



CATALOG

2014-2015

SOUTH TEXAS COLLEGE



STC

South Texas College

2014-2015 Catalog

ACCREDITATION

South Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

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While this bulletin was prepared on the basis of the best information available at the time, South Texas College reserves the right to change any information, including tuition and fees, course offerings and admissions requirements without notice or obligation in keeping with policies approved by the Board of Trustees of South Texas College.

This catalog is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and South Texas College. The College reserves the right to withdraw courses at any time, to change fees and tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever enacted by the College's administration and will apply to both prospective students and those already enrolled. lclct/jjs.

A Message from the President



South Texas College is conveniently located near your home with three campuses in McAllen, one in Weslaco and one in Rio Grande City. There are also three teaching centers offering evening classes, one in McAllen, another in La Joya, and a third in Pharr. This means you do not have to travel far for a quality education at an affordable price. The College is proud of its numerous accomplishments throughout the years and honored to serve more than 31,000 students per semester.

If you find that your current lifestyle keeps you from attending classes on campus, the College's 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 20 degrees or 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 South Texas College offers more than 112 degree and certificate program options for your consideration in a variety of allied health, business, liberal arts, math, nursing, science, social sciences and technology pathways that lead to high-wage, and 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.

South Texas College is also very proud to be one of three community colleges in the state of Texas accredited to offer the Bachelor of Applied Technology degree. Students can pursue a degree in Technology Management, Computer and Information Technologies, Medical and Health Services Management, and a new Bachelor of Applied Science in Organizational Leadership.

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. South Texas College also offers workforce training and first-class customized training in response to the needs of businesses and industries in our area.

A wide array of services are offered at the College to ensure your success. These services include advisement, counseling, disability assistance, dual enrollment, financial aid, tutoring in most every subject, as well as student life activities, 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 www.southtexascollege.edu. I look forward to seeing you on our campus.

Best regards,

A handwritten signature in black ink that reads "Shirley A. Reed". The signature is written in a cursive, flowing style.

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

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South Texas College Campuses

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 and Allied Health Campus

1101 E. Vermont
McAllen, TX 78501
956-872-3100

4 Starr County Campus

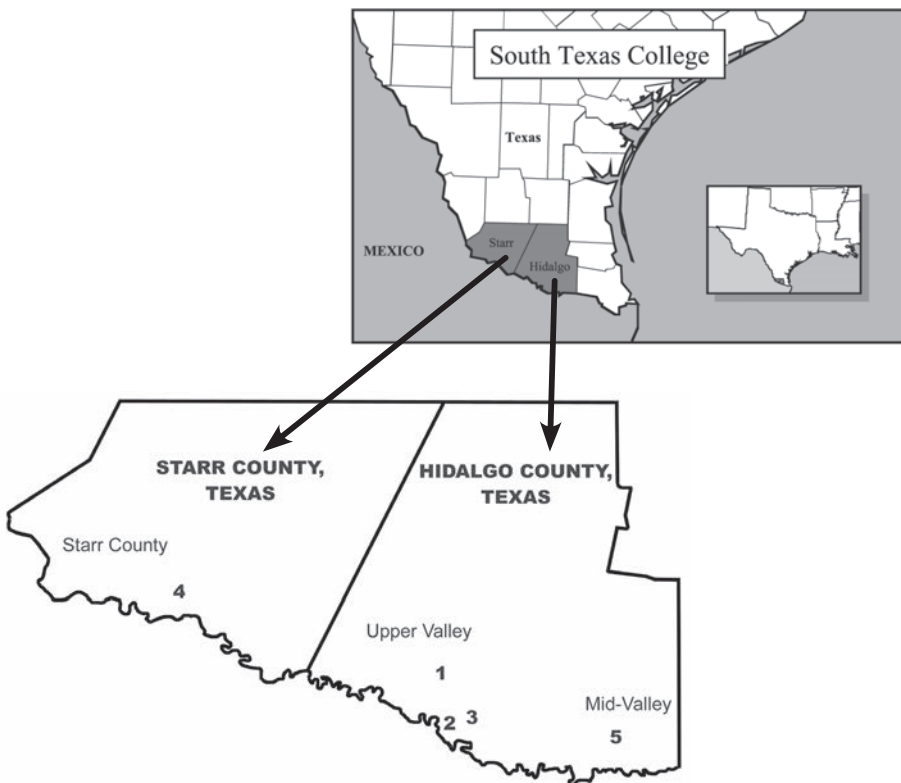
142 FM 3167
Rio Grande City, TX 78582
956-488-8181

5 Mid-Valley Campus

400 N. Border
Weslaco, TX 78596
956-447-6600

eSTC Virtual Campus

956-872-2598



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 three Bachelor of Applied Technology degrees, one in Computer and Information Technologies, another in Medical and Health Services Management and a third in Technology Management. A Bachelor of Applied Science in Organizational Leadership is now also offered.

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.

Affiliations

NATIONAL/REGIONAL

- Accreditation Council for Occupational Therapy Education (ACOTE)
- Alliance for Community College Innovation
- American Alliance for Theatre & Education
- American Association for Physical Activity and Recreation
- 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 Educational Research Association (AERA)
- American Health Information Management Association
- American Library Association
- American Museum Association
- American Occupational Therapy 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 Technologists
- American Welding Society (AWS)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association for Healthcare Documentation Integrity (AHDl)
- Association on Higher Education and Disability
- Association of International Educators
- Board of Vocational Nurse Examiners
- Central States Communication Association
- College Art Association
- College Reading and Learning Association (CRLA)
- Committee on Accreditation for Respiratory Care
- Community College Baccalaureate Association
- Community College Business Officers (CCBO)
- Community College Survey of Student Engagement (CCSSE)
- Disaster Recovery Institute
- EDUCAUSE
- Electricity Association (E.A.)
- Electric Power Supply Association (E.P.S.A.)
- Government Finance Officers Association (GFOA)
- Hispanic Association of Colleges and Universities
- International Association of Campus Law Enforcement Administrators
- infoComm International
- International Association of Electrical Inspectors (I.A.E.I.)
- International Association of GM-ASEP Schools
- International Conference on Teaching and Leadership Excellence (NISOD)
- International Reading Association (IRA)
- 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 College Auxiliary Services (NACAS)
- 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 Communication Association
- 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 Library of Medicine
- National Organization of Associate Degree Nursing
- National Institute for Metalworking Skills, Inc. (NIMS)
- North American Council for Staff, Program and Organizational Development (NCPSOD)
- Research and Education Networking Information Sharing and Analysis Center (REN-ISAC)
- Society for College and University Planners
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern States Communication Association
- Survey of Entering Student Engagement (SENSE)
- The Consortium of College and University Media Centers (CCUMC)
- The Instructional Technology Council
- The National Communication Association
- The Sloan Consortium
- United States Distance Learning Association
- Voluntary Framework of Accountability

- Texas Association for College Admission Counseling
- Texas Association for Healthcare Documentation Integrity (TXAHDl)
- 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 College Business Officers (TACCBO)
- Texas Association of Community Colleges
- Texas Association of Community College Trustees and Administrators
- Texas Association of Institutional Research (TAIR)
- Texas Association of Schools of Art
- Texas Association of School Boards
- Texas Association of Student Financial Aid Administrators
- Texas Counseling Association
- Texas Community College Instructional Administrators
- Texas Community College Teachers Association
- Texas Council of Academic Libraries
- Texas Department of State Health Services Bureau of Radiation Control
- Texas Department of State Health Services Medical Radiologic Technologist
- Texas Developmental Education State Policy Leadership Team
- Texas Distance Learning Association
- Texas Health Information Management Association (TXHIMA)
- Texas Library Association
- Texas Organization of Associate Degree Nursing
- Texas Society of Medical Assistants
- Texas Speech Communication Association
- Texas Student Success Task Force
- Texas Team Coalition of Nursing
- The Virtual College of Texas

LOCAL

- Asociación Regional de Maquiladoras de Reynosa, S.A.
- Hidalgo County Library System
- Lower RGV P-16 Council
- McAllen Chamber of Commerce
- Mission Chamber of Commerce
- Rio Grande Valley Collective Impact
- Rio Grande Valley Council of Teachers of Mathematics
- Rio Grande Valley Health Information Management Association (RGVHIMA)
- Rio Grande Valley Partnership
- Rio Grande Valley Pathways Project
- South Texas Manufacturers' Association
- South Texas Literacy Coalition (STLC)
- South Texas Mathematics Consortium
- Tech Prep of the Rio Grande Valley
- The Upper Valley Art League
- Upper RGV P-16 Council
- Weslaco Area Chamber of Commerce

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

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.

Prohibition of Weapons

Texas Penal Code §46.03(a) states, "A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a): (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;".

Texas Penal Code §46.03 (f) states, "It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code."

Pursuant to Texas Penal Code §46.03(a), South Texas College permits the following two exceptions to the prohibitions of Texas Penal Code §46.03:

Firearms which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs at shooting practice facilities that are not located on college property;
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College; and
- of the caliber commonly used in the educational or training activity.

Batons and Tazers which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs; and
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College.

Faculty, staff, and students participating in law enforcement training programs must obtain, and carry in their possession, advance written authorization from the Director of Security and the College President.

South Texas College prohibits a person from intentionally, knowingly, or recklessly possessing a firearm, illegal knife, club, firearm ammunition, or prohibited weapon listed in Section 46.05(a) of the Texas Penal Code, on the premises (as defined by law) or physical grounds of any campus or other property owned, leased, or controlled by the College, unless otherwise permitted by law.

The Director of Security is hereby authorized and directed to post appropriate notices on all College premises to notify all persons of this policy. The President of South Texas College is authorized to adopt guidelines reasonably necessary for the implementation of this policy.

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.

As of July 1, 2011, Federal Title IV regulations require all institutions of higher education to disclose completion and cost information about non-degree programs leading to gainful employment in a recognized occupation. Information about Gainful Employment programs is available at <http://academicaffairs.southtexascollege.edu/degreeplans/certificates.html>.

Board of Trustees

Officers



ROY DE LEÓN

Chair

Branch Retail Executive, BBVA Compass,
Mercedes

District 7

Representing Northeast Hidalgo County, North
Weslaco, Edcouch-Elsa, La Villa, Mercedes,
Monte Alto, Northeast Alamo, Northeast Edinburg
and Hargill

Term May 2014 - 2020



DR. ALEJO SALINAS, JR.

Vice-Chair

Clinical Lecturer,
University of Texas-Pan American
Retired Superintendent,
Superintendent Emeritus, Hidalgo ISD

District 5

Representing Northwest Hidalgo County, Edinburg,
North San Juan, and Northeast Pharr

Term May 2014 - 2020



PAUL R. RODRIGUEZ

Secretary

CEO of Valley Land Title Co.

District 3

Representing South McAllen,
Southwest Pharr, Hidalgo, Sharyland,
Southeast Mission and Granjeno

Term August 2012 - May 2016

Board of Trustees

Officers



ROSE BENAVIDEZ
Member

President of Starr County Industrial Foundation
District 1
Representing Starr County
Term May 2012 - 2018



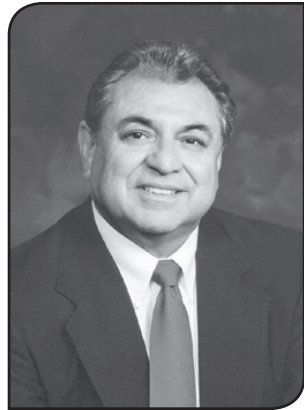
GRACIELA FARIAS
Member

Self-employed as an Educational Consultant
Retired from McAllen ISD
District 2
Representing La Joya, Western Mission,
Palmview, Sullivan City,
Penitas and Western Alton
Term May 2012 - 2018



GARY GURWITZ
Member

Managing Partner, Atlas, Hall & Rodriguez, L.L.P.,
McAllen
District 4
Representing North McAllen,
Northwest Pharr, Palmhurst,
Southwest Edinburg and Northeast Mission
Term May 2010 - 2016



JESSE VILLARREAL
Member

Parent Specialist, Weslaco ISD
District 6
Representing Donna, South Alamo,
South San Juan, Southeast Pharr,
South Weslaco, and Progreso
Term May 2012 - 2018

ACADEMIC CALENDAR

2014-2015

FALL 2014

(Aug. 25 - Dec. 14, 2014)

August 14

New Faculty Start Date-New Faculty Orientation

August 15

New Faculty Service Area Tour

August 18

Faculty Return-Academic Affairs Convocation/
Division Meetings

August 19

New Faculty Benefits & Orientation - Human
Resources Dept.

August 20

STC Faculty Teaching Dual Enrollment PD Day

August 23

Adjunct / Dual Enrollment Faculty Professional
Development Day

August 25

Classes Begin

September 1

College Closed-Labor Day

September 10

Census Day - Twelfth Class Day

September 19

*College Closed - Professional & Organizational
Development Day*

November 14

Last Day to Withdraw

November 27 - 30

College Closed-Thanksgiving Holiday

December 8 - 14

Finals

December 15

Grades Due Date

December 18 - January 4

Winter Break (College Closed)

SPRING 2015

(Jan. 20 - May 15, 2015)

January 5

College Opens-Staff Returns

January 12

Faculty Return – Division/Department Meetings

January 13

New Faculty Benefits & Orientation - Human
Resources Dept.

January 14 - 16

Faculty Preparation Day /Departmental Meetings

January 17

Adjunct/Dual Enrollment Faculty Professional
Development Day

January 19

Martin Luther King, Jr. Day – College Closed

January 20

Classes Begin

February 4

Census Day - Twelfth Class Day

February 13

*College Closed Professional & Organizational
Development Day*

March 9 - 15

College Closed - Spring Break

April 2-5

College Closed-Semester Break

April 21

Last Day to Withdraw

May 9 - 15

Finals

May 15 - 16

Graduation

May 18

Grades Due Date

ACADEMIC CALENDAR 2014-2015

SUMMER SESSION I

(June 1 - July 1, 2015)

May 25

College Closed-Memorial Day

May 26 - 31

Final registration dates for Summer I, III

June 1

Classes Begin

June 4

Census Day - Fourth Class Day

June 24

Last Day to Withdraw

June 30

Classes End

July 1

Finals

July 2

Grades Due Date

July 3

Independence Day – College Closed

SUMMER SESSION II

(July 8 - Aug. 7, 2015)

July 6 - 7

Final registration dates for Summer II

July 8

Classes Begin

July 13

Census Day - Fourth Class Day

July 31

Last Day to Withdraw

August 6

Classes End

August 7

Finals

August 10

Grades Due Date

SUMMER SESSION III

(June 1 - Aug. 7, 2015)

May 26 - May 31

Final registration dates for Summer I, III

June 1

Classes Begin

June 9

Census Day - Seventh Class Day

July 3

Independence Day – College Closed

July 6 - 7

No Classes

July 23

Last Day to Withdraw

August 6

Classes End

August 7

Finals

August 10

Grades Due Date

*Register
Now!*

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 state-mandated test required for graduation from high school and the date of graduation must be submitted prior to enrollment. All high school graduates entering South Texas College without test scores from high school are subject to TSI requirements. 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 provide test scores from the TSI ASSESSMENT TEST, prior to enrollment. All applicants must submit an official transcript from the last high school attended prior to enrollment.

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 for courses taken 10 or more years prior to enrollment.
6. Out of state transfer students who have not taken the TSI ASSESSMENT TEST, 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, except as set out in Texas Education Code [section sign] 4.85. 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.

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 2013 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student.

Beginning Fall 2013, the Student Assessment Center administers the New TSI Assessment Exam throughout the year. Information on test dates, registration deadlines, and general information is available upon request and/or can be found on our Market Place website: https://secure.touchnet.com/C20193_ustores/web/

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, or 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 THE TSI ASSESSMENT EXAM?

As of the Fall 2013 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 the TSI Assessment Exam before enrolling in any college-level credit coursework.

WHO DOES NOT HAVE TO TAKE THE TSI ASSESSMENT EXAM:

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

WHEN MUST A STUDENT TAKE THE TSI ASSESSMENT EXAM?

All students enrolling in credit programs at STC for the first time in the Fall 2013 thereafter, must have scores from the New TSI Assessment instrument approved by the Texas Higher Education College Board by the First Class Day.

REGISTRATION FOR THE TSI ASSESSMENT EXAM

To register for the TSI Assessment 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 TSI Assessment Exam. The TSI Assessment Exam is offered by appointment only via Market Place.

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

TEXAS SUCCESS INITIATIVE TEST CONTENT

TSI Mathematics and Statistics Test

The TSI Mathematics and Statistics Test is a multiple choice assessment covering the key College and Career Readiness Standards referenced below. There are approximately 20 items on the placement test, and 10 items on the diagnostic test.

Elementary Algebra and Functions

(6 items on the placement test; 10 items on diagnostic test)

- Linear equations, inequalities, and systems
- Algebraic expressions and equations (other than linear)
- Word problems and applications

Intermediate Algebra and Functions

(9 items on the placement test; 10 items on diagnostic test)

- Quadratic and other polynomial expressions, equations, and functions
- Expressions, equations, and functions involving powers, roots, and radicals
- Rational and exponential expressions, equations, and functions

Geometry and Measurement

(2 items on placement test; 10 items on diagnostic test)

- Plane geometry
- Transformations and symmetry
- Measurement (linear, area, three-dimensional)
- Modeling and applications

Data Analysis, Statistics and Probability

(3 items on placement test; 10 items on diagnostic test)

- Interpreting categorical and quantitative data
- Statistical measures
- Probabilistic reasoning

TSI Writing Test

The TSI Writing Test is a multiple choice assessment covering the key College and Career Readiness Standards referenced below. There are approximately 20 items on the placement test, and 10-12 items on the diagnostic test.

Essay Revision

(8 items on placement test; 12 items on diagnostic test)

- All items in this category will be passage-based items.
- Passages are drafts of essays in need of revision and will be approximately 250 words. Items will ask students to revise parts of the **essay to improve coherence, organization, word choice, rhetorical effectiveness, and use of evidence**

Agreement

(3 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will cover topics such as subject-verb agreement, pronoun agreement, and verb tense.

Sentence Structure

(5 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will cover topics such as fragments, subordination and coordination, and parallelism
- Items will also cover topics such as comma splices and run-on sentences, as well as improper punctuation.

Sentence Logic

(4 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will test the student's ability to arrange the parts of sentences in the most logical way, including the use of logical transitions and the correct placement of modifying phrases.

TSI Reading Test

The TSI Reading Test is a multiple choice assessment covering the Key College and Career Readiness Standards referenced below. There are approximately 24 items on the placement test. There are 10-12 items per category on the diagnostic test.

Literary analysis

(4 items on placement test; 12 items on diagnostic test)

- All items in this category will be passage-based items.
- **Passages are fiction or literary nonfiction and will be approximately 400 words in length.**
- **Items will ask students to identify and analyze ideas in and elements of literary texts.**

Main Idea and Supporting Details

(5 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with single informational/expository passages of 75-125 words.
- Items will ask students to identify the main idea of a passage or comprehend explicit textual information in the passage.

Inferences in a Text or Texts

(8 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with one or, in some cases, two informational/expository passages of 100-150 words.
- Most items will ask students to make an appropriate inference about a single passage.
- **Some items will require students to synthesize ideas by making a connection or comparison between two passages.**

Author's Use of Language

(7 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with single informational/expository passages of 75-125 words.
- Some items will ask students to identify an **author's purpose, tone, organization, or rhetorical strategies and use of evidence;**
- Some items will ask students to determine the meaning of words in context.

Texas College and Career Readiness Writing

The Texas College and Career Readiness Writing standards ask students to write essays that "demonstrate clear focus, the logical development of ideas in well-organized paragraphs, and the use of appropriate language that advances the author's purpose."

WritePlacer

WritePlacer automatically evaluates students' essays written to one of several prompts. WritePlacer essays are electronically scored by the Intelligent Essay Assessor (IEA) that is powered by the Knowledge Technologies (KT) engine.

Intelligent Essay Assessor

The Intelligent Essay Assessor is a unique automated assessment technology that evaluates the meaning of text, not just grammatical correctness or spelling. The Intelligent Essay Assessor is based on Latent Semantic Analysis (LSA), a statistical language learning theory and computer model that measures the semantic similarity of words and documents with accuracy closely approximating that of human judges.

Feedback is provided on the following six dimensions

- *Purpose and Focus*
The extent to which the writer presents information in a unified and coherent manner, clearly addressing the issue.
- *Organization and Structure*
The extent to which the writer orders and connects ideas.
- *Development and Support*
The extent to which the writer develops and supports ideas.
- *Sentence Variety and Style*
The extent to which the writer crafts sentences and paragraphs demonstrating control of vocabulary, voice, and structure.
- *Mechanical Conventions*
The extent to which the writer expresses ideas using standard English.
- *Critical Thinking*
The extent to which the writer communicates a point of view and demonstrates reasoned relationships among ideas.

PAYMENT FOR THE TSI ASSESSMENT EXAM

The TSI ASSESSMENT Exam fee is \$29 for all three sections; or \$10 for one section or \$20 for two sections plus a \$25 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.

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 Exam may not drop these courses.

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

Placement Scale

Texas Success Initiative (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. Exemptions will continue to remain the same for the new TSI Assessment Exam and for placement purposes that take effect August 26, 2013.

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	
2 Course Developmental Sequence	100-179	0-43		0-32	0-65	READ0070	
	190-229	50-77		34-40	68-80	READ0200	
	0-189	0-49		0-33	0-67	READ0100	
WRITING	220+	E8/60+ E7/60+	E6/60+ E5/80+	E6/40+	E6/59+	College Writing Standard	
						ENGL1301 + Reading	
	200-219	E8/0-59 E7/0-59	E6/0-59 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	
2 Course Developmental Sequence	100-179	E5/0-65 E4/0-65	E3/0-65	E3/0-32	E3/0-47	ENGL0071	
	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	
2 Course Developmental Sequence	<190	AR 0-64		0-34	0-35	MATH0080	
	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							

* The placement scale is good for the summer sessions. Cut off scores for the New TSI Assessment Exam will become available to us on April 26, 2013.

