆KINE 1104 WEIGHT TRAINING AND CONDITIONING II

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This physical activity course focuses on the advanced knowledge and applications of resistance (weight) training, including circuit training, interval training, power lifting, Olympic weight lifting, body-building and plyometrics. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1103 or permission from the Instructor.*

### ◆KINE 1105 BADMINTON

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.

*Prerequisite: None.*

### ◆KINE 1107 BASKETBALL I

**CRT HRS:01 LEC HRS:00 LAB HRS:03**

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the

(team) sport of basketball. Students are introduced to basketball history, terminology, rules, individual skills (dribbling, passing, shooting, guarding, etc.) and half-court team play (offense & defense). Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1109 BOWLING I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of bowling. Students are introduced to bowling history, terminology, rules, scoring, basic individual skills (ball selection, the grip, arm/foot positioning, the approach, arm back swing, forward arm swing, release, follow through, etc.) and competitive play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1110 BOWLING II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of the sport of bowling, including team play and competition. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1109 or permission from the Instructor.*

### ◆*KINE 1111 FLAG FOOTBALL I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of flag football. Students are introduced to flag football history, terminology, rules, scoring, basic individual skills (passing, receiving, running plays, blocking, defending, kicking, punting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1113 GOLF I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge skills, and strategies of the sport of golf. Basic golf skills will be addressed (proper grip, stance, posture, full swing, putting and approach shots). The course is conducted at the driving range.
*Prerequisite: None.*

### ◆*KINE 1114 GOLF II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of the sport of golf, including special shots/conditions, sand/rough play, strategies to improve the golf score/handicap, playing 18 holes of golf, and competitive play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, selection of equipment, club play, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1113 or permission from the Instructor.*

### ◆*KINE 1115 KARATE I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of karate. Students are introduced to karate history, terminology, customs, basic skills (breathing, stances, blocks, falls, roles, punches, strikes, kicks, smashes, etc.) fundamental strategies/tactics, and kata. Emphasis is placed on safety, conditioning, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1116 KARATE II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1115 or permission from the Instructor.*

### ◆*KINE 1119 RACQUETBALL I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history, terminology, rules, scoring, basic individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)--while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1120 RACQUETBALL II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1119 or permission from the Instructor.*

### ◆*KINE 1121 SOCCER I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring

associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1123 SOFTBALL I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1125 SWIMMING I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1126 SWIMMING II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1125 or permission from the Instructor.*

### ◆*KINE 1127 TENNIS I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1128 TENNIS II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1127 or permission from the Instructor.*

### ◆*KINE 1129 VOLLEYBALL I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1131 YOGA AND FLEXIBILITY TRAINING*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor.
*Prerequisite: None.*

### ◆*KINE 1132 SELF DEFENSE AND PERSONAL SAFETY*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of self-defense. Students are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.
*Prerequisite: None.*

### ◆*KINE 1133 OUTDOOR ADVENTURE TRAINING*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as enjoyable, practical and viable life-long fitness or recreational endeavors.
*Prerequisite: None.*

### ◆*KINE 1149 TEAM SPORTS I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆*KINE 1150 TEAM SPORTS II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This specialized physical activity course focuses on

advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆KINE 1210 AEROBIC DANCE I
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: None.*

### ◆KINE 1211 AEROBIC DANCE II
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
*Prerequisite: KINE 1210 or permission from the Instructor.*

### ◆KINE 1251 BEGINNING SCUBA
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.
*Prerequisite: Swimming proficiency or permission from the Instructor/Department Chair.*

### ◆KINE 1252 SCUBA II
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This advanced aquatic activity course focuses on advanced theory, skills and application of SCUBA training as a recreational sport. Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.
*Prerequisite: KINE 1251 or permission from the Instructor.*

### ◆KINE 1253 LIFEGUARD TRAINING
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.
*Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.*

### ◆KINE 1301 INTRODUCTION TO KINESIOLOGY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an orientation to the field of kinesiology, its scope, organization of professional activities, vocational opportunities and professional qualifications.
*Prerequisite: None.*

### ◆KINE 1304 PERSONAL HEALTH AND WELLNESS
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a survey of factors involved in human physical and psychological wellness. Disorders arising from mutagenic, teratogenic infections, environment and lifestyle behaviors will be studied.
*Prerequisite: None.*

### ◆KINE 1305 COMMUNITY AND ENVIRONMENTAL HEALTH
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community health resources and environmental issues/safeguards. The course focuses on developing an awareness and understanding of health trends, health education opportunities, school and community health programs, public health agencies, and state/federal government resources related to public health and the environment. The breadth and seriousness of current health and environmental conditions facing U.S. communities and diverse populations is also stressed.
*Prerequisite: None.*

### ◆KINE 1306 FIRST AID AND SAFETY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.
*Prerequisite: None.*

### ◆KINE 1308 SPORTS OFFICIATING I
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.
*Prerequisite: None.*

### ◆KINE 1309 SPORTS OFFICIATING II
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of volleyball, soccer, tennis, and other appropriate sports. Promoting the course as and enjoyable, practical and viable life-long fitness or

recreational avocation is stressed.
*Prerequisite: None.*

### ◆*KINE 1321 TECHNIQUES OF COACHING SPORTS I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.
*Prerequisite: None.*

### ◆*KINE 1322 TECHNIQUES FOR COACHING SPORTS II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a continuation of KINE 1321 and includes advanced theories and philosophies of coaching.
*Prerequisite: KINE 1321.*

### ◆*KINE 1331 KINESIOLOGY FOR ELEMENTARY SCHOOL*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.
*Prerequisite: None.*

### ◆*KINE 1333 RHYTHM SKILLS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the fundamental theory and concepts of rhythm activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on dance, martial arts, pilates, and yoga.
*Prerequisite: Kinesiology majors only.*

### ◆*KINE 1336 INTRODUCTION TO RECREATION ACTIVITIES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the fundamental theory and concepts of recreational activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on backpacking, cycling, orienteering, swimming, and rock climbing.
*Prerequisite: Kinesiology majors only.*

### ◆*KINE 1338 CONCEPTS OF PHYSICAL FITNESS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the concepts and use of selected physiological variables of fitness, Individual testing and consultation and the organization of sports and fitness programs.
*Prerequisite: Kinesiology majors only.*

### ◆*KINE 1346 DRUG USE AND ABUSE IN SOCIETY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.
*Prerequisite: None.*

### ◆*KINE 2255 WATER SAFETY INSTRUCTOR*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.
*Prerequisite: Current Lifeguard certification or KINE 1253 or permission from the department.*

### ◆*ROTC 1201 MARKSMANSHIP AND FIRST AID*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.
*Prerequisite: None.*

### ◆*ROTC 1202 SURVIVAL AND LAND NAVIGATION TRAINING*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.
*Prerequisite: None.*

### ◆*ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.
*Prerequisite: None.*

# MANUFACTURING TECHNOLOGY
*(see Precision Machining Technology)*

# MATHEMATICS

### *MATH 0080 BASIC MATHEMATICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions and decimals; performing calculations involving exponents and order of operations; estimating solutions to problems; solving

application problems involving proportions, percents, and different units of measurement; simplifying algebraic expressions and solving linear equations; and solving problems involving geometric concepts and figures. The focus of lab instruction is content reinforcement.
*Prerequisite: ACCUPLACER Arithmetic (AR) score of 0-64.*