After August 26, 2013, the following Passing Scores will be adhered to once testing commences:

READING: 351+

WRITING: Essay 5 or Essay 4 and Multiple Choice score of 363

MATH: 350+

ENROLLMENT GUIDELINES

Follow the easy steps below to begin taking 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) or all 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 Student Financial Services. **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 the state-mandated TSI ASSESSMENT TEST, 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 for technical courses and prepare them to enter the workforce in high demand technical areas.

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 an 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 (6) credit hours at STC with a grade of 70 (C) or better.

Upon registering at STC, the student should visit 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.

STUDENT 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 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 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 (FERPA) 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 and photo identification 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 session. 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 submit a written request 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

Students must accurately answer questions about their residency on the Application for Admission and provide supporting documentation as set out below, if necessary. 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 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 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, naming the student as a dependent.

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. 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 2014-2015

Number of Credit Hours	In-District Tuition	Out-of-District Tuition	Non-Residents of Texas Tuition
1	\$135.00	\$164.50	\$200.00
2	\$220.00	\$264.00	\$344.00
3	\$264.00	\$310.20	\$414.00
4	\$312.00	\$361.60	\$488.00
5	\$390.00	\$452.00	\$610.00
6	\$438.00	\$503.40	\$684.00
7	\$511.00	\$587.30	\$798.00
8	\$584.00	\$671.20	\$912.00
9	\$612.00	\$696.60	\$954.00
10	\$680.00	\$774.00	\$1,060.00
11	\$748.00	\$851.40	\$1,166.00
12	\$804.00	\$913.20	\$1,260.00
13	\$871.00	\$989.30	\$1,365.00
14	\$938.00	\$1,065.40	\$1,470.00
15	\$1,005.00	\$1,141.50	\$1,575.00
16	\$1,072.00	\$1,217.60	\$1,680.00
17	\$1,139.00	\$1,293.70	\$1,785.00
18	\$1,206.00	\$1,369.80	\$1,890.00
19	\$1,273.00	\$1,445.90	\$1,995.00
20	\$1,340.00	\$1,522.00	\$2,100.00
21	\$1,407.00	\$1,598.10	\$2,205.00

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 next page.*

FEES 2014-2015 ACADEMIC YEAR

Other Student Additional Fees

MANDATORY FEES:

Student Registration Fees:

• If registered and paid or registered and financial aid complete	
BEFORE August 1st, January 1st, May 15th, and June 15th:	90.00
• If registered or paid or financial aid processed	
AFTER July 31st, December 31st, May 14th, and June 14th:	150.00
Information Technology Fee per credit hour	20.00
Learning Support Fee per credit hour	13.00

COURSE FEES:

Lab Fee per Lab Credit Hour (for applicable courses with labs)	24.00
Electronic Distance Education Fee per credit hour	15.00
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:

Biology	10.00
3000/4000 level courses	30.00
Associate Degree Nursing	50.00
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	50.00

DUAL ENROLLMENT TUITION & FEES:

Non "S" courses (per credit hour): In-district tuition	50.00
Non "S" courses (per credit hour): Out-of-district tuition	78.00
Fees applicable to non "S" course	waived
Dual credit late process fee per course per student	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

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP:

Competency- Based Format For Seven Week Term	750.00
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CHILD DEVELOPMENT CENTER:

Registration Fee:

• Fall and Spring Semesters	40.00
• Summer Session	20.00

Reservation Fee:

• Fall and Spring Semester Breaks	65.00
• Summer	20.00

Supply Fee:

• Fall and Spring Semesters	30.00
• Summer Session	10.00

Tuition fee per week	120.00
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Late Pick-up Fee	\$5/first five minutes and \$1/each additional minute
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OTHER NON-REFUNDABLE FEES:

Add/Drop Fee (one-time fee) - 1st class day through Census date	25.00
Withdrawal Fee (one-time fee) - after Census date	50.00
Audit Fee	Tuition and Lab Fees
Credit by Examination	Tuition
Installment Plan Fee	30.00
Late Installment Payment Fee (for each late payment)	30.00
Late Emergency Loan Payment Fee (for each late payment)	30.00
Reinstatement Fee (after Census date)	200.00
Student I.D. Replacement fee	15.00
Lost or Damaged Library Item Processing Fee	30.00
Lost or Damaged Library Item Fee	Cost of item plus a processing fee
Overdue Library Book/Media Fee (per day)	25
Overdue Library Equipment Fee (per day)	1.00
Overdue Library Reserve Item Fee (per hour)	1.00

Overdue Inter-Library Loan or TexShare Item Fee (per day)	Fine as assessed and charged by lending library
Lost or damaged Inter-Library Loan or TexShare Item Fee (per day)	Fine and/or replacement cost as assessed and charged by lending library
Returned Check.....	30.00
Wellness Center Student Membership Fee (per semester)	72.00
Workforce/Continuing Education/Conferences/Seminars/Summer Camps/ Workshops/ Customized Training/Other Training Activities and Events	Recovery of costs And processing fees
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00
Student Insurance Fee (voluntary)	(Obtain information from the Cashier's Office)
NAH and other Course Fees: Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities	Recovery of costs and processing fees
Parking Permit Fee	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
TSI Assessment Reservation and Preparation Fee.....	25.00
TSI Assessment Exam (All Exams).....	29.00
• TSI Assessment Exam Fee – Reading only	10.00
• TSI Assessment Exam Fee – Writing only	10.00
• TSI Assessment Exam Fee – Math only	10.00
GED Exam(s) Fee	Student will register and pay fees to Pearson VUE for Online testing services

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.
- ▶ Any unpaid and outstanding balance(s) may be forwarded within 120 days after the semester has ended to a contracted Third Party (Collection Agency) to file an adverse report with credit bureaus. (Student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of and monies due to the College).
- ▶ Bankruptcy: College tuition, fees and other charges are a debt Incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D)(1) of the Internal Revenue Code. Therefore this debt is not dischargeable pursuant to United States Bankruptcy Section 523(a)(8) and may not be dischargeable in bankruptcy. In addition,

student may still owe the debt to the college after the bankruptcy.

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 during the open enrollment period.

PAYMENTS

- ▶ During 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 make payment may result In the account being sent to a contracted Third Party (Collection Agency) to file an adverse report with credit bureaus. Student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of and monies due to the College. Fees will be assessed regardless of payment method.
- ▶ Financial Aid credits may be applied to any prior term balances. It is the students responsibility to follow up on any unpaid balances; and have to be paid by the student directly.
- ▶ 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. Students who have established an insufficient check status on their student account will be required to pay by means of cash, cashier's check, money order or credit card. Checks will not be accepted.
- ▶ To clear a returned check, the student must contact the Cashiers office to pay for the check. A \$30 fee will be charged on all returned check items.
- ▶ If the check is not paid by the end of the semester, the account becomes delinquent and consequently will be released to one of the external collection agencies or to the District Attorney. Any fees assessed by the collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs incurred will be the student's responsibility.
- ▶ Checks returned by the bank due to accounts closed or stop payments are not re-deposited.
- ▶ Stopping payment on tuition checks will be considered as an NSF item. Stop payments do not constitute an official withdrawal from the College. An official withdrawal must be processed at the office of Admissions and Records.
- ▶ A student who is indebted to South Texas College will not be allowed to register, request official transcripts, receive grades, or receive any other information.

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 do so may result in a drop for non-payment.
- ▶ Students must not assume that they will automatically be dropped from their classes if they do not attend.
- ▶ Stopping payment on a tuition check does not constitute an official withdrawal from classes. An official withdrawal occurs when a Schedule Change Form is submitted to and 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 semesters, and fourth class day during the

Summer sessions. The student is responsible for the drop/add fee.

- ▶ STC will refund a percentage of collected tuition and mandatory fees to students who officially withdraw from their classes, according to the refund schedule established by the Texas Higher Education Coordinating Board.
- ▶ Students who officially withdraw from all classes at STC will be assessed a one-time withdrawal fee.

PAYMENT OPTIONS

Fall/Spring semesters - Available up until the twelfth day of semester ONLY!!

Summer semesters - Available up until the fourth day of the semester ONLY!!

INSTALLMENT PLANS

- ▶ 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 a prior 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.
 - ✓ 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.
- ▶ 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, and textbooks therefore, must be repaid.*
- ▶ *Student may apply for an emergency loan during the processing period until funds are exhausted.*
- ▶ **Processing period:**
 - ✓ *Fall and Spring semesters- Available during the first twelve (12) days of the semester.*
 - ✓ *Summer sessions- Available during the first four (4) days of the semester.*

- ▶ **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.
 - Tuition & Fee Emergency Loan:
 - ▶ Initial payment of required percentage to be paid by student
 - ▶ Emergency Loan will cover the remaining balance
 - Textbook Emergency Loan:
 - ▶ No Initial payment is required
 - ▶ Textbook loan will be disbursed on the next scheduled refund date
- ▶ **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. "Class day" refers to STC's scheduled class day, not the students' class meeting days.

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.

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.

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.
- ▶ 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

(Excludes Mini-mesters)

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

(Excludes Mini-mesters)

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.

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.

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, first 3 days of summer school, one day for mini mester.
- ▶ 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.

HIGHLIGHTS FOR TAX BENEFITS FOR HIGHER EDUCATION

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. REFERENCE: <http://www.irs.gov/pub/irs-pdf/970.pdf> * 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/uaoc/Publication-970> - Tax-Benefits-for-Education-1

	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	Credits can reduce the amount of tax you have to pay. 40% of the credit may be refundable (limited to \$1,000 per student).	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 contribution 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 enrollment fees?	Course-related expenses such as fees, books, supplies, and equipment	Course-related books, supplies, and equipment	Amounts paid for required books, etc., that must be paid to the educational institution, etc., ARE required fees	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; Tuition; 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	Books, supplies, 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 qualifiers?	Undergraduate and graduate K-12	Undergraduate and graduate	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 program; Payment of tuition and required fees must be allowed under the grant	Can be claimed for only 4 tax years which includes years when not enrolled; Must be enrolled at least half-time in degree program; No felony drug conviction(s); Must not have completed first 4 years of postsecondary education before end of preceding tax year.	No other conditions to acquire or improve job skills	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 for joint returns	\$52,000 - \$62,000 for joint returns	\$60,000-\$75,000; \$125,000-\$155,000 for joint returns	\$60,000-\$80,000; \$130,000-\$160,000 for joint returns	\$95,000 - \$110,000; \$190,000-\$220,000 for joint returns	No phaseout	No phaseout	\$72,850 - \$87,850; \$109,250-\$139,250 joint and qualifying widow(er) with a dependent child returns	No phaseout	No phaseout

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 other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.

Coursework completed at a college outside the United States should be evaluated by an American Association of Collegiate Registrars and Admissions officers (AACRAO) approved transcript evaluation 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.

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 Texas Higher Education Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL-(revised Spring 2014). 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

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

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

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

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

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

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

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 the TSI ASSESSMENT TEST. 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" (Withdraw) 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. 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 prior to the published deadline for withdrawals.

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 the TSI ASSESSMENT EXAM **before enrolling in any college-level credit coursework**. For more information about placement testing and the TSI ASSESSMENT EXAM, 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 the TSI ASSESSMENT EXAM 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: May 2014)

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 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)
- ♦ARTS 2389 Academic Cooperative

ASTRONOMY

- ♦PHYS 1403 Introduction to Astronomy I- Stars and Galaxies
- ♦PHYS 1404 Introduction to Astronomy II- Solar System

BIOLOGY

- ♦BIOL 1322 Nutrition and Diet Therapy
- ♦BIOL 1406 Biology for Science Majors I
- ♦BIOL 1407 Biology for Science Majors II
- ♦BIOL 1408 General Biology I
- ♦BIOL 1409 General Biology II
- ♦BIOL 2389 Academic Cooperative in the Biological Life Sciences
- ♦BIOL 2401 Anatomy and Physiology I
- ♦BIOL 2402 Anatomy and Physiology II
- ♦BIOL 2406 Environmental Biology
- ♦BIOL 2416 Genetics
- ♦BIOL 2420 Microbiology for Non-Science Majors
- ♦BIOL 2421 Microbiology for Science Majors
- ♦BIOL 2428 Vertebrate Zoology

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 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
- ♦COMM 2389 Academic Cooperative

COMPUTER SCIENCE

- ♦BCIS 1305 Business Computer Applications
- ♦COSC 1301 Introduction to Computing
- ♦COSC 1315 Fundamentals of Programming
- ♦COSC 1337 Programming Fundamentals II
- ♦COSC 1430 Computer Programming
- ♦COSC 1436 Programming Fundamentals I
- ♦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 1310 Fundamentals of Criminal Law
- ♦CRIJ 1313 Juvenile Justice System
- ♦CRIJ 2313 Correctional Systems and Practices
- ♦CRIJ 2314 Criminal Investigation
- ♦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 Introduction to Theater
- ♦DRAM 1330 Stagecraft I
- ♦DRAM 1341 Makeup
- ♦DRAM 1342 Introduction to Costume
- ♦DRAM 1351 Acting I
- ♦DRAM 1352 Acting II
- ♦DRAM 2120 Theater Practicum III
- ♦DRAM 2366 Introduction to Cinema
- ♦DRAM 2389 Academic Cooperative

ECONOMICS

- ♦ECON 2301 Principles of Economics I-Macro
- ♦ECON 2302 Principles of Economics II-Micro

EDUCATION

- ♦EDUC 1300 Learning Frameworks
- ♦EDUC 1301 Introduction to the Teaching Profession
- ♦EDUC 2301 Introduction to Special Populations

ENGINEERING

- ♦ENGR 1101 Introduction to Engineering
- ♦ENGR 1304 Engineering Graphics
- ♦ENGR 2301 Statics
- ♦ENGR 2302 Dynamics
- ♦ENGR 2405 Electrical Circuits I
- ♦ENGR 2406 Digital Systems Engineering I

ENGLISH

- ♦ENGL 1301 Composition
- ♦ENGL 1302 Composition II – Rhetoric
- ♦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 English Academic Capstone

GEOGRAPHY

- ♦GEOG 1301 Principles of Physical Geography

GEOLOGY

- ♦GEOL 1403 Physical Geology
- ♦GEOL 1404 Historical Geology
- ♦GEOL 1445 Oceanography
- ♦GEOL 1447 Meteorology

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 2323 Eastern Civilizations
- ♦HIST 2327 Mexican American History I
- ♦HIST 2328 Mexican American History II
- ♦HIST 2381 African American History
- ♦HIST 2389 Academic Cooperative

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 1164 Introduction to Physical Fitness and Sport
- ♦KINE 1210 Aerobic Dance I
- ♦KINE 1211 Aerobic Dance II
- ♦KINE 1249 Ballet Folklorico I
- ♦KINE 1250 Ballet Folklorico 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 1333 Rhythm Skills
- ♦KINE 1336 Introduction to Recreation Activities
- ♦KINE 1338 Concepts of Physical Fitness
- ♦KINE 1346 Drug Use and Abuse in Society
- ♦KINE 2249 Ballet Folklorico III
- ♦KINE 2250 Ballet Folklorico IV
- ♦KINE 2255 Water Safety Instructor

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 1122 Brass Ensemble
- ◆MUEN 1131 Mariachi Ensemble
- ◆MUEN 1132 Jazz Ensemble
- ◆MUEN 1133 Guitar Ensemble
- ◆MUEN 1134 String Ensemble
- ◆MUEN 1135 Percussion Ensemble
- ◆MUEN 1141 Choir Ensemble
- ◆MUSI 1114 Piano Class for Music Majors I
- ◆MUSI 1115 Piano Class for Music Majors II
- ◆MUSI 1116 Sight Singing and Ear Training I
- ◆MUSI 1117 Sight Singing and Ear Training II
- ◆MUSI 1159 Musical Theater I
- ◆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 1211 Music Theory I
- ◆MUSI 1212 Music Theory II
- ◆MUSI 1258 Opera Workshop
- ◆MUSI 1286 Composition I
- ◆MUSI 1287 Composition II
- ◆MUSI 1290 Electronic Music I
- ◆MUSI 1291 Electronic Music II
- ◆MUSI 1301 Fundamentals of Music
- ◆MUSI 1306 Music Appreciation
- ◆MUSI 1307 Music Literature
- ◆MUSI 1310 American Music
- ◆MUSI 2114 Piano Class for Music Majors III
- ◆MUSI 2116 Sight Singing and Ear Training III
- ◆MUSI 2117 Sight Singing and Ear Training IV
- ◆MUSI 2181 Piano Class III
- ◆MUSI 2182 Piano Class IV
- ◆MUSI 2183 Voice Class III
- ◆MUSI 2184 Voice Class IV
- ◆MUSI 2211 Music Theory III
- ◆MUSI 2212 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 Classical Philosophy
- ◆PHIL 2317 Seventeenth- and Eighteenth Century Philosophy
- ◆PHIL 2318 Nineteenth- and Twentieth Century Philosophy
- ◆PHIL 2321 Philosophy of Religion

PHYSICAL SCIENCE

- ◆PHYS 1403 Introduction to Astronomy I- Stars and Galaxies
- ◆PHYS 1404 Introduction to Astronomy II- Solar System
- ◆PHYS 1415 Physical Science I
- ◆PHYS 1417 Physical Science II

PHYSICS

- ◆PHYS 1401 College Physics I
- ◆PHYS 1402 College Physics II
- ◆PHYS 2425 University Physics I
- ◆PHYS 2426 University Physics II

POLITICAL SCIENCE

- ◆GOVT 2304 Introduction to Political Science
- ◆GOVT 2305 Federal Government

- ◆GOVT 2306 Texas Government
- ◆GOVT 2311 Mexican-American Politics

PSYCHOLOGY

- ◆PSYC 1300 Learning Framework
- ◆PSYC 2301 General Psychology
- ◆PSYC 2306 Human Sexuality
- ◆PSYC 2307 Adolescent Psychology
- ◆PSYC 2308 Child Psychology
- ◆PSYC 2314 Lifespan Growth and Development
- ◆PSYC 2315 Psychology of 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 Intermediate 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 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

SPEECH

- ◆SPCH 1311 Introduction to Speech Communication
- ◆SPCH 1315 Public Speaking
- ◆SPCH 1318 Interpersonal Communications
- ◆SPCH 1321 Business and Professional Speaking
- ◆SPCH 2333 Discussion and Small Group Communication
- ◆SPCH 2335 Argumentation and Debate
- ◆SPCH 2389 Academic Cooperative

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 2406	4
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
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 2305, 2306	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 form 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
Economics/Micro.	50	ECON 2302	3
Economics/ Macro.	50	ECON 2301	3
Composition	50	ENGL 1301,1302	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

CREDIT FOR INTERNATIONAL BACCALAUREATE DIPLOMA (IBD)

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. South Texas College will grant (CR) credit for IB exams with certain required scores.

Students with IB diplomas or certificates may receive up to 24 semester credit hours based upon minimum scores of 4 in either the Standard Level (SL) or Higher Level (HL) subject group examinations. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Eligibility for Award of Credit

Prior to the award of college credit for IB diplomas or certificates, the student:

- Must meet all admissions requirements of the College.
- Must be pursuing a certificate or degree with a declared major.
- Must officially enroll and earn six (6) hours of academic credit.
- Must submit and official IB diploma or certificate and request examination scores directly from the International Baccalaureate Organization (IBO).
- Must have received at least a minimum score of 4 on the curriculum subject examination.
- Must petition for award of IB credit. Student may choose which credit is to be transcribed if IB scores indicate more than 24 credit hours meet established criteria.

STC will not award a degree based solely upon the number of IB credits transferred in toward a degree requirement. STC policies require students to take 25% of credit hours from South Texas College as a graduation requirement.

Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower division academic credit.

REQUIRED SCORES FOR IB CREDIT			
IB EXAMINATION	SCORE	STC COURSE	CREDIT HOURS
BIOLOGY			
Biology (SL)	4, 5, 6 or 7	BIOL 1408	4
Biology (HL)	4, 5, 6 or 7	BIOL 1408 & 1409	8
BUSINESS AND MANAGEMENT			
Business and Management	4, 5, 6 or 7	BUSI 1301	3
Chemistry			
Chemistry (SL)	4, 5, 6 or 7	CHEM 1411	4
Chemistry (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
COMPUTER SCIENCE			
Computer Science (SL)	4, 5, 6 or 7	COSC 1301	3
ECONOMICS			
Economics (SL)	4, 5, 6 or 7	ECON 2301	3
Economics (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ENGLISH			
English (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
English (HL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
GEOGRAPHY			
Geography (SL or HL)	4, 5, 6 or 7	GEOG 1301	3
HISTORY OF THE AMERICAS			
History of The Americas (SL)	4, 5, 6 or 7	HIST 1301	3
History of The Americas (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
MATHEMATICS			
Mathematical Studies (SL)	4, 5, 6 or 7	MATH 1332 or 1414	3 or 4
Further Mathematics(SL)	4, 5, 6 or 7	MATH 1332	3
Mathematics(SL)	4, 5, 6 or 7	MATH 1414	4
Mathematics (HL)	4, 5, 6 or 7	MATH 2412 & 2413	8
MODERN LANGUAGES			
Spanish Language A1 or A2 (SL)	4, 5, 6 or 7	SPAN 1411 & 1412	8
Spanish Language A1 or A2 (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language B (SL)	4, 5, 6 or 7	SPAN 1411, 1412	8
Spanish Language B (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language Ab	4, 5, 6 or 7	SPAN 1411	4
MUSIC			
Music (SL)	4, 5, 6 or 7	MUSI 1306	3
Music (HL)	4, 5, 6 or 7	MUSI 1306, 1211 & 1116	6
PHILOSOPHY			
Philosophy (SL or HL)	4, 5, 6 or 7	PHIL 1301	3
PHYSICS			
Physics (SL)	4, 5, 6 or 7	PHYS 1401	4
Physics (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY			
Psychology (SL or HL)	4, 5, 6 or 7	PSYC 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY			
Social and Cultural Anthropology (SL or HL)	4, 5, 6 or 7	ANTH 2351	3
THEATRE ARTS			
Theatre Arts (SL or HL)	4, 5, 6 or 7	DRAM 1310	3
Film (SL or HL)	4, 5, 6 or 7	DRAM 2366	3
VISUAL ARTS			
Visual Arts (SL or HL)	4, 5, 6 or 7	ARTS 1301	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 academic probation, continued academic probation 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:

<u>LEVEL OF ACADEMIC STATUS</u>	<u>GPA CRITERIA</u>
Good Standing	Cumulative GPA is 2.00 or above
Academic Probation	Cumulative or current semester GPA, including developmental coursework, below 2.00.
Continued Academic Probation	Previously on Academic Probation and current semester GPA is below 2.00.
Academic Suspension	Previously on Continued Academic Probation and current semester GPA is below 2.00.