### *MATH 0085 INTRODUCTORY ALGEBRA*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course is a study of introductory algebra. Topics include simplifying algebraic expressions, solutions of linear equations and inequalities in one variable, applying rules of exponents, calculations involving scientific notations, operations on polynomials, factorization of polynomials, solving polynomial equations by factoring, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of lab instruction is content reinforcement.
*Prerequisite: Completion of MATH 0080 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ AND an Elementary Algebra (EA) placement score of 18-49; or equivalent.*

### *MATH 0090 INTERMEDIATE ALGEBRA PART I AND GEOMETRY*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course is a study of intermediate algebra and geometry. Topics include factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. The focus of lab instruction is content reinforcement.
*Prerequisite: Completion of MATH 0085 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 50+ AND an Elementary Algebra (EA) placement score of 50-62.*

### *◆MATH 1316 PLANE TRIGONOMETRY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers trigonometric functions, identities, equations and applications.
*Prerequisite: MATH 1414 with a grade of "C" or better.*

### *◆MATH 1324 FINITE MATHEMATICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
Topics include: linear equations, quadratic equations, functions and graphs, inequalities, mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.
*Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.*

### *◆MATH 1332 CONTEMPORARY MATHEMATICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This course covers modern algebra and geometry. Topics include sets, logic, number systems, functions, measurement, geometric concepts, and an introduction to probability and statistics. This course emphasizes real life applications of math.
*Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.*

### *◆MATH 1350 FUNDAMENTALS OF MATHEMATICS I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.
*Prerequisite: MATH 1414 with a grade of "C" or better.*

### *◆MATH 1351 FUNDAMENTALS OF MATHEMATICS II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.
*Prerequisite: MATH 1350 with a grade of "C" or better.*

### *◆MATH 1414 COLLEGE ALGEBRA*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.
*Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.*

### *◆MATH 1425 BUSINESS CALCULUS*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
Topics include: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.
*Prerequisite: MATH 1324 or MATH 1414 with a grade of "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.*

### *◆MATH 1442 STATISTICS*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
This course is a presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.
*Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.*

### *◆MATH 2412 PRECALCULUS AND TRIGONOMETRY*
**CRT HRS:04 LEC HRS:04 LAB HRS:01**
This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.
*Prerequisite: MATH 1414 with a "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.*

### *◆MATH 2413 CALCULUS I*
**CRT HRS:04 LEC HRS:04 LAB HRS:01**
This course covers functions, limits, continuity, differentiation, anti-derivatives, and the definite integral and its applications.
*Prerequisite: MATH 2412 with a grade of "C" or better; or a 100+ on the College Level Mathematics ACCUPLACER.*

### *◆MATH 2414 CALCULUS II*
**CRT HRS:04 LEC HRS:04 LAB HRS:01**
This course covers derivatives and integrals of transcendental functions, integration methods and

applications, infinite sequences and series.
*Prerequisite: MATH 2413 with a grade of "C" or better.*

### ◆*MATH 2415 CALCULUS III*
**CRT HRS:04 LEC HRS:04 LAB HRS:01**
This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.
*Prerequisite: MATH 2414 with a grade of "C" or better.*

### ◆*MATH 2418 LINEAR ALGEBRA*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.
*Prerequisite: MATH 2413 with a grade of "C" or better.*

### ◆*MATH 2420 DIFFERENTIAL EQUATIONS*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
This course is an introduction to ordinary differential equations, emphasizing solution techniques to first order and special higher order differential equations, initial value problems, boundary value problems, Laplace transforms, series solutions, and applications.
*Prerequisite: MATH 2414 with a grade of "C" or better.*

### *TECM 1303 TECHNICAL MATHEMATICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.
*Prerequisite: None.*

### *TECM 1371 MATHEMATICS FOR ALLIED HEALTH*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions, systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.
*Prerequisite: None.*

# MEDICAL AND HEALTH SERVICES MANAGEMENT

### *MHSM 3302 U.S. HEALTH CARE DELIVERY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces U.S. health care systems, the business of health care, the history of its development and the roles of various business entities and health care professionals in the delivery of care to the patient.
*Prerequisite: HITT 1255, HITT 2335, ACCT 2401.*

### *MHSM 3303 STATISTICS FOR HEALTH CARE MANAGERS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course expands on basic statistic knowledge by discussing unique statistics routinely used in health care, assessment and utilization of published health care research statistics and application of internal organizational health care statistics in managerial decisions.
*Prerequisite: Junior standing, HITT 1255.*

### *MHSM 3304 COMMUNICATION FOR HEALTH CARE PROFESSIONALS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course addresses varying communication skills and strategies for interaction with patients, families, employees, other department/business representatives, and the community. It also covers basic marketing skills in the health care arena and media management during a crisis.
*Prerequisite: Junior standing, SPCH 1321.*

### *MHSM 3310 LEGAL ISSUES IN HEALTH CARE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course examines the various federal, state and local laws and regulations affecting health care delivery in the United States. It also covers public and private regulatory agencies, issues associated with professional malpractice, and business liability for health care products and services.
*Prerequisite: Junior standing.*

### *MHSM 3335 FINANCIAL MANAGEMENT FOR HEALTH CARE MANAGERS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers various health care revenue sources, commonly used health care accounting software, department budget design, resource allocation, and methods of cost control.
*Prerequisite: Junior standing, ACCT 2401.*

### *MHSM 3411 HEALTH CARE INFORMATION TECHNOLOGY*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
This course introduces the different types of information maintained by health care organizations, commonly used health care software systems, robotic and automation interfaces, basic health care information security system standards, privacy laws, and record archival.
*Prerequisite: Junior standing.*

### *MHSM 4304 RISK MANAGEMENT FOR HEALTH PROFESSIONALS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course explores quality assurance measures including Total Quality Management, Continuous Quality Improvement, and Joint Commission on Accreditation of Healthcare Organizations standards. Methods and applications for outcomes measures, benchmarking, and utilization management in the health care setting are explored.
*Prerequisite: Senior standing.*

### *MHSM 4310 HUMAN RESOURCES IN HEALTH CARE MANAGEMENT*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an overview of the special considerations of human resources in the health care industry, including job requirements, professional licensure, staffing ratios, job descriptions, traditional and nontraditional labor sources, legal issues and wages, and benefits management.
*Prerequisite: Senior standing, MHSM 3310.*

### *MHSM 4348 ETHICS FOR HEALTH CARE PROFESSIONALS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a survey on ethical business practices in the health care industry during both routine practice and emergency/disaster scenarios. In particular, ethical decisions in the setting of limited resources (labor, materials, and funding) will be discussed.
*Prerequisite: Senior standing, MHSM 3310.*

### *MHSM 4351 PUBLIC AND COMMUNITY HEALTH MANAGEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course introduces the basic principles of public health, including epidemiology, wellness promotion, vaccination programs, community health education programs, and funding resources.

*Prerequisite: Senior standing.*

### *MHSM 4551 HEALTH CARE MANAGEMENT RESIDENCY*

**CRT HRS:05 LEC HRS:05 LAB HRS:00**

This course is a capstone learning experience that will provide on-site exposure to health care administration. Students will discuss experiences with course members and complete a project.

*Prerequisite: Senior standing and consent of the program coordinator.*

# MEDICAL ASSISTANT TECHNOLOGY

### *ECRD 1111 ELECTROCARDIOGRAPHY FOR MEDICAL ASSISTANTS*

**CRT HRS:01 LEC HRS:01 LAB HRS:01**

This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate modalities.