Good Standing, Academic Probation, Continued Academic Probation, 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.

Academic Probation

Academic Probation 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.

Academic Probation occurs at the end of any semester when a student's current semester GPA drops below 2.00.

Continued Academic Probation

Continued Academic Probation is a system of monitoring student grades in all South Texas College for students placed on Academic Probation in order to identify those who continue to experience difficulty in making satisfactory

progress. Continued Academic Probation occurs at the end of the semester following Academic Probation 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 Continued Academic Probation 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.

TSI liable students who do not pass the state-required TSI assessment must remain in Developmental Studies courses for the areas in which they have not met the TSI requirement until they pass all three sections (Reading, Writing, and Mathematics) of the TSI approved assessment, or successfully complete the Developmental Course sequence.

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

Students seeking assistance in successfully completing the Developmental course sequence or in preparing for TSI assessments may receive academic support through STC's The Center for Learning Excellence, which offers tutoring services, skills enrichment workshops, and access to academic computer labs with electronic learning resources.

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

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 <http://life.southtexascollege.edu> or by contacting the Office of Student Conduct 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.

Admission Requirements

Students must apply for admission to the Honors Program and once accepted they must sign an Honors Program Student Course Contract for each Honors course registered. Applications may be obtained from the Academic Excellence Office or website. Each application will be reviewed and admission will be determined by the Academic Excellence Staff. Students may apply at any time during the academic year. For further information about the Honors Program, contact the Academic Excellence Office 956-872-6440.

To be eligible to apply for the STC Honors Program, students currently enrolled at STC must be Texas Success Initiative (TSI) complete and must have a cumulative college GPA of 3.25. 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 Academic Excellence staff.

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

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 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 12 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 the Academic Excellence Office at 872-6440.

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 an 85 percent grade point average. Students in the program receive a scholarship, individualized 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 3.0 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.

PRESIDENT'S HONOR ROLL

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 ROLL

Each Fall and Spring semester South Texas College recognizes students with high academic achievement by naming them to the Vice President's Honor Roll. To receive this honor, a student must have completed a minimum of 12 or more credit hours for that semester at the College and earned a minimum grade point average (GPA) of 3.75 on a 4.00 scale.

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.

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 a minimum of 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, Computer and Information Technologies, and Medical and Health Services; and a Bachelor of Applied Science in Organizational Leadership.

The B.A.T. in Technology Management consists of the 42 semester-credit-hour Core Curriculum, 33 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 42 semester-credit-hour Core Curriculum, 39-40 semester-credit-hours of lower-division technical specialty courses, and 39 semester-credit-hours of upper-division coursework in Technology Management.

The B.A.T. in Medical and Health Services Management consists of the 42 semester-credit-hour Core Curriculum, 33 semester-credit-hours of lower-division technical specialty courses, and 45 semester-credit-hours of upper-division coursework.

The B.A.S. Organizational Leadership consists of the 42 semester-credit-hour Core Curriculum, 48 semester-credit-hours of lower-division technical specialty courses, and 30 semester-credit-hours of upper-division coursework.

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 courses in communication, mathematics, natural sciences, humanities, visual and performing arts, social and behavioral sciences, and computer science. All students are required to complete the Core Curriculum before receiving an A.A. or A.S. degree.

If a student successfully completes the entire 42-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, or Bachelor of Applied Science.

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 Science, 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.

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 SCIENCE AND BACHELOR OF APPLIED TECHNOLOGY

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

1. Complete the appropriate course of study for a Bachelor of Applied Science or Bachelor of Applied Technology 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 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Science or 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 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 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. South Texas College requires that at least 25% of the required semester credits be completed through South Texas College.
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

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 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 the approved course substitution request to the office of Admissions and Records for processing.

SUPPORT SERVICES

THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs 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 addresses issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs. Additional information can be found online at <http://life.southtexascollege.edu/> or by calling 956-872-3535.

STUDENT ACTIVITIES & WELLNESS

The Department of Student Activities and Wellness enhances the student experience through the development and delivery of programs and services complimenting South Texas College's efforts towards student access, retention and ultimate graduation ensuring that students are engaged and receive a complete college experience.

Student Activities

Student activities aim to promote active student participation through events geared towards social responsibility, leadership, education, cultural and civic engagement, etc. Such activities support and enhance the student's collegiate experience and their education outside the classroom.

Campus Programming Board

The Campus Programming Board engages 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 70 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 orientations, 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, confidence and positively contribute to the community through volunteering opportunities.

Intramural Sports and Wellness

Intramural Sports and Wellness Programming provides opportunities for students to positively use their leisure time 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.

OFFICE OF STUDENT CONDUCT

The Office of Student Conduct 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 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.

CAREER & EMPLOYER SERVICES

The Career and Employer Services office 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.

ACADEMIC ADVISING

The Office of Comprehensive Advising helps students formulate and reach their own educational goals, while also making sure they understand the objectives and requirements of their chosen major or field of study (as referenced by the National Academic Advising Association). Student persistence, success, and completion is promoted through diverse services offered to students at the Advisement Center and through designated division advisors in the appropriate division, department, or program. Prior to registration, it is very important that new, continuing, transfer, and undeclared major students contact the Advisement Center for assistance with course selection and degree planning.

Student Success Specialists

All STC students with a declared major are encouraged to meet with their respective student success specialist before registration to discuss course selection and preparation of degree plans. The student success specialists serve as liaisons between Instructional Divisions and Student Support Services. They 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

Services offered by the Advisement Center:

- ▶ Point of contact for new, continuing, transfer, and undeclared students
- ▶ Academic Advising
- ▶ Assistance with preparing student education plan
- ▶ Degree Progress Reports
- ▶ Case Management Services for First Time in College Students
- ▶ Referrals to appropriate services

NOTICE: The student is responsible for seeking academic advisement, for knowing and complying with South Texas College'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. All students are encouraged to visit with an advisor every semester for academic advisement. Advisors are available for walk-ins on a first come first served basis.

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 disadvantaged, and individuals with disabilities).
- ▶ Graduation

PASS provides specialized case management services for students with Career and Technical Education majors, Associate of Applied Science majors, or Certificate majors. CTE students are evaluated upon entering the program and placed into one of three risk categories based on their TSI 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 the Technology Campus, Bldg. B-181 or call (956) 872-6315.

COUNSELING

The Student Services Department 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 Student Services helps 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 South Texas College to 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

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 basis or by appointment; 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) 872-2173 or 1-800-742-7822 to inquire about office hours and appointments.

Student Disability Services

Students or prospective students requiring special accommodations should contact the Student Disability Services (SDS) 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 TSI testing 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 South Texas College departments or outside service providers. South Texas College 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.

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team at South Texas College is a district wide threat assessment and behavioral intervention team that monitors threats to the campus community and intervenes in the concerning behaviors of all individuals who work at, attend, or who have business with South Texas College. The Teams serves the district-wide community by providing threat assessment, case management, intervention strategies, educational opportunities, and training for all students, faculty and staff.

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 the personalized identification card at all times as it must be presented when accessing student support services including the library, campus computer labs, and the Centers for Learning Excellence (tutoring center). Students must also present a valid identification card when paying tuition and fees or requesting a transcript.

Student identification cards are issued to students free of charge. The identification card replacement fee is \$15.

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 Office of Student Conduct 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 (complete 3 immunization series)
 - Tdap (Tetanus/diphtheria/pertussis)
 - Varicella
 - Meningitis (students under the age of 30) state requirement
 - Current T.B. test results (yearly)-if positive, chest X-ray required every 2 years
 - Influenza (required from August - April)
- ▶ Proof of Health/Medical Insurance or Sickness and Accidental Insurance (available through STC)
- ▶ Current Infant-Child-Adult CPR certification (Healthcare Provider from the American Heart Association)
- ▶ Technical Performance Standards-signed statement of ability to perform technical standards for nursing or allied program of study.
- ▶ Current Malpractice Insurance of at least \$1 million available through STC (included with tuition). Contact the Clinical Affairs Specialist for more information.
- ▶ Criminal background check clearance
- ▶ Drug and alcohol screening (results must be negative)
- ▶ Completion of Student Clinical/Practicum/ Hospital Orientation see Clinical Affairs Specialist for more information

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 immunity by disease, immunization or serological immunity.
- ▶ Meningitis (students under the age of 30) State requirement

Students enrolled at STC will assume full cost of any immunizations. Inquiries concerning any exemptions to these requirements should be directed to the Clinical Affairs Specialist for Nursing and Allied Health Programs.

BACTERIAL MENINGITIS

Effective January 1, 2012, Texas Senate Bill 1107 requires all entering students at public and private or independent institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding, or at least 10 days prior to, the first day of the first semester. Students affected by the mandate must submit proof of vaccination before the 10th class day to the Office of Admissions and Records.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 22 years of age or older by the first day of the start of the semester; or
2. The student is enrolled only in online or other distance education courses; or
3. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
4. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

A recent update to the bacterial meningitis legislation allows students, who will be attending a community college, to submit an exemption for the bacterial meningitis vaccine at <https://webds.dshs.state.tx.us/immcoj/>.

South Texas College wants to stress the importance of consulting a physician about the need for an immunization against bacterial meningitis to prevent the disease. Meningitis is a very serious, sometimes fatal, disease that is easily spread on college campuses and we are trying to take all of the proper precautions to protect the health and well-being of our students.

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 information please contact the Cashier's office.

FINANCIAL AID

Education after high school requires 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 Grant
- ▶ Federal Supplemental Educational Opportunity Grant (FSEOG)
- ▶ Federal Work-Study

South Texas College also receives state assistance from The Texas Higher Education Coordinating Board including, but not limited to:

- ▶ Texas Educational Opportunity Grant (TEOG)
- ▶ Towards EXcellence, Access, and Success (TEXAS) Grant
- ▶ Texas Work-study
- ▶ State Exemptions & Waivers

For more information visit
www.collegeforalltexas.com

Within the Financial Aid section of this catalog, you will also find information over other programs including:

- ▶ Student Loans
- ▶ Veterans Educational Benefits
- ▶ Scholarships
- ▶ Third Party Sponsors

TYPES OF AID

- ▶ **Grants:** A form of financial aid that does not require repayment as long as you meet certain conditions
- ▶ **Work-Study:** A form of financial aid that is earned through part-time employment
- ▶ **Exemptions & Waivers:** A type of financial assistance in the form of a payment of all or part of a student's tuition and fees
- ▶ **Loans:** A form of financial aid that is borrowed and must be repaid with interest
- ▶ **Veterans Educational Benefits:** A form of financial assistance for veterans and/or dependents of veterans of the US armed forces
- ▶ **Scholarships:** An additional form of financial assistance that may be based on merit and/or need

- ▶ **Third Party:** A form of financial assistance from outside agencies

STUDENT ELIGIBILITY FOR FEDERAL AID

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

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 demonstrate Ability-to-Benefit
 - 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).

* Students demonstrating Ability-to-Benefit will no longer be eligible for Federal Aid unless they demonstrated Ability-to-Benefit at South Texas College or any other accredited institution before July 1, 2012.

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 determines eligibility for the other financial aid programs. Instead, your EFC is used in an equation to determine your financial need:

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{Expected Family Contribution (EFC)} \\ & = \text{Financial Need} \end{aligned}$$

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

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \text{EFC} \\ & - \text{Pell Grant and any other Financial Aid} \\ & = \text{Unmet Need} \end{aligned}$$

APPLYING FOR AID: 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.

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 pre-filled and will be the same as the information you provided in the previous year. You will have to provide some new information and update information that has changed (for example, family size, and income). Check with the Office of Student Financial Services if you have questions about the Renewal FAFSA.

When to Apply

We strongly encourage all students to apply as early as possible after January 1st of every year to avoid delays in payment of tuition/fees.

Our Recommended Priority Dates are:

- ▶ March 31st for Fall semester
- ▶ October 1st for Spring semester

Please note that our financial aid award year is as follows: Fall, Spring, and Summer. There is a deadline set forth by Department of Education of June 30, for the ending award year and there are NO EXCEPTIONS. Please visit any of our offices for additional information.

Steps to Receive Financial Aid

▶ Step 1: Gather Your Information

Dependent students are required to provide parental information on their FAFSA and independent students are not. Not sure you if you are a dependent or independent student? See dependency status section to find out.

Here is a list of documents you will need:

1. Your Social Security card (and your parents', if dependent)
2. Your alien registration or permanent resident card (if you are not a U.S. citizen)
3. Your (and your spouse's, if married) Income Tax Return
4. Your Parents' Income Tax Return (if you are a dependent student)
5. Your W-2 forms and other records of money earned
6. Any untaxed income records including child support paid or received
7. Your current bank statements
8. Your current business and investment mortgage information, business and farm records, stock, bond and other investment records

▶ Step 2: Submit the Free Application for Federal Student Aid & Sign Using Your PIN

The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov. To apply or retrieve your and/or your parents PIN, visit www.pin.ed.gov.

The FAFSA for each fall semester become available as soon as January 1st of every year. We encourage you to apply as soon as you and/or your parents have completed your/their income tax return(s). Applicants also have the option to fill out and mail a FAFSA to the U. S. Department of Education, although we strongly recommend

completing your application online. Financial aid computers labs are available at three locations (Pecan, Mid-Valley and Starr County Campuses) to assist students with the application process.

▶ Step 3: Logon to JagNet to Find Your Status

If you completed your FAFSA online, your application will be processed as long as you (and your parents) have signed the application with a PIN or submitted a signature page. If your application has all required PIN signatures, STC will receive your application from the U.S. Department of Education within three to five working days. If you were required to submit a signature page, STC will receive your application in approximately four weeks. After that time, please check your status online or visit our office.

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).

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

- ▶ You are or will be 24 or older by December 31 of the school year for which you are applying for aid
- ▶ 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 (including common-law marriages)
- ▶ 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
- ▶ 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 speak to a financial aid representative. The committee reviews all requests from students for changes in dependency status. All decisions made by the committee are final.

FAFSA DATA MATCHES

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 System
- ▶ The Department of Homeland Security

- ▶ The Social Security Administration
- ▶ The Department of Justice
- ▶ The National Student Loan Data System
- ▶ The Department of Veterans Affairs

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 (ED) selects Free Application for Federal Student Aid (FAFSA) for verification. In addition, ED or South Texas College may select a student for verification if the information submitted appears to be incorrect or fraudulent. If you have been selected for a process called verification, South Texas College will be comparing information from your FAFSA with your (and your spouse's, if you are married) and/or your parents' Income Tax Return Transcript, or with W-2 forms or other financial documents. Federal Regulations state we have the right to ask you for this information before awarding Federal aid.

Completing Verification

We encourage those selected for verification to submit the required documents as soon as possible to avoid delays in payment of tuition/fees and delays on receiving book allowance (if eligible) before the term starts. Students are mailed Missing Information Letters, (MIL's) that explain why their financial aid file is incomplete and what documents they need to submit or what actions need to be taken to complete their financial aid file.

Students who are selected for verification must submit the required documentation to the STC Student Financial Services Office (SFS) 30 (thirty) days before they expect to have the verification resolved and their account cleared for disbursement. The STC SFS will work to review verifications sooner than 30 days after submission, but during peak times this may not always be possible. The STC SFS will continue to accept and review verification information until the Department of Education's published correction deadlines for each award year. If the student does not submit documentation in time for any changes to be confirmed by ED, 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 online at <http://studentservices.southtexascollege.edu/finaid/forms.html>
- ▶ Federal Income Tax Return Transcript 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

Notification of Completion of Verification

The STC Office Student Financial Services 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

If there are differences between your application information and your financial documents, the Office of Student Financial Services will need to make corrections electronically. Since corrections may take some time to process, we encourage all students to submit the appropriate documents in a timely manner. If the corrections change your Expected Family Contribution (EFC) and if you submit the appropriate verification form and required documentation in person, we will let you know of any changes that may affect your eligibility amount at that moment. We will also mail you an award notification letter. While your correction is being processed, your file is considered incomplete and funds will not be awarded.

Procedures for Referring Individuals to the Office of Inspector General

If we suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we will report that individual to the Office of Inspector General at (214) 661-9530. This includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Fraud is the intent to deceive as opposed to a mistake.

PROFESSIONAL JUDGEMENT

Because the FAFSA does not provide for a place to explain special circumstances students and/or parents are facing, ED has given financial aid administrators a manner in which to analyze student's situations on a case-by-case basis. Professional judgment refers to the ability of a financial aid administrator to make adjustments to certain data elements on the FAFSA and/or to override a student's dependency status. All requests for professional judgments must be

documented and are reviewed by the Financial Aid Appeals Committee. 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.

Income Reduction or Income Loss - 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.

FEDERAL PELL GRANT

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/pell_grants.html

Award Amounts

Awards are based on your Expected Family Contribution (EFC) as determined by the FAFSA and by a student's level of enrollment. 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 only receive Pell Grant funds from one institution at a time.

Levels of Enrollment	Equivalent credit hours
Full Time	12+ credit hours
Three Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less Than Half Time*	5 credit hours or less

*Students enrolled less than full-time may still receive a Pell Grant award if their EFC allows it.

Eligibility

To determine if you are eligible, the U.S. Department of Education established a standard formula, 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.

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:
 - a. Demonstrating financial need
 - b. Have a High School Diploma or a General Education Development (GED) Certificate, or demonstrate Ability-to-Benefit*
 - c. Registering with the Selective Services, if required.
 - d. Being 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).

* *Students demonstrating Ability-to-Benefit will no longer be eligible for Federal Aid unless they demonstrated Ability-to-Benefit at South Texas College or any other accredited institution on or before July 1, 2012.*

Additional Requirements

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 continued enrollment within a semester:** if you withdraw/are withdrawn, you may be required to repay funds awarded to you.
2. **Your grades:** if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you.
3. **Developmental courses you attempt:** we may only fund 30 credit hours of developmental work (10 developmental courses) over a student's educational career. If a Pell eligible student attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status.
4. **Repeated Coursework:** Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
5. **Lifetime Eligibility Used:** Effective July 1, 2012 students may only receive a Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or 600%) during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. The maximum amount of Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%.
6. **Unusual Enrollment History:** Beginning award year 2013-2014 and forward, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years the student has legitimate reasons for the unusual enrollment history.
7. **Attendance Verification:** eligibility to receive Title IV aid is partially determined by the number of classes that a student attends; students cannot receive aid for classes in which they are registered but do not attend at least once.

For more information on these requirements see Eligibility Issues section or visit http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html.

Fund Disbursements

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 by: a) mailing you a check, b) depositing into your personal bank account or c) depositing into your store-value card; the store-value card at STC is known as the JagCard. 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/book_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 can be found 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.

Declining Pell Grant Funds

You may decline all or part of your disbursement of Pell Grant funds that you are otherwise eligible to receive. You may decide to take this action if you expect to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in your expected family contribution. If you are going to return all or a portion of Pell Grant funds, you must provide our Student Financial Services Department a signed, written statement clearly indicating that you are declining Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over.

Returning Pell Grant Funds

You may return all or a portion of Pell Grant funds that you are otherwise eligible to receive, as long as this action is taken during the same award year. You must provide our Student Financial Services Department a signed, written statement clearly indicating that you are returning Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over. After the statement is submitted, you will then need to return the funds directly to the STC Cashiers Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

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.

Award Amounts

The Office of Student Financial Services will award a student up to \$500 per semester. There is no guarantee every eligible student will be able to receive a FSEOG; students at STC are awarded based on the availability of funds. FSEOG funds are awarded by semester.

Eligibility

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 Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants.

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:
 - a. Demonstrating financial need
 - b. Have a High School Diploma or a General Education Development (GED) Certificate
 - c. Registering with the Selective Services, if required.
 - d. Being 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).
5. Be registered and attending at least 6 credit hours per term.

Additional Requirements

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

1. Your continued enrollment within a semester: if you withdraw/are withdrawn, you may be required to repay funds awarded to you.
2. Your grades: if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you
3. Developmental courses you attempt: we may only fund 30 credit hours of developmental work (10 developmental courses) over a student's educational career. If a Pell eligible student attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status.
4. Repeated Coursework: Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
5. Attendance Verification: eligibility to receive Title IV aid is partially determined by the number

of classes that a student attends; students cannot receive aid for classes in which they are registered but do not attend at least once.

For more information on these requirements see Eligibility Issues section or visit http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html.

Fund Disbursements

STC will credit FSEOG 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 by mailing you a check. 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/book_allowances.html.

ELIGIBILITY ISSUES

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

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. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

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.

Repeated Coursework

Beginning July 1, 2011, the U. S. Department of Education amended the definition of a full-time student to allow repeated coursework to count toward enrollment status in term-based programs:

- Students may only receive federal financial aid funding for one repetition of a previously passed course. 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.

Pell Grant Lifetime Eligibility Used

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). Federal regulations mandate that effective July 1, 2012 students may only receive a Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or 600%) during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. The maximum amount of Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%. Students that have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant starting summer 2012. There are no exceptions to this regulation. Students with 500% or higher but less than 600% may have limited Pell Grant eligibility remaining for the current year.

Percentage Used Calculation

The percentages are based on your annual award at full time enrollment status compared to the amount you actually receive in a given year. The amount of aid you receive each academic year is divided by the maximum annual award you are eligible for that year and your annual percentage is determined. Percentages from each year are added to calculate your Lifetime Eligibility Used (LEU). Here are some examples:

If your annual award at full time enrollment is \$5550 and you received \$5550 for the year, then you have received 100% of your award for that year.

If your annual award at full time enrollment is \$3000 and you received \$2250 for the year, then you have received 75% ($\$2250 \div \$3000 = 75\%$) of your award for that year.

If your annual award at full time enrollment is \$5550 and you received \$2081 for the year, then you have received 37.495% ($\$2081 \div \$5550 = 37.495\%$) of your award for that year.

If your annual award at full time enrollment is \$5550 and you received \$600 for the year, then you have received 10.81% ($\$600 \div \$5550 = 10.81\%$) of your award for that year.

Your annual percentages are added together to determine your Lifetime Eligibility Used. Once you reach 600% you are terminated from receiving any additional Pell grants.

Viewing Your Pell Grant Lifetime Eligibility Used (LEU)

The Department of Education keeps track of your LEU by adding together the percentages of your Pell Grant scheduled awards that you received for each award year. You can determine how much Pell you have used and what you have remaining at www.NSLDS.ed.gov.

Questions

South Texas College Financial Aid Staff are available to discuss Pell Grant Lifetime Eligibility Used and answer any questions you may have.

Developmental Coursework Limitation

The U.S. Department of Education provided the following guidelines to schools on 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/>

Unusual Enrollment History

Beginning award year 2013-2014 and forward, the U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The U.S. Department of Education will be placing an unusual

enrollment flag on some of the Free Applications for Federal Student Aid (FAFSA), which indicates that the student has an unusual enrollment history with regard to receiving Pell Grants at multiple institutions. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years (2011-2012, 2012-2013, and 2013-2014), the student has legitimate reasons for the unusual enrollment history. Our department will identify and contact the students who will be required to resolve this before determining Federal Student Aid eligibility.

Resolving Unusual Enrollment History

You will be required to provide academic transcripts from all colleges and universities attended during the review period to South Texas College. The institution will determine whether academic credit was earned at each of the previously attended institutions during the past three award years (2011-2012, 2012-2013, and 2013-2014). Academic credit earned is considered to have been earned if the academic records show that you received a grade of "A", "B", "C", or "D" as listed in the Grading System Section of the STC Catalog. If you did not earn academic credit at each of the previously attended institutions during the past three award years, you may be ineligible for further Federal Student Aid. The STC Student Financial Services Department has the authority to require official transcripts from the colleges and universities attended during the review period if the documents that you submitted are unclear.

Appealing an Ineligibility Determination

Yes, you will be asked to contact our Student Financial Services Department so that you may provide a statement explaining why you failed to earn academic credit and any additional supporting documentation.

If eligibility is approved, you will be required to meet with an academic advisor and a financial aid representative; you must not drop or withdraw (officially or unofficially) from any courses after the term begins and must maintain FA satisfactory academic progress.

If you did not earn academic credit at each of the previously attended institutions during the past three award years and are not able to provide an acceptable explanation and documentation for the unusual enrollment history, you are ineligible for further Federal Student Aid.

All decisions made by the STC Student Financial Services Department are final.

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, 2014 through June 30, 2015 for Award Year 2014-2015. 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.

Eligibility Determination

- ▶ 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

Additional Information

- ▶ For academic reasons, student workers are only allowed to work a maximum of Nineteen hours. The total number of hours worked is determined by the student's financial need each award year. Student workers may not earn more than they are awarded, and it will be their responsibility to ensure they do not exceed their award amount.
- ▶ Student workers are paid federal minimum hourly wages, however some students may be paid more depending on the type of work they do and the skills required for certain jobs. STC will pay student directly at least once a month.
- ▶ The Student worker will be paid by the hour, no commission or fee may be paid to a work study student.
- ▶ The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively every award year.
- ▶ STC offers Student workers positions on-campus and off-campus. The Student worker may be assigned to work at any of the STC campuses. If a Student worker is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed must be in the public interest.

TEXAS GRANT (TOWARDS, EXCELLENCE, ACCESS AND SUCCESS)

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.

Eligibility

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 4800. 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
 - 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.

Grant Restrictions

Students receiving Texas grant 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.

Academic Requirements

The academic requirements for continuing to receive the grant are as follows. Students who receive the Texas grant must have a 2.5 GPA and complete at least 24 semester credit hours per academic year.

TEXAS EDUCATIONAL OPPORTUNITY GRANT PROGRAM (TEOG)

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.

Eligibility

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 4800. 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 an 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.

Grant Restrictions

Students receiving TEOG 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.

Academic Requirements

The academic requirements for continuing to receive the grant are as follows. Students who receive Texas grant must have a 2.5 GPA and complete at least 24 semester credit hours per academic year.

Fund Disbursements

STC will credit TEOG 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 by mailing you a check. 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/book_allowances.html.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

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.

Eligibility Requirements

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.

- ▶ For students registered and attending at least 6 credit hours in Fall and/or Spring terms and 3 credit hours in Summer Session I, II, or III.

Note: There is no guarantee every eligible student will be able to receive a TPEG.

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 Student Financial Services.

TEXAS WORK-STUDY PROGRAM

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 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

Eligibility Determination

- ▶ 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.

Apply for Work-Study

To apply for a Work Study position you must submit a Work Study application. Applications are available online or at any Student Financial Services Office (Mid Valley, Starr or Pecan campus). All work study applications are subject to a background check; only those approved will be considered for Work Study.

Additional Information

- ▶ For academic reasons, student workers are only allowed to work a maximum of Nineteen hours. The number of hours is determined by the student's financial need each award year. Student workers may not earn more than they are awarded, and it will be their responsibility to ensure they do not exceed their award amount.
- ▶ Student workers are paid federal minimum hourly wages, however some students may be paid more depending on the type of work they do and the skills required for certain jobs. STC will pay student directly at least once a month.
- ▶ The Student worker will be paid by the hour, no commission or fee may be paid to a work study student.
- ▶ The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively every award year.
- ▶ STC offers Student workers positions on-campus and off-campus. The Student worker may be assigned to work at any of the STC campuses. If a Student worker is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed must be in the public interest.

STATE EXEMPTIONS AND WAIVERS

An exemption or a waiver is a payment of all or part of a student's tuition and fee bill. Effective Fall 2014, Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a Grade Point Average requirement for persons to receive continuation award with most (not all) state exemptions and waivers. The Bill also establishes a Limit to the Total Number of Hours, cumulative, that a student may take and continue to receive award with most (not all) state exemptions and waivers. Texas Education Code: TEC 54.014 South Texas College will be implementing a 2.0 Grade Point Average requirement for exemptions and waivers impacted by this legislation. The following are some examples of state exemptions and waivers; information is courtesy of collegeforalltexas.com.

ADOPTED STUDENTS FORMERLY IN FOSTER OR OTHER RESIDENTIAL CARE

To provide college financial assistance to students who once were in foster or other residential care and have been adopted.

Eligibility

For students who were in foster or other residential care, were adopted, and were the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Texas Family Code.

Award Amount

Tuition and fees for courses for which the college receives tax support.

Applying for Exemption

Provide the college registrar written proof, from the Texas Department of Family and Protective Services (TDFPS), of eligibility. To obtain a letter of eligibility from TDFPS, contact a representative in one of the district offices:

BLIND/DEAF STUDENT EXEMPTION PROGRAM

To help enable blind and deaf students to attend public colleges or universities in the state of Texas.

Eligibility

Students must be Texas residents, declare a program of study at the time he/she applies for the exemption, provide certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person, 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)

Award Amount

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

Applying for Exemption

Provide the registrar with certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person. Provide the registrar a written statement of purpose indicating which certificate, degree program, or professional enhancement will be pursued. Provide the registrar a copy of the high school transcript and a letter of recommendation. Provide the registrar proof that all admissions requirements have been met.

CHILDREN OF DISABLED OR DECEASED FIREMEN, PEACE OFFICERS, GAME WARDENS, AND EMPLOYEES OF CORRECTIONAL INSTITUTIONS

Provide a benefit to the children of eligible persons who have been killed in the line of duty prior to September 1, 2000, or who have been disabled in the line of duty.

Eligibility

Apply before the person's 21st birthday or, if the person is eligible to participate in a school district's special education program under section 29.003, age 22;

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. Are the child of a parent who suffered an injury, resulting in

disability or death, sustained in the line of duty. 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 semester credit hours for which he or she registers or age 26, whichever comes first.

Award Amount

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.

Application Process

Obtain a sample certification letter from the Texas Higher Education Coordinating Board. Have parent's prior employer complete the sample letter on official letterhead. Submit the letter to the Texas Higher Education Coordinating Board. In the case of a disability, also submit to the Texas Higher Education Coordinating Board a doctor's statement that certifies the disability. The Texas Higher Education Coordinating Board will notify the college or university of the student's eligibility.

MILITARY: CHILDREN OF U.S. MILITARY WHO ARE MISSING IN ACTION OR PRISONERS OF WAR (MIA/POWS)

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.

Eligibility

Are Texas residents; Are 21 years of age or younger, or 25 years of age or younger and receiving most of his/her support from a parent; 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; and 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).

Award Amount

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.

Application Process

Contact the Office of Student Financial Services for additional information on this exemption.

FIREFIIGHTERS TAKING FIRE SCIENCE COURSES

To encourage persons employed as fire fighters or active members of volunteer fire departments to take college courses designed to help them in their work.

Eligibility

Employed as a paid fire fighter by a political subdivision of the State of Texas or active members of volunteer fire departments who hold an accredited advanced certification (or the equivalent), under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, OR a Phase V (Firefighter II) certification (or the equivalent) under the Texas Commission of Fire Protection's voluntary certification program under Section 419.071, Govt Code. Enroll in courses offered as part of a Fire Science Curriculum. 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).

Award Amount

Tuition and laboratory fees for courses offered as part of a fire science curriculum. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support. To receive continuation awards, a firefighter (paid or volunteer) must meet the institution's financial aid academic progress requirements. The exemption may not be applied to additional tuition charged to an undergraduate student with excess or repeated hours under TEC. 54.014(a) or (f), or the additional tuition charged to a graduate student with excess hours under TEC. 61.059(l)(1) or (2).

Application Process

Provide the Office of Student Financial Services proof of employment as a paid fire fighter, and enroll in the courses of a Fire Science Curriculum.

HAZLEWOOD EXEMPTION & LEGACY ACT

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.

Eligibility

At the time of entry into the U.S. Armed Forces, designated Texas as Home of Record; or entered the service in Texas; or was a Texas resident; Have received an honorable discharge or separation or a general discharge under honorable conditions; Served at least 181 days of active duty service (excluding training); Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits; Not be in default on a student loan made or guaranteed by the State of Texas; and 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 cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses.

Veterans who are granted their first Hazlewood Act exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to the Veterans who either received the exemption prior to the 2011-2012 academic year, have reenlisted into active duty, or reside with a spouse who is on active duty.

Applying for Exemption

Apply and be accepted to a Texas public college or university of his/her choice. Provide proof (DD214) from the Department of Defense regarding military service and the nature of discharge; Provide proof of eligibility or ineligibility for Montgomery GI Bill benefits (Chapter 31, 33/Post-9/11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or www.gibill.va.gov;

Fill out the HE-V application form HE-V Application Packet for Veterans; And, turn in the HE-V application form, a copy of your letter of eligibility/ineligibility and a copy of your DD214 into the financial aid office of the institution you will be attending.

Legacy Act (Child)

Eligible Veterans may assign unused hours of exemption eligibility to a child under certain conditions. A child must Qualify for resident tuition; Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year; Be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution. *If a child to whom hours have been delegated fails to use all of the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child can use the Hazlewood Act at a time.

Legacy Act Application Process

A child of a Veteran must apply and be accepted to a Texas public college or university. Fill out the HE-D application along with the Veteran filling out the HE-V application HE-V Application Packet for Veterans and, HE-D Application Packet for Eligible Children and Spouses; Provide proof of eligibility or ineligibility for Montgomery GI Bill benefits (Chapter 31, 33/Post-9 11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or www.gibill.va.gov; and take both applications, letter of eligibility/ineligibility (if needed), along with a copy of the Veteran's DD214, to the Office of Student Financial Services

Hazlewood Act for Spouse/Child

The Hazlewood Act is also extended to spouses and dependent children of eligible active duty, Texas National Guard, and Air National Guard Veterans who died in the line of duty or as a result of injury or illness directly related to military service, are missing in action, or who became totally disabled for purposes of employability as

a result of a service-related injury or illness. Each child and spouse will receive a 150 credit hour exemption. **Note:** A child of a qualified Veteran who is not 100% disabled or has a service connected death may qualify for benefits under the Hazlewood Legacy Program

Eligibility

A spouse must be a spouse of a Veteran who, at the time of entry into the U.S. Armed Forces, was a Texas resident, designated Texas as Home of Record, or entered the service in Texas; Be a spouse of a Veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual employability (IU) due to a service connected injury or illness; Have no federal Veterans education benefits, or have federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits and qualify for resident tuition.

A child must be a child of a Veteran who, at the time of entry into the U.S. Armed Forces, was a Texas resident, designated Texas as Home of Record, or entered the service in Texas; Be a child of a Veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual employability (IU) due to a service connected injury or illness; Have no federal Veterans education benefits, or have federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits; and qualify for resident tuition.

Application process for Spouse/Child

A spouse (Veteran died during service, MIA, or 100% disabled) must: Apply and be accepted to a Texas public college or university. Provide proof (DD214) from the Department of Defense or from the VA regarding Veteran's death or disability rating; Provide proof of eligibility or ineligibility for GI Bill benefits (Chapter 31, 33/Post-9 11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or www.gibill.va.gov; Fill out the HE-D application form HE-D Application Packet for Eligible Children and Spouses; and turn in the HE-D application, a copy of the Veteran's DD214, and the proof from the Dept. of Defense or VA regarding the death, MIA status, or 100% disability related to service, to the Office of Student Financial Services.

A child (Veteran died during, MIA, or 100% disabled) must apply and be accepted to a Texas public college or university. Obtain a copy of the Veteran's DD214 and proof from the Dept. of

Defense or VA regarding Veteran's death, MIA status, or 100% disability related to service. If additional documents are needed, you may wish to contact the National Personnel Records Center at (314) 801-0800. Fill out the HE-D application form HE-D Application Packet for Eligible Children and Spouses; and Turn in the HE-D application, a copy of the Veteran's DD214, and the proof from the Dept. of Defense or VA regarding the death, MIA status, or 100% disability related to service, to the Office of Student Financial Services.

EXEMPTION FOR HIGHEST RANKING HIGH SCHOOL GRADUATE

To provide an award to students graduating top in their classes in high school.

Eligibility

Texas residents, nonresidents, or foreign students; Graduate from an accredited high school in the State of Texas; and Graduate with the highest ranking in their high school.

Award Amount

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 for which the college receives no state tax support.* This exemption may be granted for any one of the first four regular sessions following the individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

Applying for Exemption

Students must provide a copy of the certificate received from the high school confirming the highest ranking to the Office of Student Financial Services.

EXEMPTION FOR PEACE OFFICERS DISABLED IN THE LINE OF DUTY

To provide a benefit to persons who were injured in the line of duty while serving as Peace Officers.

Eligibility

Are Texas residents, 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 not receive an exemption under this section if the person is enrolled in a master's degree program or is attending postgraduate courses to meet the requirements of a master's degree program and the person has previously received a master's degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements of the master's degree program. A person may not receive an exemption under this section if the person is enrolled in a doctoral degree program or is attending postgraduate courses to meet the requirements of a doctoral degree program and the person has previously received a doctoral degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements

of the doctoral degree program. A person may not receive an exemption under this section for more than 12 semesters or sessions while the person is enrolled in an undergraduate program or while the person is attending only undergraduate courses.

Award Amount

The maximum award is exemption from the payment of tuition and required fees for not more than 12 semesters or sessions. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

Applying for Exemption

The disabled peace officer must work directly with the registrar of the public institution of higher education and submit satisfactory evidence of his/her status as a disabled peace officer as required by that institution.

EXEMPTION FOR PEACE OFFICERS ENROLLED IN LAW ENFORCEMENT OR CRIMINAL JUSTICE COURSES

Program Purpose

To encourage persons employed as peace officers to take college courses designed to help them in their work.

Eligibility

Employed as a Peace Officer by the state of Texas or by a political subdivision of Texas. Enrolled as an undergraduate in an undergraduate program, including certificate, associate and baccalaureate degrees leading to a law enforcement-related or criminal justice certificate or degree. Enroll in classes beginning fall 2011 or later. 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). Making satisfactory academic progress toward the student's degree as determined by the institution. Apply for the exemption at least one week before the last date of the institution's regular registration period for the applicable semester or other term. Have not previously attempted a number of semester credit hours for courses taken at any Texas public institution of higher education while classified as a resident student for tuition purposes in excess of the maximum number specified in TEC Section 61.0595 (a) (30 hours beyond the degree requirement). To receive a continuation award, the police officer must meet the institution's financial aid academic progress requirements.

Award Amount

Tuition and laboratory fees for courses offered as part of a law enforcement-related or criminal justice curriculum which pertain to the major requirements of the identified programs are eligible for reimbursement. Courses not directly related to law enforcement or criminal justice are not eligible for reimbursement even though they may be required for completion of the certificate or degree. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

Application Process

Provide the Office of Student Financial Services proof of employment as a paid police officer, and enroll in the courses of a law enforcement or criminal justice curriculum.

EXEMPTION FOR STUDENTS UNDER CONSERVATORSHIP OF THE DEPT. OF FAMILY AND PROTECTIVE SERVICES

Program Purpose

To provide college financial assistance to students who were in foster care when they turned 18 years of age.

Eligibility

As of spring 2010 a student is exempt from the payment of tuition and fees authorized in this chapter, including tuition and fees charged by an institution of higher education for a dual credit course or other course for which a high school student may earn joint high school and college credit, if the student: was under the conservatorship of the Department of Family and Protective Services: on the day preceding the student's 18th birthday; on or after the day of the student's 14th birthday, if the student was also eligible for adoption on or after that day; or on the day the student graduated from high school or received the equivalent of a high school diploma; or on the day preceding the date the student is adopted, if that date is on or after September 1, 2009; or the date permanent managing conservatorship of the student is awarded to a person other than the student's parent, if that date is on or after September 1, 2009; during an academic term in which the student was enrolled in a dual credit course or other course for which a high school student may earn joint high school and college credit; AND enrolls in an institution of higher education as an undergraduate student or in a dual credit course or other course for which a high school student may earn joint high school and college credit not later than the student's 25th birthday.

Award Amount

Tuition and fees for courses for which the college receives tax support; however, once a student has been determined eligible for the benefit, the benefit continues indefinitely.

Applying for Exemption

Provide the Office of Student Financial Services written proof, from the Department of Family and Protective Services (TDFPS), of eligibility.

OTHER EXEMPTIONS & WAIVERS

- Exemption Program for Clinical Preceptors and Their Children
- Concurrent Enrollment Waiver (Enrollment in Two Texas Community Colleges)
- TAPS for Tuition Program
- Waiver for College Faculty and their Dependents
- Economic Development and Diversification Waiver
- Waiver of Nonresident Tuition for Foreign Service Officers Stationed in Mexico Attending Public Institutions of Higher Education in Texas
- Spouse and Dependents Who Previously Lived in Texas

- NATO Forces
- Research Assistants and Teaching Assistants Waiver

Visit collegeforalltexas.com or http://studentservices.southtexascollege.edu/finaid/exemptions_waivers.html

STUDENT LOANS

STC provides Alternative Education Loans through the Hinson-Hazlewood College Student Loan Program administered by the Texas Higher Education Coordinating Board (THECB) and Sallie Mae. 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 possible to postpone repayment of your loan from another school. 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 LOAN

The College Access Loan (CAL) Program provides an alternative type of educational loans to Texas students. Applicants do not have to demonstrate financial need and it may be used to cover all or part of a student's Expected Family Contribution (EFC).

Eligibility Requirements

- ▶ Be a Texas resident
- ▶ Be enrolled in a course of study leading to a certificate, associate's or higher degree at least half-time
- ▶ Meet the satisfactory academic progress requirements set by the institution
- ▶ Receive a favorable credit evaluation or provide a cosigner who has good credit standing and meets other requirements. Please refer to www.hhloans.com for further information about eligible cosigners.

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.

DEADLINE for Certifying Loans: Office of Student Financial Services has a deadline set in place for all loans that need certification by the Institution. The deadline is by census date (12th class date) for the semester in which the loan is being requested by the student. Student Financial Services must receive your loan application by 5pm on Census date in order to certify loan for the semester that is being requested.

TEXAS B-ON-TIME (BOT) LOAN

The purpose of the Texas B-On-Time Loan program is to provide eligible Texas students no-interest loans to attend colleges and universities in Texas. If the student meets specified goals, the entire loan amount can be forgiven upon graduation. Your institution's financial aid office will identify eligible students. Please note: persons who have earned a bachelor's degree are not eligible for B-On-Time loans.

Eligibility Requirements

- ▶ Have completed a FAFSA and be eligible to receive federal financial aid
- ▶ Be enrolled full time in an undergraduate degree or certificate program at an eligible institution and
- ▶ Be a Texas resident or be entitled to pay resident tuition rates as a dependent child of a member of the U.S. armed forces and Have graduated in the 2002-2003 academic year or later from a high school operated by the U.S. Department of Defense or under the recommended high school program from a public or accredited private high school in Texas or Have earned an associate's degree from an eligible institution no earlier than May 1, 2005.

SALLIE MAE SMART OPTION LOAN

The Sallie Mae Smart Option Student Loan is a private student loan that is offered for undergraduate and managed by Sallie Mae Inc. Find out more at www.salliemae.com

DEADLINE for Certifying Loans: Office of Student Financial Services has a deadline set in place for all loans that need certification by the Institution. The deadline is by census date (12th class date) for the semester in which the loan is being requested by the student. Student Financial Services must receive your loan application by 5pm on Census date in order to certify loan for the semester that is being requested.