*Prerequisite: Admission to the program or Program Chair approval.*

### *MDCA 1166 PRACTICUM I*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:09**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

### *MDCA 1167 PRACTICUM II*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:08**

This course is a continuation of MDCA 1166- Practicum I. It provide practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

### *MDCA 1205 MEDICAL LAW & ETHICS*

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *MDCA 1254 MEDICAL ASSISTING CREDENTIALING EXAM REVIEW*

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course provides preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. An explanation of how the exam is scored, and opportunities to take practice exams will be provided.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

*Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program who are preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.*

### *MDCA 1321 ADMINISTRATIVE PROCEDURES*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is a course in medical office procedures which may include appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and the use of a computer in the medical office.

*Prerequisite: Admission to the program or Program Chair approval.*

### *MDCA 1343 MEDICAL INSURANCE*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party, and prevention of insurance fraud. Additional topics may include managed care or medical economics.

*Prerequisite: Admission to the program or Program Chair approval.*

### *MDCA 1348 PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *MDCA 1352 MEDICAL ASSISTANT LABORATORY PROCEDURES*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

Emphasis in this course is on procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). It includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance and quality control. It may include electrocardiography.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *MDCA 1409 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This courses places emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.

*Prerequisite: Admission to the program or Program Chair approval.*

### *MDCA 1417 PROCEDURES IN A CLINICAL SETTING*

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course places emphasis on patient-centered assessment, examination, intervention, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriated for the medical office.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *MDCA 2266 CAPSTONE: PRACTICUM III*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:16**

This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

### *PLAB 1223 PHLEBOTOMY FOR MEDICAL ASSISTANTS*
**CRT HRS:02 LEC HRS:01 LAB HRS:03**

This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

*Prerequisite: Admission to the program or Program Chair approval.*

# MUSIC

### ◆*MUAP 1201 APPLIED VIOLIN*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1202 APPLIED VIOLA*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1203 APPLIED CELLO*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in cello for Music majors. Credit is based in one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1204 APPLIED DOUBLE BASS*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in double bass for Music majors. Credit is based on one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1205 APPLIED FLUTE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1206 APPLIED CLARINET*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1207 APPLIED SAXOPHONE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1208 APPLIED TRUMPET*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1209 APPLIED FRENCH HORN*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1210 APPLIED TROMBONE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1211 APPLIED BARITONE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1212 APPLIED OBOE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1213 APPLIED BASSOON*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

*Prerequisite: Declared music majors or by special permission from the program chair.*

### ◆*MUAP 1214 APPLIED TUBA*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**

This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per

week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.
*Prerequisite: Declared music majors or by special permission from the program chair.*

### ⬩*MUAP 1215 APPLIED PERCUSSION*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.
*Prerequisite: Declared music majors or by special permission from the program chair.*

### ⬩*MUAP 1216 APPLIED GUITAR*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.
*Prerequisite: Declared music major or by special permission from the program chair.*

### ⬩*MUAP 1217 APPLIED PIANO*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.
*Prerequisite: Declared music majors or by special permission from the program chair.*

### ⬩*MUAP 1218 APPLIED VOICE*
**CRT HRS:02 LEC HRS:00 LAB HRS:02**
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.
*Prerequisite: Declared music majors or by special permission from the program chair.*

### ⬩*MUEN 1121 BAND ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUEN 1131 MARIACHI ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUEN 1132 JAZZ ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
Jazz Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUEN 1133 GUITAR ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
Guitar Ensemble is a high-level performing ensemble open to all students who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUEN 1134 STRING ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
String Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUEN 1141 CHOIR ENSEMBLE*
**CRT HRS:01 LEC HRS:01 LAB HRS:01**
This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
*Prerequisite: None.*

### ⬩*MUSI 1181 PIANO CLASS I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.
*Prerequisite: None.*

### ⬩*MUSI 1182 PIANO CLASS II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This applied music course continues exploring the fundamental techniques of playing the piano.
*Prerequisite: MUSI 1181.*

### ⬩*MUSI 1183 VOICE CLASS I*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.
*Prerequisite: None.*

### ⬩*MUSI 1184 VOICE CLASS II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.
*Prerequisite: MUSI 1183.*

### ⬩*MUSI 1192 GUITAR CLASS*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.
*Prerequisite: None.*

### ⬩*MUSI 1193 GUITAR CLASS II*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This applied music course continues exploring the fundamental techniques of guitar playing.
*Prerequisite: MUSI 1192.*

### ⬩*MUSI 1258 OPERA WORKSHOP*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course includes the performance of portions or complete operas and the study of the integration of music, acting, and staging of an opera.
*Prerequisite: None.*

### ⬩*MUSI 1290 ELECTRONIC MUSIC I*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course is an introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
*Prerequisite: MUSI 1181.*

### ◆*MUSI 1291 ELECTRONIC MUSIC II*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course is a continuation of MUSI 1290 and covers the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
*Prerequisite: MUSI 1181.*

### ◆*MUSI 1301 FUNDAMENTALS OF MUSIC*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆*MUSI 1306 MUSIC APPRECIATION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆*MUSI 1308 MUSIC LITERATURE I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
*Prerequisite: MUSI 1311 and completion of READ 0090 or equivalent.*

### ◆*MUSI 1309 MUSIC LITERATURE II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.
*Prerequisite: MUSI 1308 and 1311; and completion of READ 0090 or equivalent.*

### ◆*MUSI 1311 MUSIC THEORY I*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆*MUSI 1312 MUSIC THEORY II*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.
*Prerequisite: MUSI 1311, completion of READ 0080 or equivalent.*

### ◆*MUSI 2181 PIANO CLASS III*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course continues to build more advanced keyboard techniques for piano students.
*Prerequisite: MUSI 1182.*

### ◆*MUSI 2182 PIANO CLASS IV*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course builds upon the keyboard techniques learned in the first three semesters of piano class.
*Prerequisite: MUSI 2181.*

### ◆*MUSI 2183 VOICE CLASS III*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course offers continued class instruction in the fundamentals of singing and builds upon those skills learned in Voice Class I and II.
*Prerequisite: MUSI 1184.*

### ◆*MUSI 2184 VOICE CLASS IV*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.
*Prerequisite: MUSI 2183.*

### ◆*MUSI 2311 MUSIC THEORY III*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of compositional and correlated study at the keyboard.
*Prerequisite: MUSI 1312, completion of READ 0080 or equivalent.*

### ◆*MUSI 2312 MUSIC THEORY IV*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.
*Prerequisite: MUSI 2311, completion of READ 0080 or equivalent.*

# OCCUPATIONAL THERAPY ASSISTANT

### *OTHA 1341 OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

### *OTHA 1349 OCCUPATIONAL PERFORMANCE OF ADULTHOOD*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 1353 OCCUPATIONAL PERFORMANCE FOR ELDERS*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 1405 PRINCIPLES OF OCCUPATIONAL THERAPY*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel,

current health care environment, and moral, legal and ethical issues.
*Prerequisite: Completion of and/or concurrent enrollment in all other OTA pre-requisite coursework and permission from the department.*

### *OTHA 1409 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is a study of the biomechanics of human motion. Emphasis is placed on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.
*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

### *OTHA 1415 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.
*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

### *OTHA 1419 THERAPEUTIC INTERVENTIONS I*
**CRT HRS:04 LEC HRS:02 LAB HRS:04**
This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 1460 CLINICAL-OTA*
**CRT HRS:04 LEC HRS:00**
**OFF CAMPUS LAB HRS:12**
This course is health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course is a method of instruction providing training and supervised beginning developing work-based experience and direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty.
*Prerequisite: Completion of previous semester courses with a "C" or better and permission from the department.*