VETERANS 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 1-888-442-4551.

Students receiving V.A. educational benefits must adhere to the V.A. Satisfactory Progress Standards. More information on these standards is available from the Office of Student Financial Services.

Chapter 33 Post-9/11 GI Bill

If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. For more information visit http://www.benefits.va.gov/gibill/post911_gibill.asp

Chapter 30 Montgomery GI Bill Active Duty (MGIB-AD)

The MGIB-AD program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty. For more information visit http://www.benefits.va.gov/gibill/mgib_ad.asp

Chapter 1606 Montgomery GI Selected Reserve (MGIB-SR)

The MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments. For more information visit http://www.benefits.va.gov/gibill/mgib_sr.asp

Chapter 1607 Reserve Educational Assistance Program (REAP)

REAP provides educational assistance to members of the Reserve components called or

ordered to active duty in response to a war or national emergency declared by the president or Congress. For more information visit <http://www.benefits.va.gov/gibill/reap.asp>

Chapter 35 Survivors And Dependent Assistance

The Dependents' Educational Assistance (DEA) program offers education and training opportunities to eligible dependents of Veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition. For more information visit http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp

Chapter 31 Vocational Rehabilitation

The Vocational Rehabilitation and Employment (VocRehab) program is authorized by Congress under Title 38 of the United States Code, Chapter 31. It is sometimes referred to as the Chapter 31 program. VocRehab helps Service members and Veterans with service-connected disabilities prepare for, find, and maintain suitable careers. For more information visit <http://www.benefits.va.gov/vocrehab/index.asp>

Tuition Assistance

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education. For more information visit https://www.goarmyed.com/public/public_money_for_college-tuition_assistance.aspx

Hazlewood Act

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information visit <http://www.tvc.texas.gov/Hazlewood-Act.aspx?CFID=8323622&CFTOKEN=59362141>

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 online at <http://studentservices.southtexascollege.edu/finaid/scholarships/>

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. To qualifying for the Top 10 % Scholarship students must submit the Free Application for Federal Student Aid (FAFSA) by March 15, 2014 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 2014-2015 FAFSA and file by March 15, 2014
- ▶ 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 2014

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

STARS Scholarship

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

Hispanic Scholarship Fund

The Hispanic Scholarship Fund provides a number of scholarships that assist students of Hispanic descent in completing their higher education. These scholarships are awarded on a variety of criteria and may be merit and/or need based. For more information visit www.hsf.net

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.

T-STEM Challenge Scholarship

The Texas Science, Technology, Engineering, and Math (T-STEM) Challenge Scholarship Program was established was designed to allow community

and technical colleges to provide merit-based scholarships to qualifying, high-achieving full-time students pursuing careers in STEM fields. Scholarship availability is based on funding from the Texas Guaranteed Student Loan Corporation. Read more at www.theccb.state.tx.us/TSTEM

THIRD PARTY PROGRAMS

Department of Assistive and Rehabilitative Services (DARS)

The Department of Assistive and Rehabilitative Services (DARS) offers payment of tuition and other services to students who have certain physical disabilities. 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.

Applying 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.

Program Restrictions

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

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.

Applying 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

North Hidalgo County
2719 W. University Drive, Edinburg, Texas 78539
Phone: (956) 380-0008, Fax: (956) 316-2626

West Hidalgo County
901 Travis St., Suite 7, Mission, Texas 78572
Phone: (956) 519-4300, Fax: (956) 519-4388

Willacy County
700 FM 3168, Raymondville, Texas 78580
Phone: (956) 689-3412, Fax: (956) 690-0285

Starr County
5408 Brand St. Ste. 1, Rio Grande City,
Texas 78582
Phone: (956) 487-9100, Fax: (956) 487-9190

East Hidalgo County
1600 N. Westgate Ste. 400, Weslaco, Texas 78596
Phone: (956) 969-6100, Fax: (956) 969-6190

Office for Business Partnership
3101 W. Bus 83, McAllen, Texas 78501
Phone: (956) 928-5000, Fax: (956) 664-8987

Corporate Office
3101 W. Bus 83, McAllen, Texas 78501
Phone: (956) 928-5000, Fax: (956) 664-8987

Weslaco STC (Youth site)
400 N. Border, Weslaco, TX 78596
Phone: (956) 973-7694

Note: Information is subject to change.

WIA Contracts

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 (unless approved by WIA) and courses not a part of the degree plan.

Award Disbursements

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)

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.

Eligible Majors

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
- ▶ Computer Aided Drafting & Design Technology
- ▶ Computer Maintenance Technology
- ▶ Diesel Technology
- ▶ Electronic & Computer Maintenance Tech
- ▶ Electronic Serving Tech
- ▶ EMT-Intermediate
- ▶ EMT-Paramedic
- ▶ Health Unit Coordination Tech
- ▶ Heating, Ventilation, Air Conditioning & Refrigeration
- ▶ Import/Export
- ▶ Industrial Systems Maintenance Tech
- ▶ Medical Information Specialist
- ▶ Nursing-LVN
- ▶ Nursing-LVN/ADN Transition
- ▶ Precision Manufacturing
- ▶ Secretary

Two Year Associate Degree Programs

- ▶ 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 & Human Services
- ▶ Health Information Tech
- ▶ Heating, Ventilation, Air Conditioning & Refrigeration
- ▶ Import/ Export
- ▶ Legal Assisting
- ▶ Legal Secretary
- ▶ Minicomputer Specialist
- ▶ Networking Specialist
- ▶ Nursing – RN
- ▶ Occupational Therapy assistant
- ▶ Pharmacy Technology
- ▶ Physical Therapist Assistant
- ▶ Precision Manufacturing Tech
- ▶ Public Service Administration
- ▶ Radiologic Tech
- ▶ Webmaster Specialist

Students interested in applying for the VIDA program must contact VIDA directly at 1715 E. Pike Blvd., Weslaco, TX 78596, 1-800-478-1770.

VIDA Program

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.

Award Disbursement

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.

COLLEGE SAVINGS PLANS

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.

Texas Tuition Promise Fund Plan

The Texas Tuition Promise Fund is designed to help families and individuals prepay for all or some future tuition and required fees at any two- or four-year Texas public college or university. Account holders purchase Tuition Units, which represent a fixed amount of undergraduate resident tuition and required fees charged by Texas public colleges and universities. The number of units needed varies depending on the school, but generally 100 units represents 30 semester hours, which is considered to be one academic year. Texas Tuition Promise Fund 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 TTPFP.

Who can open an account?

Any U.S. citizen or legal resident 18 years and older can open an account, as long as the Beneficiary is a Texas resident. If the child is not a Texas resident, a parent must be the Purchaser and a resident of Texas. Charities that award scholarships may also open an account.

Enrollment Period

You may enroll in the Plan any time between Sept. 1 and Feb. 28 (Feb. 29 in leap years). Newborns can be enrolled through July 31 each year. Tuition rates are subject to change at the start of each Enrollment Period on Sept. 1. There

is a three-year holding period before any units can be redeemed and the Tuition Units must be paid in full prior to redemption. For more information, contact TEXAS Tuition Promise Fund at 1-800-445-GRAD (4723), option 5 or log on to <http://www.texastuitionpromisefund.com/>

OTHER FORMS OF ASSISTANCE

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.

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.

SATISFACTORY ACADEMIC PROGRESS

Purpose and Scope

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 Standard (Cumulative Grade Point Average),
- ▶ Quantitative Standard (Pace of Progress)
 - Cumulative Pace of Progression
 - Maximum Time Frame

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the South Texas College (STC) 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 (Cumulative Pace of Progress)

The quantitative standard is used to accurately measure a student's progress in a program. There are two components of the quantitative standard:

1. Cumulative Pace of Progression:

Students must complete 67% of the total Attempted hours at the end of each semester to meet the required pace of progress at STC. You calculate the pace at which a student is progressing by dividing the total number of hours successfully completed or earned at the end of each semester by the total number of hours attempted at the end of each semester; if the result is greater than or equal to 67%, the student is meeting the requirement of pace of progression by 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% calculation after each semester.

67% Cumulative Progression	
This table contains the Attempted credit hours and the Earned/Completed credit hours required to meet 67% progression by semester	
Total Attempted Semester Hours	Total Earned/Completed Semester Hours
108 Credit Hours	72 credit hours
96 Credit Hours	64 credit hours
84 Credit Hours	56 credit hours
72 Credit Hours	48 credit hours
60 Credit Hours	40 credit hours
48 Credit Hours	32 credit hours
36 Credit Hours	24 credit hours
24 Credit Hours	16 credit hours
12 Credit Hours	8 credit hours

2. Maximum Time Frame (MTF): is the pace at which students must progress through their program of study to ensure that they will graduate within a maximum timeframe; students must complete their program of study within a period no longer than 150% of the published length of the program. This 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 or if the result of the division is 1.50, then the student has reached Maximum Time Frame. The graph below contains three examples.

Maximum Time Frame Rule = Total Attempted Hours / Program of Study Required Hours Completion

Total Attempted Hours	Completion Requirement Hours	Maximum Time Frame Percentage	Has student reached Maximum Time Frame?
182 Credit Hours	120 Credit Hours	1.52	Yes
179 Credit Hours	120 Credit Hours	1.49	No
62 Credit Hours	42 Credit Hours	1.48	No

In the first example, the program of study requires

120 credit hours to graduate. The student has attempted 182 credit hours ($182 / 120 = 1.52$) and in this case the student is going over 1.50 percent, so student has reached the Maximum Time Frame. In the second example, the program of study requires 120 credit hours to graduate too but the student has attempted 179 credit hours ($179 / 120 = 1.49$); in this case student has not yet reached Maximum Time Frame. In the third example, the program of study requires 42 credit hours to graduate and the student has attempted 62 credit hours, ($62 / 42 = 1.48$); in this case, student has not reached Maximum Time Frame.

How are my grades evaluated under the FA Standards of Academic Progress?

- ▶ The student's cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the qualitative standard of the Financial Aid Satisfactory Progress Policy.
- ▶ 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 be considered as credit hours attempted for the semester for the 67% Pace of Progress Rule and for the MTF Rule.
- ▶ Students who withdraw from the college must still maintain Financial Aid Satisfactory Academic Progress to meet the 67% Pace of Progress Rule and for the MTF Rule.

What happens if I fail to meet the Financial Aid Standards of Academic Progress?

- ▶ Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared 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 financial aid warning as long as they are otherwise eligible.
- ▶ Students who are on financial aid warning and who improve 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 financial aid warning who fail to meet the FA Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until they meet the qualitative and/or quantitative standards again.
- ▶ Students who exhaust 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 has brought his cumulative GPA back up to a 2.0 and has 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 financial aid suspension. This review of financial aid probation to students is done manually by a Financial Aid Representative. Students who are on financial aid probation are notified by email and regular mail of their status. Students are also required to provide a Financial Aid Academic Plan completely filled out where they will be given the expectations after a Financial Aid appeal has been approved.

APPEAL PROCESS

Students who fail to meet STC the Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances (i.e. 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, including the Financial Aid Academic Plan, must be obtained from 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 Committee. If a Financial Aid Appeal is approved, the student will be placed on financial aid probation and expected to follow the Financial Aid Academic Plan.
- ▶ Students can check the status or decision of their financial aid appeal two weeks after submitting it, by login in to their JagNet account and checking the financial aid active messages section of it.
- ▶ All decisions made by the Financial Aid Committee are final.

ADDITIONAL INFORMATION

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 the student will meet 67% Pace of Progress Rule and/or if the student will be within the Maximum Time Frame Rule limit.

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 will not meet the 67% Pace of Progress Rule and will be placed either on Financial Aid Warning or Financial Aid Suspension depending on what the student's status was before the semester began.

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 the 67% Pace of Progress Rule and/or the Maximum Time Frame limit. Please see the Maximum Time Frame section on this document and in addition please see section Repeated Coursework within Financial Aid section of the catalog or the Financial Aid Website, for more information on this.

Transfer hours and the 67% Pace of Progress Rule

Transfer hours which have an STC equivalent are counted in the assessment of the 67% Pace of Progress Rule.

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.

Summer Sessions Attempted hours

Hours attempted in any Summer Session will be included in the assessment of the 67% Pace of Progress Rule and the Maximum Time Frame Rule limit. STC offers three summer sessions. All three summer sessions are considered one entire semester when calculating the 67% Pace of Progress Rule and the Maximum Time Frame Rule.

Academic Probation and Suspension

Successfully approved Academic appeals for Academic Probation or Academic Suspension (G.P.A. less than a 2.0), have no effect on students' standing with the Financial Aid Satisfactory Academic Progress Policy; those students will still be on Financial Aid Suspension and would have to appeal their Financial Aid Suspension to our STC Student Financial Services Department. Please reference the Financial Aid Appeals Process section on this document for more information.

Notification of status under the FA Satisfactory Academic Progress policy

Students placed on Financial Aid Warning or Financial Aid Suspension will be notified via email and regular mail, of their status after grades are available on STC's computer system.

The effect of Developmental coursework on the 67% Pace of Progress Rule

Developmental (or remedial) coursework will be included when calculating the 67% Pace of Progress Rule.

The effect of Developmental coursework on the MTF calculation

30 credit hours of developmental coursework can 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 with the 67% Pace of Progress Rule.

The effect of FA 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 a student is on Financial Aid Suspension.

Consortium agreements and the FA Satisfactory Academic Progress Policy

When South Texas College has a consortium agreement with a participating institution, the student must meet the FA Satisfactory Academic Progress Policy of the institution that is awarding aid.

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 cannot be excluded after the second major. Note that Undeclared Degree seeking major is not a valid major but credit hours taken while under this major, will be counted as attempted and earned (or not earned, depending on the grade).

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.

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 STC Student Financial Services 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, (Note: In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.), 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.

Withdrawals from programs offered in modules (Mini-mesters)

If a student attending a standard, term-based program offered in modules (at STC these are known as mini-mesters), ceased attendance after completing one module, the student was not considered to have withdrawn, and the school was not required to perform a Return calculation. This is no longer the case. Under the October 29, 2010, final regulations, for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment.

In addition, for a student in a non-term or nonstandard-term program offered in modules, a student is considered to have withdrawn from the program if the student is not scheduled to begin another course within the payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending, unless the student is on an approved leave of absence. So, for a student in a non-term or nonstandard term program offered in modules who ceases attendance, the student is a withdrawal for Title IV purposes unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment, provided the later module the student will attend begins no later than 45 calendar days after the end of the module the student ceased attending.

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 Student Financial Services Office must assume that the student withdrew from school. The Student Financial Services 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 one 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 Student Financial Services Office for dates) and proof of this can be collected then the Student Financial Services 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; documentation 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. This includes students who are withdrawn by the Student Assessment Center.

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.

$$33.3\% \times \$2675.00 = \$890.78$$

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.

$$45.0\% \times \$550.00 = \$247.50$$

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.

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 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.

FREQUENTLY REQUESTED INFORMATION

Frequently Requested Telephone Numbers and Websites

The STC Office of Student Financial Services 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.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/scholarships.html>

The Student Financial Services 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.

CAMPUS PARKING

PARKING PERMITS

All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property. A parking permit does not guarantee a parking space, but does authorize parking in designated areas. Individuals who own or operate a vehicle or motorcycle on South Texas College property will be held liable for any citations issued to that vehicle or motorcycle with or without a permit. Temporary parking permits may be obtained for short periods when the vehicle or motorcycle with a permanent permit is not available, at the Office of Safety and Security, located in Pecan campus building N, room 159, or at site coordinator offices in other campuses. Temporary permits may also be obtained by visitors and individuals who are not STC employees or students. STC students, faculty, and staff who park in a visitor space will be ticketed with or without a permit displayed

PURCHASE OF PARKING PERMITS

Parking permits can be purchased online through STC JagNet, accessible on the STC main web page via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. JagNet provides an option to have parking permits mailed to a residence or for pickup 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

- Initial permit..... \$25.00
- Additional or Replacement permit..... \$25.00

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 only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ Permits for motorcycles shall be permanently affixed in a visible location only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ 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) Citations may be issued based upon video camera recordings.

- ▶ No parking permit.
- ▶ Expired permit.
- ▶ Misuse of permit.
- ▶ Improper display of parking permit, including not permanently affixing the permit in the proper location only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ 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.
- ▶ Dropping off persons or items in a "No Parking" or "No Dropping Off" area.
- ▶ Double-parked (encroaching on another parking space).
- ▶ Parking in a fire lane (red zone) (subject to tow at owner's expense).
- ▶ Failure to obey roadway signs.
- ▶ Prohibited turn.
- ▶ Driving the wrong way.
- ▶ Moving violations including reckless driving and driving to endanger.
- ▶ Parking in a handicap 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 uses by individuals that do not have a handicap, even if the vehicle has a properly displayed handicap placard/license plate or disabled veteran license plate.

PAYMENT OF A PARKING FINE

Parking fines may be paid at Cashier's office located at each campus (956-872-8311) or mailed to the Cashier's Office at:

South Texas College
 Attn: Cashier's Office
 P.O. Box 9701
 McAllen, Texas 78502-9701

APPEALS

Appeals of citations must be submitted no later than fifteen (15) working days from receiving the citation. Appeals turned in after the 15 working days will be denied. An appeals committee will review the appeal and forward the decision to the email address shown on the appeal.

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 Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589).

Individuals receiving their first citation, with the exception of Handicap and Fire lane parking, may elect to attend Awareness Training in lieu of payment of the fine. Individuals with multiple citations may have the total of their fines reduced by 50% upon successful completion of the Awareness Training. A form to request this training is available at the Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589) or the Security website.

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.

STATISTICS REPORT

ON CAMPUS			
Offense	2010	2011	2012
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	3	2	1
Burglary	0	0	0

ON CAMPUS			
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Liquor Law Arrests	3	1	7
Liquor Law Violations Referred For Disciplinary Action	1	0	4
Drug Law Arrests	4	7	4
Drug Law Violations Referred For Disciplinary Action	1	6	2
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	0	0	0

NON-CAMPUS			
Offense	2010	2011	2012
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
Miscellaneous	0	0	0

PUBLIC PROPERTY			
Offense	2010	2011	2012
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

PUBLIC PROPERTY			
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
Miscellaneous	0	0	0

HATE CRIMES - ON CAMPUS			
Offense	2010	2011	2012
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

DISCIPLINARY ACTIONS - ON CAMPUS			
Offense	2010	2011	2012
Weapons: carrying, possession, etc	0	0	0
Drug abuse violations	1	6	2
Liquor law violations	1	0	4

DISCIPLINARY ACTIONS - PUBLIC PROPERTY			
Offense	2010	2011	2012
Weapons: carrying, possession, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

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 195,000 cataloged items in its collection, including print and electronic books, video, and audio recordings. 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 240 print serial publications (newspapers, magazines, and journals) and over 100 research 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 using their JagNet credentials. Using Discovery Search, the Library's catalog of collections and most of its research databases can be searched through a single portal.

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 branches in the Rio Grande Valley, Texas Southmost College, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

CENTERS FOR LEARNING EXCELLENCE

The Center for Learning Excellence (CLE) is STC's comprehensive learning support and academic tutoring center. The CLE helps students foster the learning skills and course content knowledge required to be successful in college. At the CLE, students can receive high-quality tutoring and other academic support resources in a broad variety of subject areas.

The array of CLE services, which are free and available to all STC students, include drop-in tutoring, appointment tutoring, group tutoring, online tutoring, Supplemental Instruction programs, Learning Support Workshops, individual test proctoring, and learning community support. The CLE also offers a welcoming and comfortable environment where students may access computer lab support with a variety of specialized software programs, private study rooms for student use with or without tutoring assistance, adaptive learning equipment, and numerous reference materials and learning resources.

The CLE Academic Labs house nearly 350 computers across the district open for student use with helpful and professional lab staff always on duty. CLE computer labs may also be reserved for group activities, trainings, or class visits.

The CLE has been awarded the highest level of certification status from the College Reading and Learning Association (CRLA), an international organization that certifies 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.

The following are descriptions of the programs and services available to all STC students sponsored by the Centers for Learning Excellence (CLE):

- ▶ **Supplemental Instruction** is a CLE-sponsored program in which a peer learning mentor, called an SI Leader, attends class and holds regular study sessions in order to maximize student success. SI has been shown to increase student course completion and success and is typically assigned to courses that are seen as academically challenging. Students may enroll in an SI course free of charge. Enrollment in SI classes is limited, so early registration is encouraged.
- ▶ **CLE Academic Labs** support students at each STC campus with computer-based resources, specialized software, and knowledgeable lab staff to assist with any computer-related need. CLE Academic labs support most programs needed by students for their classes. Specialized software titles include Microsoft Office Suite 2013, Adobe Master Collection CS6, SolidWorks, Google Sketch-up, PSpice, and many more.
- ▶ **Online Tutoring** is available for students whose schedules cannot accommodate traditional on-campus learning support. CLE offers online tutoring in most subject areas. The service features both real-time and submit-and-return options which provide prompt assistance to students 24 hours a day/seven days a week.
- ▶ **Test Proctoring** is available at the CLE for individual student testing needs. CLE provides proctoring services by appointment to any STC student or local student testing with an out-of-area institution. CLE proctoring services are available on all campuses and can be administered in either online or paper test formats.
- ▶ **Group Tutoring by Appointment** provides an opportunity for students studying in groups of four or more to obtain up to one hour of tutoring

assistance in the CLE's private study rooms. This service is provided by appointment only and must be scheduled at least one day in advance.

- ▶ **Student Success Workshops** are informational training seminars provided by CLE tutors and 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. CLE workshop series also includes final exam review sessions for a variety of courses.
- ▶ **Learning Communities** are distinct courses which are connected thematically. LCs are enrolled with a shared student cohort and taught by cooperating instructors who blend curricula to maximize student learning in combined classes. Using this approach, students are able to make connections across disciplines and build a strong peer support network. CLE facilitates the development and scheduling of LC courses.
- ▶ **Other specialized** CLE Programs and Services include ASL Learning Lab, ESL Student Services, 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 at the following address: <http://academicaffairs.southtexascollege.edu/cle> or select Center for Learning Excellence link at the top of 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 & COLLEGE CONNECTIONS

The Outreach Department provides off-site assistance to residents in Hidalgo and Starr counties. College Connections Specialists, and Dual2Degree 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 South Texas College by helping to

complete enrollment and financial aid forms; and serve as primary contacts for the Dual Enrollment program.

The Outreach Department facilitates the dual enrollment application and registration process for the district's high schools. Outreach Specialists work closely with public school counselors and school district personnel, as well as community agencies to promote a college going and college completion culture.

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. Student Information Centers are located at all South Texas College campuses; Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr County campuses.

Prospective students are encouraged to visit the Welcome Center at their nearest Campus to complete the online admissions application (Apply Texas) and obtain an enrollment checklist that will facilitate their transition to South Texas College.

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. Services include: campus tours, the campus call center, and assistance with the application and registration process.

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 - Transfer Plan
- Criminal Justice
- Education - Elementary
- Education - 4-8 Generalist
- Education - Secondary
- 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
- Language and Cultural Studies-Mexican-American Studies

STC also offers Online Associate of Applied Science Programs in Human Resources Specialist

STC also offers Certificates in the following fields:

- Accounting Clerk
- Computer Applications Specialist
- Human Resources Assistant
- Management
- Marketing

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.

Information about Distance Education at STC is available at: <http://vc.southtexascollege.edu> or by calling (956) 872-2598.

INSTITUTIONAL EFFECTIVENESS & ASSESSMENT AND RESEARCH & 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 & Assessment (IEA), and Research & Analytical Services (RAS).

The priorities of IEA are institutional effectiveness (IE) 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, 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 lifelong education opportunities through career preparation, career pathways, customized corporate training, professional education and development, professional conferences, and personal enrichment courses. The department is committed to empowering all individuals and employers with necessary knowledge, skills and credentials to help them fulfill their personal and professional goals for a better quality of life.

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 14 institutes:

INSTITUTES

Arts and Design

- ▶ Cake Decorating
- ▶ Digital Image
- ▶ Floral Design
- ▶ Guitar
- ▶ Painting
- ▶ Photography
- ▶ Piano

Business

- ▶ Customer Service
- ▶ Employability Skills
- ▶ Frontline Supervisor
- ▶ Leadership Skills
- ▶ Office Clerk

College and Career Preparation

- ▶ ACT Preparation
- ▶ GED Review
- ▶ GED Tutoring
- ▶ Kids College
- ▶ TSI Assessment Preparation

Conferences and Workshops

- ▶ Child Development
- ▶ Education
- ▶ Health

Corporate Training

Education

- Alternative Teacher Certification
- Child Development Associate
- Substitute Teaching

English as a Second Language (ESL)

- Advanced Level ESL
- Beginning Level ESL
- Citizenship Preparation
- Conversation Course
- High-Advanced Level ESL
- Intermediate Level ESL
- Spanish
- TOEFL Preparation

Gateway to College

(High School Recovery Program)

Healthcare

- Activity Director
- Certified Dietary Manager
- Certified Nurse Assistant (CNA)
- CPR
- Dementia Certificate
- EKG
- Emergency Care Attendant
- First Aid
- Health Information Management Clerk
- Medical Receptionist
- Medication Aide
- Pharmacy Technician Trainee
- Phlebotomy

Online Courses and Programs

Police Academy

Real Estate

- Finance
- Home Inspection
- Law of Agency
- Law of Contracts
- Marketing
- Mathematics
- Principles I
- Principles II
- Promulgated Contracts

Technology and Trades

- Electrician's Aide
- Excel
- Forklift
- HVAC and Refrigeration Technician Assistant
- Internet
- Introduction to Computers
- Maintenance and Repair
- OSHA Training
- Pipe Welding
- PowerPoint
- Welding Fundamentals
- Word

Truck and Bus Driving

- Bus Driving
- Defensive Driving
- Truck Driving

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, and Technology areas

Professional Education and Development

- Review courses for professional certifications and licenses

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 gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Core Objectives

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

This common body of essential knowledge and skills is taught and reinforced through courses selected in nine Core Components: Communication, Mathematics, Life and Physical Sciences, Language, Philosophy & Culture, Creative Arts, American History, Government/Political Science, Social and Behavioral Sciences, and a Component Area Option.

COMMUNICATION

Composition/

Written Communication

6 credits

ENGL 1301 Composition
ENGL 1302 Composition II-Rhetoric

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

MATHEMATICS

3-4 credits

MATH 1316 Plane Trigonometry
MATH 1324 Finite Mathematics
MATH 1332 Contemporary Mathematics
MATH 1442 Statistics
MATH 1414 College Algebra
MATH 1425 Business Calculus
MATH 2412 PreCalculus and Trigonometry
MATH 2413 Calculus I

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

LIFE AND PHYSICAL SCIENCES

8 credits

BIOL 1406 Biology for Science Majors I
BIOL 1407 Biology for Science Majors II
BIOL 1408 Biology for Non-Science Majors I
BIOL 1409 Biology for Non-Science Majors II
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
GEOL 1445 Oceanography
GEOL 1447 Meteorology
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- Solar System

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

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

LANGUAGE, PHILOSOPHY AND CULTURE

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 the Humanities I
HUMA 1305 Introduction to
Mexican-American Studies
HUMA 2323 World Cultures
MUSI 1307 Music Literature
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 Classical Philosophy
PHIL 2317 Seventeenth- and Eighteenth-
Century Philosophy
PHIL 2318 Nineteenth- and Twentieth-
Century 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

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

CREATIVE ARTS

3 credits

ARTS 1301 Art Appreciation
ARTS 1303 Art Survey I
DANC 2303 Dance Appreciation
DRAM 1310 Introduction to Theater
DRAM 2366 Introduction to Cinema
HUMA 1311 Mexican-American Fine Arts
Appreciation
MUSI 1306 Music Appreciation
MUSI 1310 American Music

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

AMERICAN 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

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

POLITICAL SCIENCE

6 credits

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

SOCIAL AND BEHAVIORAL SCIENCES

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 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices

ECON 2301 Principles of Economics I - Macro
 EDUC 1300 Learning Framework
 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 1300 Learning Framework
 PSYC 2301 General Psychology
 PSYC 2306 Human Sexuality
 PSYC 2307 Adolescent Psychology
 PSYC 2314 Lifespan Growth and Development
 SOCI 1301 Introduction to Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2301 Marriage and the Family
 SOCI 2319 Minority Studies
 SOCW 2361 Introduction to Social Work

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

COMPONENT AREA OPTION

3-4 credits

BCIS 1305 Business Computer Applications
 BIOL 1322 Nutrition and Diet Therapy
 CHEM 2423 Organic Chemistry I
 COSC 1301 Introduction to Computing
 COSC 1436 Fundamentals of Programming I
 COSC 1337 Fundamentals of Programming II
 COSC 2325 Computer Organization
 and Machine Language
 COSC 2330 Advanced Structured Languages
 COSC 2336 Programming Fundamentals III
 ENGR 1101 Introduction to Engineering
 ENGR 1304 Engineering Graphics
 ENGR 2301 Statics
 ENGR 2302 Dynamics
 ENGR 2405 Electrical Circuits I
 KINE 1164 Introduction to Physical Fitness
 and Sport
 MATH 2418 Linear Algebra
 MATH 2420 Differential Equations
 SPCH 1311 Introduction to Speech
 Communication
 SPCH 1315 Public Speaking
 SPCH 1318 Interpersonal Communications
 SPCH 1321 Business and Professional
 Speaking
 SPCH 2333 Discussion and Small Group
 Communication
 SPCH 2335 Argumentation and Debate

Total credits: 42

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

Dance

DANC 2303 Dance Appreciation

Drama

DRAM 1310 Introduction to Theater
 DRAM 2366 Introduction to Cinema

Foreign Language*

SGNL 2301 Intermediate American Sign
 Language I
 SPAN 1311 Beginning Spanish
 for Spanish Speakers
 SPAN 1312 Beginning Spanish II
 for Spanish Speakers
 SPAN 2311 Intermediate Spanish I
 SPAN 2312 Intermediate Spanish II

Humanities*

HUMA 1301 Introduction to the Humanities I
 HUMA 1311 Mexican-American Fine Arts
 Appreciation
 HUMA 1305 Introduction to
 Mexican-American 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 1307 Music Literature
 MUSI 1310 American Music

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 Classical Philosophy

- PHIL 2317 Seventeenth- and
Eighteenth Century Philosophy
PHIL 2318 Nineteenth- and Twentieth
Century Philosophy
PHIL 2321 Philosophy of Religion

SOCIAL AND BEHAVIORAL SCIENCES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

Anthropology

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

Criminal Justice

- CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 1313 Juvenile Justice System
CRIJ 2313 Correctional Systems and Practices
CRIJ 2314 Criminal Investigation
CRIJ 2328 Police Systems and Practices

Economics

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

Education

- EDUC 1300 Learning Framework

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 2323 Eastern Civilizations
HIST 2327 Mexican American History I
HIST 2328 Mexican American History II
HIST 2381 African American History

Political Science*

- GOVT 2304 Introduction to Political Science
GOVT 2305 Federal Government
GOVT 2306 Texas Government
GOVT 2311 Mexican-American Politics

Psychology

- PSYC 1300 Learning Framework
PSYC 2301 General Psychology
PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology
PSYC 2308 Child Psychology
PSYC 2314 Lifespan Growth and Development
PSYC 2315 Psychology of Adjustment
PSYC 2316 Psychology of Personality
PSYC 2317 Statistical Methods in Psychology
PSYC 2319 Social Psychology

Sociology

- SOCI 1301 Introduction to Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family
SOCI 2319 Minority Studies

Social Work

- SOCW2361 Introduction to Social Work
SOCW2362 Social Welfare as
a Social Institution

*Check catalog for course pre-requisites

*Register
Now!*

Baccalaureate Degrees

Organizational Leadership

- ▶ Organizational Leadership (Bachelor of Applied Science)..... 89

Computer and Information Technologies

- ▶ Computer and Information Technologies (Bachelor of Applied Technology) 92

Medical and Health Services Management

- ▶ Medical and Health Services Management (Bachelor of Applied Technology)..... 96

Technology Management

- ▶ Technology Management (Bachelor of Applied Technology) 100

Bachelor of Applied Science in Organizational Leadership

The Bachelor of Applied Sciences in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through real world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

The program's objectives will offer competency-based core curriculum and lower-division electives. Competency-based curriculum is utilized in this degree program to acknowledge a student's prior knowledge through a set of competencies, diagnostic pre-assessments, and post-assessments to demonstrate competence in a subject. The program will include a required e-portfolio that will collect artifacts from each of the upper-division courses. This e-portfolio will be assessed as part of the capstone course. The capstone course will enhance the educational experience and employment potential for students. 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 Science in Organizational Leadership students will complete coursework that is aligned to the following competencies:

PROGRAM COMPETENCIES:

- 1) Interpersonal Skills: Demonstrate the ability to establish productive relationships by communicating effectively individually and collectively. Students will be able to:
 - a. Develop productive relationships through evaluating and explaining the pertinent characteristics of the individuals and groups in the organization.
- 2) Organizational Behavior: Identify, analyze, and solve organizational problems based on effectively functional and dysfunctional individual, team, and organizational behaviors. Students will be able to:
 - a. Describe the organizational structure and function including individual and group dynamics and the identification of potential problems.
- 3) Problem Solving/Decision Making: Identify, analyze, and solve/recognize/predict organizational problems based on effective and ethical decision making through critical, reflective, and creative thought processes that apply appropriate techniques. Students will be able to:
 - a. Given a case study students will be able to solve a problem and evaluate the appropriateness of a decision.
- 4) Change Management: Understand how the political, economic, social and technological forces in the environment influence organizational behavior, policy and practices. Students will be able to:
 - a. Analyze why & how organizations resist change

- b. Explain a leader's role in managing change
 - c. Apply a structured change management process
 - 5) Resource Management: Identify, allocate, and effectively manage resources, both tangible and intangible, necessary to accomplish the vision of the organization. Students will be able to:
 - a. Identify tangible and intangible resources given an organizational situation.
 - b. Manage work teams to accomplish the vision of the organization.
 - c. Manage resources to complete an assigned task within a specified time.
 - 6) Strategy/Operations Management: Understand strategic management skills in order to structure operations to support the vision of the organization.
 - 7) Information Literacy: Identify, locate, evaluate, and effectively use information to address organizational concerns or tasks while observing appropriate security protocols. Students will be able to:
 - a. Informational literacy- know the different types of information technology
 - b. Identify multiple resources of information technology
 - c. Know where to locate different types of technology, such as informal information, data and trends, published data, internet data, internal and external data
 - d. Remain in compliance with security protocols.
 - 8) Statistics/Applied Research: Collect, interpret, analyze, and select data to employ practical applications and facilitate sound decision making.

BACHELOR OF APPLIED SCIENCE ADMISSION REQUIREMENTS

Admission to the Bachelor of Applied Science 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 Success Initiatives (TSI), with program specific exemptions accepted.
- C. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the Dean for Math, Science & Bachelor Programs.
- D. Submit two letters of recommendation

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 semester credits of applicable course work

transferred from another accredited college or university toward a Bachelor of Applied Science degree granted by STC.

- Completion of 30 credit hours in 3000 level courses or higher of which all 30 credit hours must be completed at STC.
- 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).
- Pay all debts to the College prior to graduation.

Degree Components

General Education Courses	42 SCH
Required Lower-Division Coursework	6-8 SCH
Lower-Division Electives.....	40-42 SCH
Required Upper-Division Coursework	30 SCH

LOWER-DIVISION REQUIREMENTS

STC CORE CURRICULUM (42 Credits)

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 84 in the Catalog. Students that declare the Bachelor of Applied Science in Organizational Leadership degree have access to the competency-based format of the core curriculum.

Students beginning the Bachelor of Applied Science upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Science 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 students.

LOWER-DIVISION ELECTIVES (48 Semester Credit Hours)

Required Lower-Division Electives:

SPAN 1411	Spanish for Non-Spanish Speakers I or SPAN 1311.....	3 - 4 SCH
SPAN 1412	Spanish for Non-Spanish Speakers II or SPAN 1312	3 - 4 SCH

Foundation Curriculum

Entering freshmen are required to take the following five foundation courses as part of the 48-hour lower-division electives.

Course Number	Title	Semester Credit Hours
CRTH 2301	Critical Thinking.....	3
HRPO 2301	Human Resource Management.....	3
HRPO 2307	Organizational Behavior.....	3
RESM 2301	Research Methods.....	3
BUSG 1303	Principles of Finance.....	3

Additional Lower-Division Electives

Students may select from the following list of courses offered as competency-based to complete the 48-hour lower-division coursework:

Course Number	Title	Semester Credit Hours
BUSI 1301	Business Principles.....	3

BUSI 2301	Business Law.....	3
BUSG 2309	Small Business Management/ Entrepreneurship.....	3
BMGT 1301	Supervision	3
ACCT 2401	Principles of Financial Accounting.....	4
ECON 2301	Principles of Economics I - Macro	3
ECON 2302	Principles of Economics I - Micro	3
INFS 2301	Business Information Systems.....	3
MATH 1442	Statistics.....	4
CRJ 1301	Introduction to Criminal Justice.....	3

**Note: Coursework from A.A.S. degrees will be evaluated on a case by case basis. Students entering the BAS 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 lower-division electives.*

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 ORGANIZATIONAL LEADERSHIP Major Courses (30 Hours)

The upper-division Organizational Leadership major coursework is a balance between theoretical and applied competencies associated with leading in a broad range of organizations. The degree is designed to educate and train students with relevant, applied knowledge of organizations and leadership within organizations. Students will practice developing leadership solutions for real-world problems. Leadership theory, practices, and applied learning will form the core requirements for this program.

Course Number	Title	Semester Credit Hours
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I.....	3
ORGL 3331	Data Driven Decision-Making II.....	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I.....	3
ORGL 4351	Management Theory II.....	3
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I.....	3
ORGL 4361	Capstone II.....	3

Bachelor of Applied Science

MAJOR: **ORGANIZATIONAL LEADERSHIP**

Three - Four Year Recommended Course Sequence (7 Week Terms)

All lower-division core curriculum and lower-division electives are offered 100% online and in a competency-based delivery format.

YEAR 1

Fall Term 1 **Credit Hours**

ENGL 1301	Composition I.....	3
MATH 1332	Contemporary Mathematics.....	3

Fall Term 2

ENGL 1302	Composition II - Rhetoric.....	3
BIOL 1408	Biology for Non-Science Majors I.....	4

Spring Term 1

HIST 1301	United States History I.....	3
PHYS 1415	Physical Science I.....	4

Spring Term 2

HIST 1302	United States History II.....	3
PSYC 2301	or	
SOCI 2301	General Psychology.....	3

Summer Term 1

GOVT 2305	Federal Government.....	3
KINE 1164	Introduction to Physical Fitness and Sport.....	1

Summer Term 2

GOVT 2306	Texas Government.....	3
ARTS 1301	or	
DRAM 1310	Art Appreciation.....	3

YEAR 2

Fall Term 1

PHIL 2306	Introduction to Ethics.....	3
SPCH 1321	Business & Professional Speaking.....	3

Fall Term 2

SPAN 1411	or	
SPAN 1311	Beginning Spanish I for Non-Speakers.....	3-4
BUSI 1301	Business Principles.....	3
BMGT 1301	Supervision.....	3

Spring Term 1

SPAN 1412	or	
SPAN 1312	Beginning Spanish II for Non-Speakers.....	3-4
CRTN 2301	Critical Thinking.....	3

Spring Term 2

BUSG 1303	Principles of Finance.....	3
RESM 2301	Research Methods.....	3

Summer Term 1

ECON 2301	Principles of Economics I - Macro.....	3
HRPO 2301	Human Resource Management.....	3

Summer Term 2

ECON 2302	Principles of Economics II - Micro.....	3
HRPO 2307	Organizational Behavior.....	3

YEAR 3

Fall Term 1

BUSG 2309	Small Business Management/ Entrepreneurship.....	3
CRIJ 1301	Introduction to Criminal Justice.....	3

Fall Term 2

MATH 1442	Statistics.....	4
INFS 2301	Business Information Systems.....	3

Spring Term 1

ACCT 2401	Principles of Financial Accounting.....	4
ORGL 3311	Issues in Organizational Leadership.....	3

Spring Term 2

ORGL 3321	Data Driven Decision-Making I.....	3
ORGL 3322	Behavior/Ethics/Leadership I.....	3

Summer Term 1

ORGL 3331	Data Driven Decision-Making II.....	3
ORGL 3332	Behavior/Ethics/Leadership II.....	3

Summer Term 2

ORGL 4341	Management Theory I.....	3
ORGL 4342	Organizational Change.....	3

YEAR 4

Fall Term 1

ORGL 4351	Management Theory II.....	3
ORGL 4352	Capstone I.....	3

Fall Term 2

ORGL 4361	Capstone II.....	3
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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 equipments, 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 Success Initiative (TSI), 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 Math, Science & Bachelor

Programs, 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 Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 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;
- 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).
- Pay all debts to the College prior to graduation.

Degree Components

General Education Courses 42 SCH
 Technical Support Areas-Lower Level.....39-40 SCH
 Required CIT Courses-Upper Level 36 SCH
 CIT Electives-Upper-Level..... 3 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 84 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 27 general education credit hours in order to fulfill the forty-two (42) 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: Information Technology, 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 (39 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 3305	System Analysis and Design	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 4330	Advanced Network Security	3
CITP 4340	Special Topics Course - CIT	3
CITP 4345	Data Communications – Convergent Technology	3
CITP 4350	Advanced Computer Programming	3
Total Semester Credit Hours.....		36

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
TMGT 3336	Management and Law	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	
MATH 1414 College Algebra	4	
HIST 1301 United States History I	3	
HIST 1302 United States History II	3	
GOVT 2305 Federal Government	3	
GOVT 2306 Texas Government	3	
Core Component Area Option – Core Curriculum	4	
Life and Physical Sciences Elective – Core Curriculum	4	
Life and Physical Sciences Elective – Core Curriculum	4	
Creative Arts Elective – Core Curriculum	3	
Social & Behavioral Sciences Elective – Core Curriculum	3	
Language, Philosophy & Culture Elective – Core Curriculum	3	
Total Credit Hours.....		42

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: Information Technology, 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 3305 System Analysis and Design	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 4330 Advanced Network Security	3	
CITP 4340 Special Topics Course-CIT	3	
CITP 4345 Data Communications – Convergent Technology	3	
CITP 4350 Advanced Computer Programming	3	
Total Semester Credit Hours		36

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
TMGT 3338	Accounting for Technical Managers	3
TMGT 3336	Management and Law	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
HIST 1301	United States History I or HIST 2327	3
	Language, Philosophy & Culture Elective – Core Curriculum	3
	Core Component Area Option – Core Curriculum.....	3
ITNW 1425	Fundamentals of Networking Technologies.....	4
		16

FIRST YEAR-SPRING

ENGL 1302	Composition II – Rhetoric	3
HIST 1302	United States History II or HIST 2328	3
MATH 1414	College Algebra	4
ITNW 2421	Networking with TCP/IP	4
		14

SECOND YEAR-FALL

GOVT 2305	Federal Government	3
	Life and Physical Sciences Elective – Core Curriculum	4
	Creative 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 2306	Texas Government	3
	Life and Physical 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 3360	Digital Image Processing and Presentation.....	3
CITP 3305	System Analysis and Design	3
		15

THIRD YEAR-SPRING

CITP 3312	Fundamentals of Information Security.....	3
CITP 3302	Advanced Networking (Networking+)	3
	Technical Specialty course	3
	Technical Specialty course	3
	Technical Specialty course	3
		15

FOURTH YEAR-FALL

CITP 3310	Survey of Programming Languages.....	3
CITP 4316	Advanced Web Design	3
CITP 3320	Database Management	3
CITP 4345	Data Communications – Convergent Technology.....	3
CITP 4350	Advanced Computer Programming...	3
		15

FOURTH YEAR-SPRING

CITP 4330	Advanced Network Security.....	3
CITP 4301	Capstone: Computer and Information Technologies Internship	3
CITP 4340	Special Topics Course-CIT	3
	Computer & Information Technology Elective	3
		12

List of Computer and Information Technology Electives:

TMGT 3338	Accounting for Technical Managers
TMGT 3311	Technology in Enterprise Management
TMGT 3336	Management and Law

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 any 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 Success Initiative (TSI), 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 Math, Science & Bachelor Programs, 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 Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 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;
- 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).
- Pay all debts to the College prior to graduation.