### *OTHA 2301 PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the client's physical and psychological reactions to disease and injury.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance occupational performance.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 2335 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, reimbursement, credentialing, occupational therapy standards and ethics, health care team role delineation, and management.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 2366 CAPSTONE: PRACTICUM-OTA (A)*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College faculty.
*Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.*

### *OTHA 2367 CAPSTONE: PRACTICUM-OTA (B)*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College Faculty.
*Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.*

### *OTHA 2405 THERAPEUTIC INTERVENTIONS II*
**CRT HRS:04 LEC HRS:02 LAB HRS:04**
This course is a continuation of Therapeutic Interventions I with an emphasis on current rehabilitative interventions. Students will practice clinical interventions necessary for entry-level practice as per the ACOTE Standards.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *OTHA 2430 WORKPLACE SKILLS FOR THE OTA*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This seminar based course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. It will include application of didactic coursework to the clinic and test-taking strategies for certification exams.
*Prerequisite: Completion of all coursework within the program with a grade of "C" or better.*

# PARALEGAL

### *LGLA 1303 LEGAL RESEARCH*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course covers law library techniques, and computer assisted legal research.
*Prerequisite: None.*

### *LGLA 1305 LEGAL WRITING*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.
*Prerequisite: POFT 2312.*

### *LGLA 1307 INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.
*Prerequisite: None.*

### *LGLA 1342 FEDERAL CIVIL LITIGATION*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts and procedures of federal civil litigation with emphasis on the paralegal's role.
*Prerequisite: LGLA 1307.*

### *LGLA 1344 TEXAS CIVIL LITIGATION*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts and procedures of Texas civil litigation with emphasis on the paralegal's role.
*Prerequisite: LGLA 1307 and LGLA 1342.*

### *LGLA 1353 WILLS, TRUSTS AND PROBATE ADMINISTRATION*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.
*Prerequisite: LGLA 1307.*

### *LGLA 1355 FAMILY LAW*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.
*Prerequisite: LGLA 1307.*

### *LGLA 2266 PRACTICUM: PARALEGAL*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:16**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

### *LGLA 2303 TORTS & PERSONAL INJURY LAW*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.
*Prerequisite: LGLA 1307.*

### *LGLA 2307 LAW OFFICE MANAGEMENT*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
The course presents basic principles and structure of management, administration, and substantive systems in the law office. It includes law practice technology as applied to paralegals.
*Prerequisite: LGLA 1307.*

### *LGLA 2309 REAL PROPERTY*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.
*Prerequisite: LGLA 1307.*

### *LGLA 2311 BUSINESS ORGANIZATIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.
*Prerequisite: LGLA 1307.*

### *LGLA 2313 CRIMINAL LAW AND PROCEDURES*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course covers procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions as applied to paralegals.
*Prerequisite: LGLA 1307.*

### *LGLA 2331 ADVANCED LEGAL RESEARCH AND WRITING*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course covers computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.
*Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.*

# PATIENT CARE ASSISTANT

### *ECRD 1211 ELECTROCARDIOGRAPHY*
**CRT HRS:02 LEC HRS:02 LAB HRS:01**
This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.
*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA); and Concurrent enrollment in NUPC 1360 and NUPC 1320.*

### *NUPC 1320 PATIENT CARE TECHNICIAN/ ASSISTANT*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This courses is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.
*Prerequisite: Completion of READ 0070 or eligibility for READ 0080;and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and completion of NURA 1401 and NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA).*

### *NUPC 1360 CAPSTONE: CLINICAL II*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA); and Concurrent enrollment in NUPC 1320.*

### *NURA 1160 CLINICAL I*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:04**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
*Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.*

### *NURA 1401 NURSE AIDE FOR HEALTH CARE*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.
*Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and concurrent enrollment in NURA 1160.*

### *NURA 1407 BODY SYSTEMS*
**CRT HRS:04 LEC HRS:03 LAB HRS:02**
This course is a basic study of the structures and functions of the human body.
*Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and permission from the department.*

### *PLAB 1323 PHLEBOTOMY*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.
*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA); and Concurrent enrollment in NUPC 1360 and NUPC 1320.*

# PHARMACY TECHNOLOGY

### *PHRA 1202 PHARMACY LAW*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing technician and pharmacists responsibilities in various settings will be described.
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *PHRA 1206 COMPUTERIZED DRUG DELIVERY SYSTEMS*
**CRT HRS:02 LEC HRS:01 LAB HRS:03**
This course covers the fundamentals of computer information systems and technology within the health care system. It includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and the overview of equipment and devices for drug distribution, preparation, and manufacturing. It also covers mechanical, automatic, and robotic drug delivery systems.
*Prerequisite: Completion of the previous semester courses with a grade "C" or better.*

### *PHRA 1243 CAPSTONE: PHARMACY TECHNICIAN CERTIFICATION REVIEW*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
This is an overview of major topics covered on the National Pharmacy Technician Certification Examination.
*Prerequisite: Completion of the previous semester courses with a "C" or better.*

### *PHRA 1268 CAPSTONE: PRACTICUM*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

### *PHRA 1301 INTRODUCTION TO PHARMACY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.
*Prerequisite: Completion of READ 0090 and ENGL 0091 with a grade of "C" or better.*

### *PHRA 1305 DRUG CLASSIFICATION*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is an introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.
*Prerequisite: Admission to the Pharmacy Technology Program.*

### *PHRA 1309 PHARMACEUTICAL MATHEMATICS I*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs, conversion of measurement within the apothecary, avoirdupois, and metric system with emphasis on the metric system of weight and volume. Topics will include ratio and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.
*Prerequisite: Completion of READ 0090, ENGL 0091 and MATH 0090 with a grade of "C" or better.*

### *PHRA 1313 COMMUNITY PHARMACY PRACTICE*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is an introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train

individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.
*Prerequisite: Admission to the Pharmacy Technology Program.*

### *PHRA 1340 PHARMACY THIRD PARTY PAYMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is an overview of the health care system and the impact of managed care on pharmacy reimbursements. It includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *PHRA 1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### *PHRA 1349 INSTITUTIONAL PHARMACY PRACTICE*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution system, unit dose chart fills, quality assurance, drug storage, and inventory control.
*Prerequisite: Completion of the previous semester with a "C" or better.*

### *PHRA 1404 PHARMACOTHERAPY & DISEASE PROCESS*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is the study of disease processes and the therapeutic properties of the drugs used in treatment.
*Prerequisite: Completion of the previous semester courses with a "C" or better.*

### *PHRA 1541 PHARMACY DRUG THERAPY AND TREATMENT*

**CRT HRS:05 LEC HRS:04 LAB HRS:02**

This is a study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.
*Prerequisite: Completion of the previous semester courses with "C" or better.*

# PHILOSOPHY

### ◆*PHIL 1301 INTRODUCTION TO PHILOSOPHY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.
*Prerequisite: Eligible for ENGL 1301.*

### ◆*PHIL 1304 INTRODUCTION TO WORLD RELIGIONS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a comparative study of various world religions.
*Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.*

### ◆*PHIL 1316 HISTORY OF RELIGIONS I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an historical survey of major religions, with particular emphasis on Hinduism, Buddhism, and Taoism. Additional religions and religious traditions considered may include one or more of the following: Jainism, Sikhism, Confucianism, Mohism, Chinese folk religions, and/or Shinto.
*Prerequisite: Eligible for ENGL 1301.*

### ◆*PHIL 1317 HISTORY OF RELIGIONS II*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an historical survey of major religions, with particular emphasis on Judaism, Christianity, and Islam. Additional religions and religious traditions considered may include one or more of the following: the Baha'i Faith, ancient Egyptian religions, ancient Greek religions, Zoroastrianism, Manichaeism, Norse religions, Celtic religions, and/or other indigenous/traditional (African, North and South American, Australian, Polynesian) religions.
*Prerequisite: Eligible for ENGL 1301.*

### ◆*PHIL 2303 INTRODUCTION TO LOGIC*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.
*Prerequisite: Eligible for ENGL 1301.*

### ◆*PHIL 2306 INTRODUCTION TO ETHICS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.
*Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.*

### ◆*PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.
*Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.*

### ◆*PHIL 2316 HISTORY OF CLASSICAL AND MODERN PHILOSOPHY I*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from ancient times through the medieval period.
*Prerequisite: Eligible for ENGL 1301.*

### ◆PHIL 2317 HISTORY OF CLASSICAL AND MODERN PHILOSOPHY II

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early modern period through the nineteenth century.

*Prerequisite: Eligible for ENGL 1301.*

### ◆PHIL 2318 CONTEMPORARY PHILOSOPHY

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early twentieth century through the present day.

*Prerequisite: Eligible for ENGL 1301.*

### ◆PHIL 2321 PHILOSOPHY OF RELIGION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a critical investigation of major religious ideas and experiences.

*Prerequisite: Eligible for ENGL 1301.*

# PHYSICAL SCIENCE

### ◆PHYS 1415 PHYSICAL SCIENCE I

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

*Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.*

### ◆PHYS 1417 PHYSICAL SCIENCE II

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.

*Prerequisite: PHYS 1415 with a grade of "C" or better.*

# PHYSICAL THERAPIST ASSISTANT

### PTHA 1266 PRACTICUM I

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is a basic type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in acute or outpatient settings for which the student has already acquired the necessary theoretical knowledge and skills in basic patient care and physical agents. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### PTHA 1321 PATHOPHYSIOLOGY

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.

*Prerequisite: Completion of previous semester courses with a "C" or better.*

### PTHA 1405 BASIC PATIENT CARE SKILLS

**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is an introduction to the theory and application of basic patient handling, communication and functional skills. It includes selected data collection techniques.

*Prerequisite: Acceptance to PTA Program.*

### PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY

**CRT HRS:04 LEC HRS:03 LAB HRS:02**

This course is an introduction to the profession of physical therapy. It includes the historical and current scope of physical therapy and lab procedures basic to patient handling and functional skills. Emphasis is on selected data collection techniques.

*Prerequisite: Departmental Approval Required.*

### PTHA 1513 FUNCTIONAL ANATOMY

**CRT HRS:05 LEC HRS:03 LAB HRS:06**

This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions.

*Prerequisite: Acceptance to PTA Program.*

### PTHA 1531 PHYSICAL AGENTS

**CRT HRS:05 LEC HRS:03 LAB HRS:06**

This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### PTHA 2201 ESSENTIALS OF DATA COLLECTION

**CRT HRS:02 LEC HRS:01 LAB HRS:04**

This course is a study of data collections techniques used to prepare the physical therapist assistant to assist physical therapy management.

*Prerequisite: Acceptance to PTA Program.*

### PTHA 2205 NEUROLOGY

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course is a study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### PTHA 2266 PRACTICUM II (6 WEEKS)

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:15**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *PTHA 2267 PRACTICUM III (6 WEEKS)*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:15**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine, geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.
*Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.*

### *PTHA 2339 CAPSTONE: PROFESSIONAL ISSUES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *PTHA 2431 MANAGEMENT OF NEUROLOGICAL DISORDERS*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *PTHA 2435 REHABILITATION TECHNIQUES*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies such as musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### *PTHA 2509 THERAPEUTIC EXERCISE*
**CRT HRS:05 LEC HRS:03 LAB HRS:06**
This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

# PHYSICS

### *◆PHYS 1401 COLLEGE PHYSICS I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.
*Prerequisite: MATH 1414 with a "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.*

### *◆PHYS 1402 COLLEGE PHYSICS II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers principles and application of electricity, magnetics, light, and sound with emphasis on fundamental concepts, problem solving, notation and units.
*Prerequisite: PHYS 1401 with a grade of "C" or better.*

### *◆PHYS 2425 UNIVERSITY PHYSICS I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a calculus-based study of mechanics, including vibrations and wave, heat and thermodynamics.
*Prerequisite: MATH 2413 with a grade of "C" or better.*

### *◆PHYS 2426 UNIVERSITY PHYSICS II*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This is a calculus-based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.
*Prerequisite: PHYS 2425 with a grade of "C" or better.*

# PLUMBER ASSISTANT

### *PFPB 1306 BASIC BLUEPRINT READING FOR PLUMBERS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Introduction to reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of drain, waste, vent, hot and cold water, and gas piping components.
*Prerequisite: None.*

### *PFPB 1323 PLUMBING CODES I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course covers state and local plumbing codes and the application of potable water, wastewater, and gas systems to residential and light commercial settings.
*Prerequisite: None.*

### *PFPB 1408 BASIC PIPEFITTING SKILLS*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools, identification of pipe, pipe fittings, flanges, and fasteners used in the trade.
*Prerequisite: None.*

### *PFPB 1413 INTRODUCTION TO THE PLUMBING TRADE*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.
*Prerequisite: None.*

### *PFPB 1450 PLUMBING AND PIPEFITTING EQUIPMENT AND SAFETY*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.
*Prerequisite: None.*

### *PFPB 2308 PIPING STANDARDS AND MATERIALS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.
*Prerequisite: PFPB 1450.*

### *PFPB 2315 CAPSTONE: INTERMEDIATE TECHNOLOGIES FOR PIPING TRADES*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
Piping techniques and materials within the pipe trades. Includes pipefitting procedures for applications and

upgrades on techniques and practices designed to deal with federal, state, and local environmental and safety regulations.
*Prerequisite: PFPB 2308, PFPB 2449.*

### *PFPB 2449 FIELD MEASURING, SKETCHING, AND LAYOUT*
**CRT HRS:04 LEC HRS:04 LAB HRS:00**
Use, care, and setup of transit and level. Includes field dimensioning, measuring, sketching, and layout of future process piping. Emphasizes advanced trade math including the use of trigonometric functions and tables.
*Prerequisite: PFPB 1408.*

# POLITICAL SCIENCE

### *◆GOVT 2301 AMERICAN GOVERNMENT I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *◆GOVT 2302 AMERICAN GOVERNMENT II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*
*Recommended completion of GOVT 2301.*

### *◆GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.
*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *◆GOVT 2311 MEXICAN-AMERICAN POLITICS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course provides a study of Mexican-American/ Chicano politics within the American political experience. It presents both a historical and a topic-based approach to the Mexican-American political experience. Topics to be studied include the Mexican-American civil rights movement, Mexican-American political participation, Mexican-Americans and political parties, Mexican-American interests groups, Mexican-Americans in the executive and legislative branches and Mexican-Americans and the courts.
*Prerequisite: Completion of GOVT 2301 or GOVT 2302 with a grade of "C" or better.*

# PRECISION MACHINING TECHNOLOGY

### *DEMR 1301 SHOP SAFETY AND PROCEDURES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
A study of shop safety, rules, basic shop tools, and test equipment.
*Prerequisite: None.*

### *DFTG 1313 DRAFTING FOR SPECIFIC OCCUPATIONS*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.
*Prerequisite: DFTG 1425.*

### *DFTG 1425 BLUEPRINT READING AND SKETCHING*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.
*Prerequisite: None.*