Degree Components

General Education Courses	42 SCH
Technical Support Areas.....	33 SCH
Medical and Health Services Management Required Courses.....	39 SCH
Medical and Health Services Management Electives	6 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 84 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 27 general education credit hours in order to fulfill the forty-two (42) 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 (33 Semester Credit Hours)

The student is required to complete 33 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 33 semester credit hours must include the 3 courses (9 semester credit hours) listed below. The remaining 24 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 1301	Health Data Content and Structure	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 33 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 3360	Digital Image Processing and Presentation	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	3

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
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	2305 Federal Government.....	3
GOVT	2306 Texas Government	3
PSYC	2301 General Psychology, or 2306, or 2307, 2314, 2317; or SOCI 1301, 1306, 2301, or 2319	3
Core Component Area Option - Core Curriculum		
Life and Physical Sciences Elective – Core Curriculum		
Life and Physical Sciences Elective – Core Curriculum		
Creative Arts Elective – Core Curriculum		
Language, Philosophy & Culture Elective – Core Curriculum		
Total Credit Hours.....		42

Technical Specialty Courses

Foundational Courses (Required)

ACCT	2401 Principles of Financial Accounting.....	4
HITT	1255 Health Care Statistics.....	2
HITT	1301 Health Data Content and Structure.....	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 24 hours of Technical Specialty coursework should be taken from an approved A.A.S. degree.

Total Credit Hours 24

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	3360 Digital Image Processing and Presentation.....	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	3
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
	Core Component Area Option -	
	Core Curriculum.....	3
HIST 1301	United States History I or	
	HIST 2327.....	3
	Language, Philosophy & Culture	
	Elective - Core Curriculum.....	3
HITT 1255	Health Care Statistics	2
		14

FIRST YEAR-SPRING

ENGL 1302	Composition II-Rhetoric	3
HIST 1302	United States History II or	
	HIST 2328.....	3
MATH 1414	College Algebra or	
	MATH 2412 or MATH 2413.....	4
HITT 1301	Health Data Content and	
	Structure	3
		13

SECOND YEAR-FALL

GOVT 2305	Federal Government	3
	Life and Physical Sciences Elective-	
	Core Curriculum.....	4
	Creative Arts Elective-	
	Core Curriculum	3
	Technical Specialty Course.....	3
	Technical Specialty Course.....	3
		16

SECOND YEAR-SPRING

PSYC 2301	General Psychology, or PSYC	
	2306, or PSYC 2307, or PSYC	
	2314, or PSYC 2317,	
	or SOCI 1301, or SOCI 1306, or	
	SOCI 2301, or SOCI 2319.....	3
GOVT 2306	Texas Government	3
	Life and Physical 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

	Technical Specialty Course.....	3
TMGT 3310	Decision Making	3
MHSM4304	Risk Management for Health	
	Care Professionals	3
MHSM4310	Human Resources in Health	
	Care Management	3
MHSM4348	Ethics for Health Care	
	Professionals	3
		15

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 3360	Digital Image Processing	
	and Presentation	
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 demonstrate are 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 Success Initiative (TSI), 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 Math, Science & Bachelor Programs, 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 Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 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;
- 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).
- Pay all debts to the College prior to graduation.

Degree Components

General Education Courses	42 SCH
Technical Support Area.....	33 SCH
Technology Management Required Courses.....	39 SCH
Technology Management Electives	6 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 101 in the Catalog. Technology Management majors are recommended to take ECON 2301 - Principles of Economics I - MACRO to fulfill the Social & Behavioral Science component of the Core Curriculum. Technology Management majors 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 27 general education credit hours in order to fulfill the forty-two (42) 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 (33 Semester Credit Hours)

The student is required to complete 33 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (A.A.S.) degree. The 33 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, Information Technology, 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 33 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.

REQUIRED TECHNOLOGY MANAGEMENT

Major Courses (39 hours)

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.

Course Number	Course Title	Semester Credit Hours
TMGT 3302	Business and Economic Statistics	3
TMGT 3303	Managerial Rapport and Documentation.....	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

Technology Management 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 Seminar3
TMGT 3311	Technology Enterprise Management3
TMGT 4355	The Manager and Civic Engagement Seminar3
	Any Upper Level CITP Course3

Bachelor of Applied Technology

TECHNOLOGY MANAGEMENT

Degree Plan

STC Core Curriculum		Semester Credit Hours
ENGL 1301	Composition3
ENGL 1302	Composition II-Rhetoric 3
MATH 1414	College Algebra (or MATH 2412, or MATH 2413)4
HIST 1301	United States History I3
HIST 1302	United States History II3
GOVT 2305	Federal Government3
GOVT 2306	Texas Government3
	Social & Behavioral Science Elective - Core Curriculum3
	Core Component Area Option - Core Curriculum3
	Life and Physical Sciences Elective - Core Curriculum4
	Life and Physical Sciences Elective - Core Curriculum4
	Creative Arts Elective - Core Curriculum3
	Language, Philosophy & Culture Elective - Core Curriculum3
Total Credit Hours		42

Technical Specialty courses

Foundational Courses (Required)

BUSI 1301	Business Principles or LMGT 13193
BMGT 1301	Supervision, or HRPO 2301 Human Resources Management3
BUSI 2301	Business Law3
ACCT 2401	Principles of Financial Accounting4
ECON 2302	Principles of Economics II-Micro3
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 17 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.

Total Credit Hours..... 17

Required Upper Division Professional		Semester Credit Hours
TMGT 3302	Business and Economic Statistics3
TMGT 3303	Managerial Rapport and Documentation3
TMGT 3305	Organizational Theory and Practice3
TMGT 3310	Decision Making3
TMGT 3312	Resource Management3
TMGT 3336	Management and Law3
TMGT 3337	Decision Making Economics3
TMGT 3338	Accounting for Managers3
TMGT 4304	Safety and Risk Management3
TMGT 4320	Organizational Design and Management Seminar3
TMGT 4342	Supply Chain Security3
TMGT 4341	Purchasing and Supply Management3
TMGT 4347	CAPSTONE: Technology Management Practicum3
Total Semester Credit Hours		39

Elective Upper-Division Professional Courses

TMGT 3321	Supply Chain Management3
TMGT 3322	Logistics Management3
TMGT 3340	Quality Assurance, Management and Improvement3
TMGT 4353	International Business Seminar3
TMGT 3311	Technology Enterprise Management3
TMGT 4355	The Manager and Civic Engagement Seminar3
	Any Upper Level CITP Course3
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
	Core Component Area Option -	
	Core Curriculum.....	3
HIST 1301	United States History I.....	3
	Language, Philosophy & Culture	
	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
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
		13

SECOND YEAR-FALL

GOVT 2305	Federal Government.....	3
	Life and Physical Sciences Elective -	
	Core Curriculum.....	4
	Creative Arts Elective-	
	Core Curriculum	3
ACCT 2401	Principles of Financial	
	Accounting	4
	Technical Field course	3
		17

SECOND YEAR-SPRING

	Social and Behavioral Science	
	Elective - Core Curriculum.....	3
GOVT 2306	Texas Government	3
	Life and Physical 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	
	Report and Documentation.....	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
	Technical Field course	3
	Elective - Upper-Division	
	Professional Course	3
		15

FOURTH YEAR-SPRING

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
		12

Certificate and Associate Degrees

Division of Business and Technology

Administrative Office Careers.....	107
▶ Legal Office Specialist (Certificate)	108
▶ Office Specialist (Certificate)	108
▶ Legal Office Management (Associate of Applied Science).....	109
▶ Office Management (Associate of Applied Science).....	109
 Automotive Technology	 110
▶ Automotive Technology (Certificate).....	111
▶ Ford Youth and Adult Training Program (Certificate)	111
▶ Automotive Technology (Associate of Applied Science).....	112
▶ Automotive Technology Specialization: GM-Automotive Service Education Program (Associate of Applied Science) ...	112
 Business Administration	 113
▶ Accounting Clerk (Certificate).....	114
▶ Banking (Certificate).....	114
▶ Import/Export (Certificate)	114
▶ Logistics (Certificate)	114
▶ Management (Certificate)	115
▶ Marketing (Certificate)	115
▶ Business Administration Specialization: Accounting (Associate of Applied Science).....	115
Specialization: Banking (Associate of Applied Science)	116
Specialization: Import/Export/Logistics (Associate of Applied Science).....	116
Specialization: Management (Associate of Applied Science)	117
Specialization: Marketing (Associate of Applied Science).....	117
▶ Business Administration-Transfer Plan, Field of Study (Associate of Arts).....	118
 Computer Aided Drafting and Design	 119
▶ Architectural Drafting (Certificate)	120
▶ Civil Drafting (Certificate).....	120
▶ Design and Technical Graphics (Certificate).....	121
▶ Computer Aided Drafting and Design Specialization: Architectural Drafting (Associate of Applied Science).....	121
Specialization: Civil Drafting (Associate of Applied Science)	122
Specialization: Design and Technical Graphics (Associate of Applied Science).....	122
 Construction Supervision	 123
▶ Construction Supervision Assistant (Certificate).....	124
▶ Construction Supervision (Associate of Applied Science)	125
 Culinary Arts	 125
▶ Commercial Baking (Certificate).....	125
▶ Commercial Cooking (Certificate).....	126
▶ Culinary Arts (Associate of Applied Science).....	126
 Diesel Technology	 127
▶ Diesel Technology (Certificate)	127
▶ Diesel Technology (Associate of Applied Science).....	127
 Electrician Technology	 128
▶ Electrician Assistant (Certificate)	129
▶ Electrician Technology (Associate of Applied Science)	129

Electronic and Computer Maintenance Technology.....	130
▶ Computer and Internet Specialist (Certificate).....	131
▶ Computer Maintenance Specialist (Certificate).....	131
▶ Computer Support Specialist (Certificate).....	131
▶ Mechatronics Specialist (Certificate).....	132
▶ Telecommunication Technology Specialist (Certificate).....	132
▶ Electronic and Computer Maintenance Technology Specialization: Computer Maintenance Technology (Associate of Applied Science).....	133
Specialization: Computer Support Specialist (Associate of Applied Science).....	133
Fire Science	134
▶ Fire Science (Certificate).....	135
▶ Fire Science Technology (Associate of Applied Science).....	135
Heating, Ventilation, Air Conditioning and Refrigeration Technology	136
▶ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Certificate).....	137
▶ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Associate of Applied Science)....	137
Human Resources.....	138
▶ Employee and Labor Relations Assistant (Certificate).....	139
▶ Human Resources Assistant (Certificate).....	139
▶ Payroll Assistant (Certificate).....	140
▶ Recruiter Assistant (Certificate).....	140
▶ Human Resources Specialist (Associate of Applied Science).....	140
Information Technology.....	141
▶ Computer and Information Technologies Specialist (Certificate).....	142
▶ Computer and Network Specialist (Certificate).....	143
▶ Computer Applications Specialist (Certificate).....	143
▶ Information Security/Digital Forensics Specialist (Certificate).....	143
▶ Multimedia Specialist (Certificate).....	143
▶ Business Computer Systems Specialization: Computer Specialist (Associate of Applied Science).....	144
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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 Carmen Guajardo, Target.

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
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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
<u>Mathematics/Natural Sciences Elective</u>	4
POFT 2303 Speed and Accuracy Building.....	3
PSYC 2301 General Psychology.....	3
SPAN 1311 <u>Beg Spanish I for Spanish Speakers or ARTS 1301</u>	3

SUMMER SESSION II

POFL 2264 CAPSTONE: Practicum.....	2
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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
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THIRD SEMESTER

ACNT 1303 Introduction to Accounting I	3
POFT 2331 Administrative Systems	3
SPAN 1311 <u>Beg Spanish I for Spanish Speakers or ARTS 1301</u>	3
SPCH 1321 <u>Business and Professional Speaking</u>	3

FOURTH SEMESTER

BMGT 1301 Supervision.....	3
ENGL 1301 <u>Composition</u>	3
POFT 2303 <u>Speed and Accuracy Building</u>	3
<u>Mathematics/Natural Sciences-Elective**</u>	4

SUMMER SESSION II

POFT 2264 CAPSTONE: Practicum.....	2
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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

Chet Hatzold, Service Specialist, Hunter Equipment; Bill Seawell, Automotive Sales, Petroleum Solutions PSI; Manuel Maciel, Instructor, La Joya High School; Joe Campos Owner Miday Auto & Truck Service; Joe Gonzalez, Salesman, Burton Auto Supply; Jay Rodriguez, General Manager, Arnold Oil Company; Eddie DeLeon, NAPA Auto Parts Sales; Ben Abbit Owner All Tune & Lube; Mike Guzman, Autozon Auto Parts; Mauricio Garza, Autozone Auto Parts; Ismael Nino, O'Riellys Auto Parts, Juaquin Baeza, O'Reilly's Auto Parts, Eutamio Esparza, Esparza's Transmissions; Silvestre Vargas, Sivestre's Truck and Auto; Scott Vaughan, Burton Auto Parts

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, McAllen; Rick Allen, Service Manager, Cardenas Motors Inc., Brownsville; Baylor Vaughn, Service Manager, Clark Chevrolet, McAllen; Rose Crookston, General Motors; Mary Luna, Tipotex Chevrolet Brownsville; Andrew Fegan, General Motors; Lupe Salazar, Service Manager, Ed Payne Motors; Chris Cisneros, Service Manager, Luke Fruia; Robert Perez, Sales Rep, Fiesta Chevrolet; Jose Trevino, Service Tec., Bert Ogden Motors-Edinburg; Joko Winarto, Service & Part Rep, General Motors; Hector Rendon, Technology Director, San Benito High School

FORD-YAATC TECHNOLOGY

Larry Emanuel, Service Manager, Boggus Ford; Luciano Gonzalez, Automotive Supervisor, U.S. Customs; Esteban Pena, Automotive Work Leader, U.S. Customs; Judy Torres, Service Manager, Spikes Ford; Mario Cardenas, Service Manager, Spikes Ford; Gil Flesner, Service Manager, Hacienda Ford; Albert Villareal, Owner, Cornerstone Firestone Tire; Carey Hatzold, Sales, Hunter Engineering; Javier Galindo, Operations Manager, City of McAllen; Eli Pena, Conerstone Tire

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

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:..... 39

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 1391 CAPSTONE: Ford YAATC Certification.....	3
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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 Calculations	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 Calculations	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 field, 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.

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

Jesse Sanchez, Chair, Accion; Melinda Bosquez, Burton Mccumber; Rosie Blanco, Angie Guajardo, HEB; Carlos Leal, HCA Healthcare

BANKING

Craig Lewis, Chair, Texas State Bank; Alma Ortega Johnson, Wells Fargo Bank; Noe Estrada, Citi Financial

IMPORT / EXPORT / LOGISTICS

Mark Garcia, Chair, McAllen Economic Development Corp.; Dianne Vlasik, US Customs & Border Protection; Sylvia Garces Soria, Socios En Excelencia; 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, Verizon 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
BMGT 1301	Supervision	3

THIRD SEMESTER

BMGT 2168	CAPSTONE: Business Administration Practicum	1
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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
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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/Entrepreneurship	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
MRKG1311	Principles of Marketing	3

SECOND SEMESTER

BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management	3
MRKG1301	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	3-4
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:... 64-65

***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**

<u>ENGL 1301</u> 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

<u>Social/Behavioral Sciences Elective</u> ..	3
MRKG 1301 Customer Relationship Management.....	3
<u>Mathematics/Natural Sciences Elective</u>	3-4
BNKG 1345 Consumer Lending	3
BUSG 1303 Principles of Finance	3

FOURTH SEMESTER

<u>Humanities Elective</u>	3
<u>ECON 2301</u> 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: ... 65-66

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**

<u>ENGL 1301</u> 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
<u>MATH 1332</u> 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
<u>ECON 2301</u> Principles of Economics I-Macro ...	3
<u>Social/Behavioral Sciences Elective</u>	3
<u>Humanities Elective</u>	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**

<u>ENGL 1301</u> <u>Composition</u>	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

MRKG1301 Customer Relationship Management.....	3
<u>Math/Natural Sciences Elective</u> ... 3-4	
BUSI 2301 Business Law.....	3
ACNT 1329 Payroll & Business Tax Accounting...3	
BUSG 2309 Small Business Management/Entrepreneurship ... 3	

FOURTH SEMESTER

<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences</u> <u>Elective</u>	3
BMGT 2303 Problem Solving and Decision Making	3
<u>ECON 2301</u> <u>Principles of Economics I-Macro</u> ...3	
MRKG 1311 Principles of Marketing	3
BMGT 2168 CAPSTONE: Business Administration Practicum.....	1

Total Credit Hours:... 65-66

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**

<u>ENGL 1301</u> <u>Composition</u>	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
MRKG2333 Principles of Selling	3

THIRD SEMESTER

BUSI 1301 Business Principles.....	3
<u>Math/Natural Sciences Elective</u> ... 3-4	
MRKG 2349 Advertising and Sales Promotion...3	
BUSG 2309 Small Business Management/Entrepreneurship ... 3	

FOURTH SEMESTER

POFI 2431 Desktop Publishing.....	4
<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences</u> <u>Elective</u>	3
MRKG 1313 Public Relations	3
<u>ECON 2301</u> <u>Principles of Economics I-Macro</u> ...3	
BMGT 2168 CAPSTONE: Business Administration Practicum.....	1

Total Credit Hours:... 63-64

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 42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 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. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

Business Administration- Transfer Plan Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301 United States History I or
 HIST 2327..... 3
 ENGL 1301 Composition..... 3
 COSC 1301 Introduction to Computing or
 Speech Elective - Core Component
 Area Option - Core Curriculum 3
 BUSI 1301 Business Principles..... 3

SECOND SEMESTER

HIST 1302 United States History II or
 HIST 2328..... 3
 ENGL 1302 Composition II - Rhetoric 3
 Creative Arts Elective -
 Core Curriculum 3
 Mathematics Elective - Core
 Curriculum 3
 ACCT 2401 Principles of Financial
 Accounting..... 4

THIRD SEMESTER

GOVT 2305 Federal Government..... 3
 Life and Physical Sciences Elective -
 Core Curriculum 4
 ACCT 2402 Principles of Managerial
 Accounting..... 4
 ECON 2301 Principles of Economics I-
 MACRO 3

FOURTH SEMESTER

GOVT 2306 Texas Government..... 3
 Life and Physical Sciences Elective -
 Core Curriculum 4
 ECON 2302 Principles of Economics II -
 MICRO..... 3
 MATH 1425 Business Calculus 4
 Language, Philosophy & Culture
 Elective - Core Curriculum..... 3
 Core Component Area Option-
 Core Curriculum (if required) 1

Computer Aided Drafting and Design

Specialization:

Architectural Drafting

The Architectural Drafting degree is designed to assist students in preparing architectural and structural construction documents, for: residential projects such as, homes and other dwellings, and commercial/Industrial building, such as; schools, office and retail spaces. In addition, the students develop skills in the production of presentational free-hand drawings, working/study models, and various computer generated graphics. These skills allow students to utilize specialized CAD software in solving design challenges both technically and graphically.

Specialization: Civil Drafting

The Civil Drafting degree prepares a student in the producing of 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 are 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

This program prepares students for careers in the design, building, and general business sectors. Our students learn to communicate design solutions for architects, engineers, builders, & development companies through 2D and 3D visualizations. Courses such as architectural photography and architectural illustration also help prepare our students for the development of a portfolio at the end of their studies. Students are trained in professional production software such as Photoshop, Illustrator, Flash, Dreamweaver, Premier, 3D Max, AutoCad, and Google Sketchup.

ADVISORY COMMITTEES

ARCHITECTURAL DRAFTING & DESIGN & TECHNICAL GRAPHICS

Efrain Silva, Job Captain, MILNET Architectural Services; Laura Warren, AIA-Principal, Warren Group Architects Inc.; Natanael Perez, Project Manager, Warren Group Architects Inc.; Amanda Gomez, The Warren Group Architects; Marlene Bravo, CADD Technician; Rike-Ogden-Figueroa-Alex Architects; Gilbert Zuniga, Project Manager, Eddie Vela Architecture; Rudy Molina, AIA Principal, MILNET Architectural Services; Hugo Avila, P.E. Engineer, Half Associates; Oscar Lopez, P.E. Engineer, Lopez Engineering Group.; Lorenzo Moreno, Enriquez Enterprises; Ramiro E. Ramos, EGV Architects; Michael D. Hovar, Amtech Building Services; Javier Reyes, Lux Architecture, LLC; Joe Angel Salas, Warren Group Architects, Inc., Robert Cuellar, STC Planning & Construction; Jose Valdez, Harlingen ISD-Facilities Department; Tomas Alvizo, High Concept Designs; Leonor Hernandez, L&R Precast Concrete Works; Jose Vela - Sigma HN Engineering; Sergio Castillo, Revit Specialist, ERO Architects; Maggie Rodriguez, Superior Alarms.

CIVIL DRAFTING

Ramon Navarro, Deputy City Engineer, City of McAllen; Yvette Barrera, City Engineer, City of McAllen; Oscar Lopez, President, Lopez Engineering Group, Inc.; Mohammad Azarbayejany – Professor at the Civil Engineering program at UTPA; Steve McGarraugh – Architect, Dannenbaum Engineering; Richard D. Seitz – Civil engineer, Dannenbaum Engineering; Keith Housemann – Land Surveyor; Katrin Leonard – Associate, Raba-Kistner Consultants, Inc.