### *DFTG 2402 MACHINE DRAFTING*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.
*Prerequisite: DFTG 1313.*

### *MCHN 1301 BEGINNING MACHINE SHOP*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
This course covers the fundamentals of machine shop safety, math, and measurement.
*Prerequisite: None.*

### *MCHN 1319 MANUFACTURING MATERIALS AND PROCESSES*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis is placed on manufacturing processes, including casting, forming, and machining.
*Prerequisite: MCHN 1301, MCHN 1438, DFTG 1425.*

### *MCHN 1320 PRECISION TOOLS AND MEASUREMENT*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.
*Prerequisite: None.*

### *MCHN 1326 INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (CAM) (formerly INMT 1443)*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course is a study of Computer-Aided Manufacturing (CAM) software which is used to create part programs,

transfer programs to the machine control unit and machine parts.
*Prerequisite: DFTG 1313, DFTG 1425.*

### *MCHN 1382 CAPSTONE: COOPERATIVE EDUCATION I*
**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**
In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
*Prerequisite: None.*

### *MCHN 1438 BASIC MACHINE SHOP I*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This is an introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.
*Prerequisite: None.*

### *MCHN 1452 INTERMEDIATE MACHINING I*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.
*Prerequisite: DFTG 1425, MCHN 1438.*

### *MCHN 2341 ADVANCED MACHINING I*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.
*Prerequisite: MCHN 1452.*

### *MCHN 2344 COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (formerly INMT 2334)*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a study of the programming and operation of computer numerically controlled (CNC) machine shop equipment.
*Prerequisite: MCHN 2403 (formerly INMT 1445).*

### *MCHN 2345 ADVANCED MACHINING II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.
*Prerequisite: MCHN 2341.*

### *MCHN 2382 CAPSTONE: COOPERATIVE EDUCATION II*
**CRT HRS:03 LEC HRS:01**
**OFF CAMPUS LAB HRS:20**
In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
*Prerequisite: MCHN 1382.*

### *MCHN 2403 FUNDAMENTALS OF COMPUTER NUMERICAL CONTROLLED (CNC) MACHINE CONTROLS (formerly INMT 1445)*
**CRT HRS:04 LEC HRS:02 LAB HRS:06**
This course is an introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.
*Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.*

### *MCHN 2547 SPECIALIZED TOOLS AND FIXTURES*
**CRT HRS:05 LEC HRS:03 LAB HRS:06**
This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.
*Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.*

### *PLTC 1445 PLASTIC PROCESSES I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course covers identification and examination of thermoplastic processes. Emphasis is on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.
*Prerequisite: None.*

### *PLTC 2346 PLASTIC PROCESSES II*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is a continuation of Plastic Processes I with further emphasis on injection molding techniques. Examination of thermoset molding utilizing both compression and transfer processes is included. A survey of vacuum forming, extrusion, and blow molding is also provided.
*Prerequisite: PLTC 1445.*

### *QCTC 1305 TEAMING*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skill, overall team communication, and resolving personality conflicts.
*Prerequisite: None.*

# PSYCHOLOGY

### *◆PSYC 2301 GENERAL PSYCHOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a survey of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### *◆PSYC 2302 APPLIED PSYCHOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2306 HUMAN SEXUALITY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a social behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2307 ADOLESCENT PSYCHOLOGY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the physical, emotional, social and cognitive factors affecting growth and development of adolescents.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2308 CHILD PSYCHOLOGY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of physical, cognitive, emotional and social growth from conception through childhood.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the relationship of the physical, emotional, social and cognitive factors affecting growth and development throughout the life span.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2316 PSYCHOLOGY OF PERSONALITY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of personality and techniques for measuring personality.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆PSYC 2319 SOCIAL PSYCHOLOGY
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a member. Emphasis is placed on group dynamics.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

# RADIOLOGIC TECHNOLOGY

### RADR 1266 PRACTICUM I
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program; RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 2301.*

### RADR 1267 PRACTICUM II
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program; RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 2305.*

### RADR 1311 BASIC RADIOGRAPHIC PROCEDURES
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.*

### RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.
*Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and 1266.*

### RADR 1360 CLINICAL
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:18**
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes basic fundamental clinical instruction performed in the Diagnostic Radiology Department at the clinical education centers, and is simultaneously related to theory presented in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1311.*

### RADR 1409 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal

issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.
*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.*

### *RADR 2166 CAPSTONE: PRACTICUM V*
**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:10**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program; RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.*

### *RADR 2213 RADIATION BIOLOGY AND PROTECTION*
**CRT HRS:02 LEC HRS:02 LAB HRS:01**
This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
*Prerequisite: RADR 2309 and RADR 2331 with a minimum of "C" or better, RADR 2266 with a "B" or better, and concurrent enrollment in RADR 2217 and RADR 2267.*

### *RADR 2217 RADIOGRAPHIC PATHOLOGY*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.
*Prerequisite: RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2267.*

### *RADR 2235 CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR*
**CRT HRS:02 LEC HRS:01 LAB HRS:02**
This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
*Prerequisite: RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.*

### *RADR 2266 PRACTICUM III*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program; RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2309.*

### *RADR 2267 PRACTICUM IV*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:20**
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
*Prerequisite: Admission to the Radiologic Technology Program; RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217 and RADR 2213.*

### *RADR 2301 INTERMEDIATE RADIOGRAPHIC PROCEDURES*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.
*Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C' or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 1266.*

### *RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
This course is a continuation of the study of radiographic imaging technique formulation, image Quality assurance, and the synthesis of all variables in image production.
*Prerequisite: RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 1267.*

### *RADR 2309 RADIOGRAPHIC IMAGING EQUIPMENT*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.
*Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2266.*

### *RADR 2331 ADVANCED RADIOGRAPHIC PROCEDURES*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.
*Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2266.*

# READING

### *READ 0070 DEVELOPMENTAL READING I*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This initial reading course is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference.
*Prerequisite: Placement based on ACCUPLACER placement score of 0-43; or equivalent.*

### *READ 0080 DEVELOPMENTAL READING II*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.
*Prerequisite: Completion of READ 0070 with a grade of "C" or better or an ACCUPLACER placement score of 44-60; or equivalent.*

### *READ 0090 DEVELOPMENTAL READING III*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This developmental reading course focuses on

advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or an ACCUPLACER placement score of 61-77; or equivalent.*

# RESPIRATORY THERAPY

### *RSPT 1137 BASIC DYSRHYTHMIA INTERPRETATION*
**CRT HRS:01 LEC HRS:01 LAB HRS:00**
A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1141 RESPIRATORY HOME CARE/ REHABILITATION*
**CRT HRS:01 LEC HRS:01 LAB HRS:00**
Respiratory home care/rehabilitation equipment, procedures, and patient education. Emphasizes treatment of patients in home care and alternate settings.
*Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1266 PRACTICUM I*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1267 PRACTICUM II*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
*Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1325 RESPIRATORY CARE SCIENCES*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
Physics, mathematics, and chemistry as related to respiratory care.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1331 RESPIRATORY CARE FUNDAMENTALS II*
**CRT HRS:03 LEC HRS:02 LAB HRS:03**
Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 1429 RESPIRATORY CARE FUNDAMENTALS I*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/ aerosol therapy.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2139 ADVANCED CARDIAC LIFE SUPPORT*
**CRT HRS:01 LEC HRS:00 LAB HRS:03**
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.
*Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2217 RESPIRATORY CARE PHARMACOLOGY*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/ calculations, and physiological interactions.
*Prerequisite: Acceptance to the program.*

### *RSPT 2230 CAPSTONE: EXAMINATION PREPARATION*
**CRT HRS:02 LEC HRS:02 LAB HRS:00**
Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.
*Prerequisite: Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 1266, RSPT 1267, and RSPT 2266 with a grade of "B" or better.*

### *RSPT 2231 SIMULATIONS IN RESPIRATORY CARE*
**CRT HRS:02 LEC HRS:01 LAB HRS:04**
Theory and history of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.
*Prerequisite: Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 1266 and RSPT 1267 with a grade of "B" or better.*

### *RSPT 2266 PRACTICUM III*
**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:14**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
*Prerequisite: RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2305 PULMONARY DIAGNOSTICS*
**CRT HRS:03 LEC HRS:02 LAB HRS:02**
The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2310 CARDIOPULMONARY DISEASE*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
A discussion of etiology, pathogenesis, pathology,

diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.
*Prerequisite: Completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2314 MECHANICAL VENTILATION*
**CRT HRS:03 LEC HRS:02 LAB HRS:04**
In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.
*Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2366 PRACTICUM IV*
**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:21**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
*Prerequisite: RSPT 2266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2419 MECHANICAL VENTILATION FOR THE NEONATAL/ PEDIATRIC PATIENT*
**CRT HRS:04 LEC HRS:03 LAB HRS:03**
In-depth coverage and application of therapeutic procedures to achieve adequate spontaneous and artificial ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.
*Prerequisite: RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

### *RSPT 2453 NEONATAL/PEDIATRIC CARDIOPULMONARY CARE*
**CRT HRS:04 LEC HRS:03 LAB HRS:04**
Advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.
*Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."*

# SIGN LANGUAGE (AMERICAN)

### ◆*SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.
*Prerequisite: None.*

### ◆*SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II*
**CRT HRS:03 LEC HRS:03 LAB HRS:01**
This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.
*Prerequisite: SGNL 1301.*

### ◆*SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross- cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.
*Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.*

### ◆*SGNL 2302 INTERMEDIATE AMERICAN SIGN LANGUAGE II*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is a comprehensive Intermediate American Sign Language course. This course will include further application of introductory level interpreting and transliterating skills with appropriate RID guidelines governing ethical behavior. Furthermore, students will also be exposed to the literature and culture of the Deaf culture. In addition, this course provides students the opportunity to interpret for guest speakers. Class is conducted primary without voice.
*Prerequisite: SGNL 2301.*

# SOCIOLOGY

### ◆*SOCI 1301 INTRODUCTORY SOCIOLOGY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This is an introduction to the scientific study of human group behavior. Major areas of study in sociology including basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, gender, age, major social institutions, population dynamics, and socio-cultural change.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆*SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, aging, or sex roles.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ◆*SOCI 2301 MARRIAGE AND THE FAMILY*
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.
*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

### ⬩SOCI 2319 MINORITY STUDIES

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

*Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.*

# SOCIAL WORK

### ⬩SOCW 2361 INTRODUCTION TO SOCIAL WORK

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice. The course requires the completion of volunteer work at an approved site.

*Prerequisite: None.*

### ⬩SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.

*Prerequisite: None.*

# SPANISH

### ⬩SPAN 1300 BEGINNING SPANISH CONVERSATION I

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

*Prerequisite: None.*

### ⬩SPAN 1310 BEGINNING SPANISH CONVERSATION II

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

*Prerequisite: SPAN 1300.*

### ⬩SPAN 1311 BEGINNING SPANISH I FOR SPANISH SPEAKERS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussion and presentations. In addition, writing skills will be enhanced and developed in this course.

*Prerequisite: None.*

### ⬩SPAN 1312 BEGINNING SPANISH II FOR SPANISH SPEAKERS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Spanish 2315 is a comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

*Prerequisite: SPAN 1311.*

### ⬩SPAN 1411 BEGINNING SPANISH I FOR NON-SPANISH SPEAKERS

**CRT HRS:04 LEC HRS:04 LAB HRS:01**

Spanish 1411 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.

*Prerequisite: None.*

### ⬩SPAN 1412 BEGINNING SPANISH II FOR NON-SPANISH SPEAKERS

**CRT HRS:04 LEC HRS:04 LAB HRS:01**

Spanish 1412 is a comprehensive second semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.

*Prerequisite: SPAN 1411, or departmental placement exam.*

### ⬩SPAN 2306 INTERMEDIATE CONVERSATIONAL SPANISH

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

The primary objective of the course is to develop the student's competency in communicating through the

spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course.
*Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1300 and SPAN 1310.*

### ◆SPAN 2311 INTERMEDIATE SPANISH I
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/ discussion, vocabulary expansion, and writing analytical literary reviews.
*Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1311 and SPAN 1312; or SPAN 1505; or departmental placement exam.*

### ◆SPAN 2312 INTERMEDIATE SPANISH II
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.
*Prerequisite: SPAN 2311.*

### ◆SPAN 2316 CAREER SPANISH I
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. In addition, students will be exposed to literary topics and themes related to business, medical and/or legal areas. Topics will vary.
*Prerequisite: None.*

### ◆SPAN 2317 CAREER SPANISH II
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
Spanish 2317 is a comprehensive second semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.
*Prerequisite: SPAN 2316.*

### ◆SPAN 2321 INTRODUCTION TO SPANISH LITERATURE I
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is the first part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
*Prerequisite: SPAN 2311.*

### ◆SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
*Prerequisite: SPAN 2321.*

### ◆SPAN 2323 INTRODUCTION TO LATIN AMERICAN LITERATURE
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a comprehensive introduction to Latin American literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Latin American literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
*Prerequisite: SPAN 1311.*

### ◆SPAN 2324 SPANISH CULTURE
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.
*Prerequisite: None.*

# SPEECH

### ◆SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 1315 PUBLIC SPEAKING
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 1318 INTERPERSONAL COMMUNICATIONS
**CRT HRS:03 LEC HRS:03 LAB HRS:00**
This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.
*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 2289 ACADEMIC COOPERATIVE

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

*Prerequisite: Permission from the Department.*

### ◆SPCH 2301 INTRODUCTION TO TECHNOLOGY AND HUMAN COMMUNICATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course studies discussion and small group theories and techniques as they relate to group process and interaction.

*Prerequisite: Completion of READ 0080 or equivalent.*

### ◆SPCH 2335 ARGUMENTATION AND DEBATE

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

*Prerequisite: Completion of ENGL 1301.*

# TECHNOLOGY MANAGEMENT

### TMGT 3302 BUSINESS AND ECONOMIC STATISTICS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.

*Prerequisites: Junior standing and MATH 1414 or MATH 1442.*

### TMGT 3303 MANAGERIAL COMMUNICATIONS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a hands-on approach to oral, written, and information technologies communications tools and techniques for organizational settings. The course emphasizes all kinds of professional communication skills such as business presentations, technical reports, research reports, and business etiquette.

*Prerequisite: Junior standing and ENGL 1302.*

### TMGT 3305 ORGANIZATIONAL THEORY AND PRACTICE

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an examination of contemporary theory and practice of management. It provides an overview of the management process and functions of planning, organizing, leading, and controlling to accomplish goals. Emphasis is placed on the study of organizational structure and managing organizational change.

*Prerequisite: Junior Standing and BUSI 1301 or LMGT 1319, and BMGT 1301 or HRPO 2301.*

### TMGT 3310 DECISION MAKING

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

*Prerequisite: Junior standing and MATH 1414 or MATH 1442.*

### TMGT 3311 TECHNOLOGY IN ENTERPRISE MANAGEMENT

**CRT HRS:03 LEC HRS:02 LAB HRS:02**

The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.

*Prerequisites: Junior standing.*

### TMGT 3312 RESOURCE MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.

*Prerequisite: TMGT 3302, TMGT 3303, TMGT 3305, and TMGT 3310.*

### TMGT 3321 SUPPLY CHAIN MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, ecommerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply chain management of products and services given the impact of the global economy.

*Prerequisite: TMGT 3312.*

### TMGT 3322 LOGISTICS MANAGEMENT

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.

*Prerequisite: TMGT 3312.*

### TMGT 3336 MANAGEMENT AND LAW

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introductory study of local, state, federal, and international laws affecting organizational practices. The course focuses on the legal framework that is considered in managerial and entrepreneurial activities. Emphasis is given to the basic principles of law that shape managerial and entrepreneurial behavior.

*Prerequisite: Junior standing.*

### TMGT 3337 DECISION MAKING ECONOMICS

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of the role of economics in entrepreneurial and managerial decision making.

The course includes the application of macro and microeconomics concepts in managerial problem solving. Emphasis is given to economic public policies and to the evolution of the global economy.
*Prerequisites: ECON 2301, ECON 2302, TMGT 3302, and TMGT 3310.*

### *TMGT 3338 ACCOUNTING FOR MANAGERS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course studies the role of accounting in the management of organizations. The focus is on the use of accounting information by non-financial managers. The emphasis of the course is on interpretation rather than construction of accounting information.
*Prerequisites: ACCT 2401, TMGT 3302 and TMGT 3310.*

### *TMGT 3340 QUALITY ASSURANCE, MANAGEMENT AND IMPROVEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course examines the primary tools and methods used to monitor, improve and control quality in organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality strategies.
*Prerequisite: TMGT 3312.*

### *TMGT 4304 SAFETY AND RISK MANAGEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course studies proactive management in addressing operation uncertainties in organizations. Topics include risk assessment, safety analysis and management methods and techniques used in business operations to minimize and control risks and safety. Emphasis is given to the costs as well as to the legal, ethical, and cultural environments surrounding risk and safety considerations.
*Prerequisites: TMGT 3312.*

### *TMGT 4320 ORGANIZATIONAL DESIGN AND MANAGEMENT SEMINAR*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a critical study of specific organizational structures and operations. The course uses a case study approach based on real and significant cases. Thereafter, students work in teams on instructor-approved specific case projects. Teams identify problems and formulate, plan and implement actions using technology management problem solving approaches.
*Prerequisites: TMGT 3312, TMGT 3336, TMGT 3337, and TMGT 3338.*

### *TMGT 4341 PURCHASING AND SUPPLY MANAGEMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.
*Prerequisite: TMGT 3312.*

### *TMGT 4342 SUPPLY CHAIN SECURITY*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special emphasis is given to transport and logistics systems in a global economy.
*Prerequisites: TMGT 3312.*

### *TMGT 4347 CAPSTONE: TECHNOLOGY MANAGEMENT PRACTICUM*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course immerses students in the workplace of a technology manager. The course work implies the construction of a self professional profile and an internship. The internship focuses on a project management case related to technology management, e.g., operational management, inventory control, supply chain management, logistics, and information management. The main factor in evaluating student performance is the input from outsiders to the academia.
*Prerequisite: Senior standing and consent of the program coordinator.*

### *TMGT 4353 INTERNATIONAL BUSINESS SEMINAR*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides an overview of the international business environment. The course addresses economic, technological, political, social, and cultural factors shaping the evolution of the global economy. Special emphasis is placed on changes in managerial functions and elements of the management process as a result of current global business evolution.
*Prerequisite: TMGT 3337.*

### *TMGT 4355 MANAGEMENT, TECHNOLOGY, AND ETHICS SEMINAR*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course studies the implications of basic principles of ethics to technology, organizations and management. The course work emphasizes the role of the foundations of ethics and technology in shaping professional and business practices. Case studies give special attention to the ethical dimension of the managerial functions in a global economy and culture.
*Prerequisite: TMGT 3312, TMGT 3336.*
*Junior standing: Completion of minimum required Technical Support and General Education courses.*
*Senior standing: Completion of 18 upper division courses.*

# VOCATIONAL NURSING

### *VNSG 1115 DISEASE CONTROL AND PREVENTION*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.
*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1116 NUTRITION*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is an introduction to nutrients and the role of diet therapy in growth and development and the maintenance of health.
*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1122 VOCATIONAL NURSING CONCEPTS*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.
*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1133 GROWTH AND DEVELOPMENT*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is a study of the basic aspects of growth and development throughout the life span. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1136 MENTAL HEALTH*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.*

### *VNSG 1138 MENTAL ILLNESS*

**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.*

### *VNSG 1160 CLINICAL I-A*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1161 CLINICAL I-B*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1162 CLINICAL II-A*

**CRT HRS:01 LEC HRS:00**
**OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.*

### *VNSG 1226 GERONTOLOGY*

**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course also addresses common disease processes of aging and explores attitudes toward care of the older adult.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1261 CLINICAL II-B*

**CRT HRS:02 LEC HRS:00**
**OFF CAMPUS LAB HRS:12**

This course is a health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.*

### *VNSG 1323 BASIC NURSING SKILLS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1330 MATERNAL-NEONATAL NURSING*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

### *VNSG 1331 PHARMACOLOGY FOR VOCATIONAL NURSING*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

*Prerequisite: Admission to the Vocational Nursing Program.*

### *VNSG 1334 PEDIATRICS*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process.

*Prerequisite: Concurrent enrollment in VNSG 1261.*

### *VNSG 1362 CLINICAL III*

**CRT HRS:03 LEC HRS:00**
**OFF CAMPUS LAB HRS:18**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1136, VNSG 1138, and VNSG 1432 and permission from the department.*

### *VNSG 1420 ANATOMY & PHYSIOLOGY FOR ALLIED HEALTH*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

*Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.*

### *VNSG 1429 MEDICAL-SURGICAL NURSING I*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course explores application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

### *VNSG 1432 MEDICAL-SURGICAL NURSING II*

**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1138.*

### *VNSG 2331 ADVANCED NURSING SKILLS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

# WELDING

### *WLDG 1313 INTRODUCTION TO BLUEPRINT READING FOR WELDERS*

**CRT HRS:03 LEC HRS:02 LAB HRS:04**

A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *WLDG 1323 WELDING SAFETY, TOOLS AND EQUIPMENT*

**CRT HRS:03 LEC HRS:03 LAB HRS:00**

An Introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints.

*Prerequisite: Completion of MATH 0080 or equivalent.*

### *WLDG 1412 INTRODUCTION TO FLEX CORED ARC WELDING (FCAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and but joints using self-shielding and dual-shield electrodes.

*Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.*

### *WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

*Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.*

### *WLDG 1428 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

An introduction to shielded metal arc welding process. Emphasis Is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided In SMAW fillet welds in various positions.

*Prerequisite: Completion of or concurrent enrollment In WLDG 1313 and WLDG 1323; and completion of MATH 0080 or equivalent.*

### *WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

*Prerequisite: Completion of or concurrent enrollment In WLDG 1313 and WLDG 1323; and completion of MATH 0080 or equivalent.*

### *WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

*Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.*

### *WLDG 1457 INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

*Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.*

### *WLDG 2406 INTERMEDIATE PIPE WELDING*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

*Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.*

### *WLDG 2443 ADVANCED SHIELDED METAL ARC WELDING (SMAW)*

**CRT HRS:04 LEC HRS:02 LAB HRS:06**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

*Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.*

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