ARCHITECTURAL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations	3
COSC 1301	Introduction to Computing.....	3
ARCE 1303	Architectural Materials & Methods of Construction.....	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
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
DFTG 2340	Solid Modeling/Design	3
ARCE 2352	Mechanical Electrical Systems	3

Total Credit Hours: 39

CIVIL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations	3
COSC 1301	Introduction to Computing.....	3
DFTG 1315	Architectural Blueprint Reading and Sketching	3
DFTG 1309	Basic Computer-Aided Drafting ...	3
DFTG 1393	Special Topics in Civil Drafting.....	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
ARCE 1303	Architectural Materials & Methods of Construction.....	3

THIRD SEMESTER (SUMMER SESSION)

SRVY 1315	Surveying Calculations I	3
ARCE 1352	Structural Drafting.....	3
DFTG 2330	Civil Drafting	3
SRVY 1380	CAPSTONE: Cooperative Education.....	3

Total Credit Hours: 42

DESIGN AND TECHNICAL GRAPHICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations	3
COSC 1301	Introduction to Computing.....	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

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	Introduction to Computing.....	3
ARCE 1303	Architectural Materials & Methods of Construction.....	3
DFTG 1309	Basic Computer-Aided Drafting ...	3
DFTG 1315	Architectural Blueprint Reading and Sketching.....	3

SECOND SEMESTER

ENGL 1301	Composition.....	3
DFTG 2340	Solid Modeling/Design.....	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 2352	Mechanical and Electrical Systems	3
DFTG 2331	Advanced Technologies in Architectural Design and Drafting...	3
PSYC 2301	General Psychology or SOCI 1301.....	3

FOURTH SEMESTER

SPCH 1311	Introduction to Speech Communication.....	3
DFTG 2338	Final Project-Advanced Drafting.. Program Elective**.....	3
DFTG 1392	Special Topics-Intermediate Revit...	3

FIFTH SEMESTER

	Humanities Elective	3
DFTG 1380	CAPSTONE: Cooperative Education.....	3

Total Credit Hours:..... 64

**PROGRAM ELECTIVES

CNBT 1309	Basic Construction Management...	3
DFTG 1371	Introduction to the Civil Drafting Profession	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 Introduction to Computing.....	3
DFTG 1315 Architectural Blueprint Reading and Sketching.....	3
DFTG 1309 Basic Computer-Aided Drafting ...	3
DFTG 1393 Special Topics in Civil Drafting.....	3

SECOND SEMESTER

ENGL 1301 Composition.....	3
DFTG 2319 Intermediate Computer - Aided Drafting.....	3
SRVY 1313 Plane Surveying.....	3
ARCE 1303 Architectural Materials & Methods of Construction.....	3

THIRD SEMESTER

POFT 2312 Business Correspondence and Communication	3
ARCE 1352 Structural Drafting.....	3
DFTG 2321 Topographical Drafting.....	3
SRVY 1315 Surveying Calculations I.....	3

FOURTH SEMESTER

PSYC 2301 General Psychology or SOCI 1301.....	3
DFTG 2328 Architectural Drafting - Commercial.....	3
DFTG 2330 Civil Drafting	3
DFTG 1310 Specialized Basic Computer- Aided Drafting (CAD)	3
Humanities Elective	3

FIFTH SEMESTER (SUMMER SESSION)

DFTG 2332 Advanced Computer - Aided Drafting.....	3
SRVY 2380 Cooperative Education	3
Program Elective*.....	3

Total Credit Hours:..... 64

**PROGRAM ELECTIVES

SRVY 1341 Land Surveying.....	3
DFTG 1317 Architectural Drafting - Residential.....	3
DFTG 1357 Specialized Intermediate Computer-Aided Drafting (CAD) ...	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 Introduction to Computing.....	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

Construction Supervision

Construction Supervision Assistant Certificate

The Construction Supervision Assistant Certificate program will prepare students to serve as assistants to a construction supervisor or project manager. The skills acquired will prepare the student to assist a CM or PM in the supervision and management of residential, commercial, and institutional construction projects. The student will focus on acquiring the skills necessary to assist in the monitoring of construction processes to include but not limited to, construction estimating, building codes and inspections, construction technology 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 DESCOR 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 ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

TECM 1303 Technical Calculations or MATH 1414	3-4
COSC 1301 Introduction to Computing.....	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 LIABLE

FIRST SEMESTER Credit Hours

MATH 1414 College Algebra.....	4
COSC 1301 Introduction to Computing	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 SOC1301.....	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 Baking

Certificate

This certificate prepares students to serve under the supervision of pastry chefs, bakers, and other food service professionals as bakery support staff and commercial bakery workers.

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; Russell Walker, General Manager, Macaroni Grill; Jimmy Santiago, Executive Chef at Cimarron; Elvia Berry, Owner of A Berry Catered Affair; Krista Holmes, Culinary Advisor; Larry Delgado, Executive Chef/Owner, House.Wine; Jessica Delgado, General Manager/Owner, House.Wine; Cynthia Ebrom, Pastry Chef/Owner, Cynthia's Cakes.

COMMERCIAL BAKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER

Credit Hours

CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
PSTR 1306	Cake Decorating I	3
PSTR 1310	Pies, Tarts, Teacakes and Cookies	3
BIOL 1322	Nutrition and Diet Therapy	3

SECOND SEMESTER

PSTR 1305	Breads and Rolls	3
PSTR 1343	Bakery Operations and Management	3
PSTR 2301	Chocolates and Confections	3
PSTR 2331	Advanced Pastry Shop	3
PSTR 1264	CAPSTONE: Practicum I	2

Total Credit Hours: 29

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
TECM 1303 Technical Calculations or MATH 1332.....	3
BIOL 1322 Nutrition and Diet Therapy.....	3

SECOND SEMESTER

RSTO 2307 Catering	3
RSTO 2301 Principles of Food and Beverage Controls	3
CHEF 2301 Intermediate Food Preparation....	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 Calculations 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 Introduction to Sociology	3
ACNT 1303 Introduction to Accounting I or MRKG 1311	3
COSC 1301 Introduction to Computing.....	3

FOURTH SEMESTER

CHEF 2331 Advanced Food Preparation	3
RSTO 1301 Beverage Management	3
BUSG 2309 Small Business Management/Entrepreneurship ...	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

DEMR 1442 Power Train Applications I	4
DEMR 2432 Electronic Controls.....	4
DEMR 1416 Basic Hydraulics	4
AUMT 1345 Automotive Climate Control Systems	3

THIRD SEMESTER

WLDG 1428 Introduction to Shielded Metal ARC Welding (SMAW).....	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

DEMR 1442 Power Train Applications I	4
DEMR 2432 Electronic Controls.....	4
DEMR 1416 Basic Hydraulics	4
AUMT 1345 Automotive Climate Control Systems	3

THIRD SEMESTER

WLDG 1428 Introduction to Shielded Metal ARC Welding (SMAW).....	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

<u>Math/Natural Sciences Elective</u> ... 4	
<u>Social/Behavioral Sciences Elective</u>	3
<u>Humanities Elective</u>	3
SPCH 1318 <u>Interpersonal Communication</u>	3
ENGL 1301 <u>Composition</u>	3

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Electrician Technology

Electrician Assistant Certificate

The Electrician Assistant program will prepare students to help assemble, install, test, and maintain electrical systems. They will be trained to read blueprints, plan and layout wiring for residential, commercial, and industrial projects to meet job specifications of local and state NEC codes, diagnose malfunctioning systems, apparatus, and components, using testing devices such as, ohmmeters, and voltmeters.

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 Technology 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, industrial projects, Wind and Solar Technology, 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

Victor Guzman, General Contractor, Guzman Construction; Ram Ramirez, Owner, Zerimar Lighting Solutions; Juan Ortiz, Master Electrician, Zitro Electric; Joel Martinez, Industrial Electrician Clove-Mart Electric; Roy Sagredo Master Electrician, Atlas Electric and AC; Eddie Garcia, Fire & Safety Consultant, Trinity Fire

ELECTRICIAN ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ELPT 1221	Introduction to Electrical Safety and Tools	2
ELPT 1419	Fundamentals of Electricity I.....	4
ELPT 1325	National 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:... 31-32

**Program Electives

ELPT 1457	Industrial Wiring
ELPT 2419	Programmable Logic Controllers I
HART 1411	Solar Fundamentals
WIND 2359	Wind Power Delivery System

ELECTRICIAN TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ELPT 1221	Introduction to Electrical Safety and Tools	2
ELPT 1419	Fundamentals of Electricity I.....	4
ELPT 1325	National Electrical Code I	3
ELPT 1429	Residential Wiring.....	4

SECOND SEMESTER

ELPT 1420	Fundamentals of Electricity II.....	4
ELPT 1445	Commercial Wiring	4
<u>ENGL 1301</u>	<u>Composition</u>	3
ELPT 2325	National Electrical Code II	3

THIRD SEMESTER

<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
ELPT 2447	Electrical Testing & Maintenance	4
ELPT 1457	Industrial Wiring.....	4
ELPT 2419	Programmable Logic Controllers I	4

FOURTH SEMESTER

MATH 1332	<u>Contemporary Mathematics</u>	3
HART 1411	Solar Fundamentals.....	4
WIND 2359	Wind Power Delivery System	3
	<u>Humanities Elective</u>	3

FIFTH SEMESTER

	<u>Social/Behavioral Sciences Elective</u>	3
	*Program Elective	4
ELPT 2264	Practicum.....	2

Total Credit Hours:..... 64

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.

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

David Chavez, Director of Information Technology, Donna ISD; Jose Lucio Gonzalez, Computer Services Engineer, South Texas College; Jaime Hinojosa, Information Technology Officer, Elsa State Bank; Eric Rodriguez, Owner, PC Station; Maby Rosenbaum, Project Manager, Insight Networking.

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 1407 Electronic and Computer Skills	4
CPMT 1411 Introduction to Computer Maintenance	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
CPMT 1411 Introduction to Computer Maintenance	4
EECT 1403 Introduction to Telecommunication	4
EECT 1440 Telecommunications Transmission Media.....	4
SECOND SEMESTER	
EECT 1407 Convergence Technologies	4
CPMT 1445 Computer Systems Maintenance	4
CPMT 1449 Computer Networking Technology.....	4
CPMT 2188 CAPSTONE: Internship-Computer Installation	1
Total Credit Hours:.....	29

MECHATRONICS TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
RBTC 1405 Robotic Fundamentals	4
CETT 1409 DC/AC Circuits.....	4
CETT 1425 Digital Fundamentals.....	4
CPMT 1407 Electronic and Computer Skills	4

SECOND SEMESTER	
EECT 1440 Telecommunications Transmission Media.....	4
RBTC 1447 Electromechanical Devices.....	4
CPMT 1404 Microcomputer System Software.....	4
CETT 2189 CAPSTONE: Internship.....	1

Total Credit Hours:..... 29

TELECOMMUNICATION TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CPMT 1403 Introduction to Computer Technology.....	4
CPMT 1407 Electronic and Computer Skills	4
EECT 1403 Introduction to Telecommunications	4
EECT 1440 Telecommunication Transmission Media.....	4

SECOND SEMESTER	
CETT 1409 DC/AC Circuits.....	4
CPMT 1411 Introduction to Computer Maintenance	4
EECT 1407 Convergence Technologies	4
EECT 2188 CAPSTONE: Communication Engineering Technology	1

Total Credit Hours:..... 29

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 1407	Electronic and Computer Skills.....	4
CPMT 1411	Introduction to Computer Maintenance	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

<u>Social/Behavioral Sciences Elective.....</u>	3
<u>Humanities Elective</u>	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
<u>SPCH 1311</u>	<u>Introduction to Speech Communication.....</u>	3
<u>ENGL 1301</u>	<u>Composition.....</u>	3
<u>MATH 1332</u>	<u>Contemporary Mathematics or Math 1414.....</u>	3-4
CPMT 2166	CAPSTONE: Computer Maintenance Practicum.....	1

Total Credit Hours: ... 63-64

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
EECT 1403	Introduction to Telecommunication.....	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER

EECT 1407	Convergence Technologies	4
CPMT 1445	Computer Systems Maintenance.....	4
CPMT 1449	Computer Networking Technology.....	4

SUMMER SESSION I

<u>ENGL 1301</u>	<u>Composition.....</u>	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication.....</u>	3
<u>MATH 1332</u>	<u>Contemporary Mathematics or MATH 1414.....</u>	3-4

THIRD SEMESTER

CPMT 2445	Computer System Troubleshooting.....	4
CPMT 2449	Advanced Computer Networking Technology.....	4
CPMT 2433	Computer Integration.....	4

FOURTH SEMESTER

CPMT 2402	Home Technology Integration.....	4
	<u>Humanities Elective</u>	3
	<u>Social/Behavioral Sciences Elective</u>	3
CPMT 2288	CAPSTONE: Internship Computer Installation.....	2

Total Credit Hours: ... 61-62

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 Technology Associate of Applied Science

The Fire Science Technology Associate Degree program is designed to build on students' knowledge of the firefighting occupation. The program will prepare students for firefighter certifications beyond the basic fire suppression certification according to the standards from the Texas Commission on Fire Protection. Students will also be introduced to the organization and management of a fire department and the relationship of government agencies to the fire service. The Fire Science Technology program will also provide training concerning the fire inspection areas such as rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection.

ADVISORY COMMITTEE

Dr. Armando Ocaña, Director-Drop Out Prevention, La Joya ISD; Ricardo Reyes, Fire Chief, Rio Grande City Fire Department; Rene Lopez, Jr., Deputy Chief, Mission Fire Department; Jim Schultz, Deputy Chief, McAllen Fire Department; Carlos Arizpe, Deputy Chief, Pharr Fire Department

FIRE SCIENCE

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

FIRS 1301	Firefighter Certification I.....	3
FIRS 1407	Firefighter Certification II.....	4
FIRS 1313	Firefighter Certification III.....	3
FIRS 1319	Firefighter Certification IV.....	3
FIRS 1423	Firefighter Certification V.....	4
FIRS 1203	Firefighter Agility/Fitness Preparation.....	2
FIRS 1329	Firefighter Certification VI.....	3
FIRS 1433	Firefighter Certification VII.....	4

Total Credit Hours:..... 26

FIRE SCIENCE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

FIRS 1301	Firefighter Certification I.....	3
FIRS 1407	Firefighter Certification II.....	4
FIRS 1313	Firefighter Certification III.....	3
FIRS 1319	Firefighter Certification IV.....	3
FIRS 1203	Firefighter Agility/Fitness Preparation.....	2

SECOND SEMESTER

FIRS 1423	Firefighter Certification V.....	4
FIRS 1329	Firefighter Certification VI.....	3
FIRS 1433	Firefighter Certification VII.....	4
	<u>Math/Natural Science Elective...</u>	3-4

THIRD SEMESTER

ENGL 1301	<u>Composition</u>	3
FIRT 1442	<u>Fire Officer I</u>	4
FIRT 1353	<u>Legal Aspects of Fire Protection..</u>	3
FIRT 1309	<u>Fire Administration I</u>	3
GOVT 2306	<u>Texas Government</u>	3

FOURTH SEMESTER

SPCH 1315	<u>Public Speaking</u>	3
FIRT 1408	<u>Fire Inspector I</u>	4
FIRT 1340	<u>Fire Inspector II</u>	3
FIRT 1202	<u>Plan Examiner I</u>	2
	<u>Humanities Elective</u>	3

Total Credit Hours:... 60-61

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

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; Patricia Serna, Secretary, Gemaire Supply, McAllen; Mark Hernandez, Member, Checkmark Refrigeration LLC, Weslaco; Willy G. Gonzalez, Member, Johnstone Supply, Pharr; Anival Perez, Member, Goodman Distributing, Mission; Edgar Zamora, Member, Extreme Air, Alton.

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
<u>ENGL 1301 Composition</u>	3

SECOND SEMESTER

HART 1445 Gas and Electrical Heating	4
HART 2431 Advanced Electricity for HVAC	4
HART 2445 Air Conditioning Systems Design.....	4
<u>MATH 1414 College Algebra</u>	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
<u>Humanities Elective</u>	3
<u>Social/Behavior Sciences Elective</u>	3
<u>SPCH 1318 Interpersonal Communications</u>	3

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Human Resources

Employee and Labor Relations Assistant Certificate

In this program, students will learn the fundamentals of employee and labor relations practices, with emphasis in Labor (Union) Relations, and Human Resources laws in order to assist unionized employers such as city government, school districts and private employers resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

Payroll Assistant Certificate

In this program, students will learn the fundamentals of the payroll practices and preparation, with emphasis in Payroll & Business Tax Accounting, Benefits and Compensation practices and laws and other software applications in order to assist any employer to compile and record employee time and payroll data and may compute employees' time worked, production and commission. Also, may compute and post wages and deductions, or prepare paychecks. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

Recruiting Assistant Certificate

In this program, students will learn the fundamentals of the recruiting practices, with emphasis in human relations and organizational behavior in order to help any employer attaining the most qualified employees and perform activities in the area of recruiting including interviewing and place workers. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

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 assist students in preparation to take the PHR exam.

ADVISORY COMMITTEE

Tammy Leal, Private Business (Chairperson); Todd Miller, First National Bank; Matt Foerster, Express Personnel; Adrian Aguilar, Texas Workforce Commission; Claudia Olivares, United Blood Services Texas; Charmine Huebinger, Tropical Texas Behavior Health.

EMPLOYEE AND LABOR RELATIONS ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
HRPO 2301 Human Resources Management.....	3
HRPO 1305 Management and Labor Relations.....	3
ITSC 1409 Integrated Software Applications I	4
HRPO 2304 Employee Relations.....	3
HRPO 2371 Human Resources Laws.....	3

Total Credit Hours: 16

* Pending THECB approval

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

PAYROLL ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303 Introduction to Accounting I	3
ACNT 1329 Payroll & Business Tax Accounting	3
HRPO 2306 Benefits and Compensation	3
ITSC 1409 Integrated Software Applications I	4
HRPO 1311 Human Relations	3

Total Credit Hours:..... 16

* Pending THECB approval

RECRUITER ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

HRPO 2303 Employment Practices	3
HRPO 1311 Human Relations	3
ITSC 1409 Integrated Software Applications I	4
HRPO 2307 Organizational Behavior	3
HRPO 2301 Human Resources Management..	3

Total Credit Hours:..... 16

* Pending THECB approval

HUMAN RESOURCES SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>ENGL 1301 Composition</u>	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
<u>SPCH 1321 Business and Professional Speaking</u>	3
HRPO 1305 Management and Labor Relations	3
HRPO 2303 Employment Practices	3

THIRD SEMESTER

<u>Social/Behavioral Sciences Elective</u>	3
HRPO 2304 Employee Relations	3
HRPO 2371 Human Resources Laws	3
HRPO 2307 Organizational Behavior	3
<u>Mathematics/Natural Sciences-Elective</u>	4

FOURTH SEMESTER

ACCT 2401 Principles of Financial Accounting ..	4
HRPO 2306 Benefits and Compensation	3
HRPO 2188 Internship-Human Resource Management	1
<u>Humanities Elective</u>	3
<u>Human Resources Elective**</u>	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

Information Technology

Computer and Information Technologies Specialist Certificate

The Computer and Information Technologies Specialist program is designed to provide a student with in depth knowledge and skills necessary for today's fast-paced, ever-changing world of Information Technology (IT). Students are exposed to a variety of business productivity software for spreadsheets and database management systems, as well as developmental and graphical design software for tasks such as photo editing, web design, and programming. The program further expands on IT comprehension and abilities in the networking and operating systems areas, while being exposed to computer virtualization. While most credits obtained through this certificate transfer to the Associate of Applied Science degree for Networking Specialist, all credits will transfer to the Associate of Applied Science for Computer Specialist and the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

Computer and Network Specialist Certificate

The Computer and Network Specialist program prepares students with the necessary skills to excel in a variety of Information Technology environments. Students gain advanced skills and knowledge in some of today's dominating business applications, as well as proficiency in networking and operating systems skills, while also being exposed to the use of computer virtualization. All credits earned through this certificate transfer to the Associate of Applied Science degree for Networking Specialist and Computer Specialist. They also transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

Computer Applications Specialist Certificate

The Computer Applications Specialist program prepares students to meet the demand for advanced skills and knowledge in some of today's leading business applications. Students completing this certificate are equipped with comprehensive abilities in business productivity software such as word processing, spreadsheet, and database management systems. They also finish the program with extensive experience in the use of multimedia software for tasks such as digital publishing and photo editing. All credits earned in this program transfer to the Computer and Information Technologies Certificate and the Associate of Applied Science degree for Computer Specialist.

Information Security/Digital Forensics Specialist Certificate

This hands-on Information Security/Digital Forensics Program offers practical experience in a wide

array of information security and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media.

This certificate will prepare students for a career in information security. It will prepare students to get certified by Cisco Networking Academy and CompTIA. This certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Information Security/Digital Forensics.

Multimedia Specialist Certificate

The Multimedia Specialist Certificate is intended for students who are interested in the multimedia side of technology. In addition to gaining experience with business productivity software such as word processing and presentation software, students in this program are further exposed to interactive digital media software, where they learn skills in photo editing, digital publishing, and web development. Most credits earned will transfer to the Computer and Information Technologies Certificate and to the Associate of Applied Science degree for Computer Specialist.

Specialization: Computer Specialist Associate of Applied Science

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheet, word processing, and digital publishing. Students will learn technical skills in operating systems and networking technologies, as well as microcomputer concepts, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an Information Technology (IT) department of a local company. This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Computer Specialist will be equipped with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credits earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

Specialization: Networking Specialist Associate of Applied Science

The Associate of Applied Science in Networking Specialist enlists a number of Information Technology (IT) skills, starting with business productivity software

and then adding a greater emphasis on advanced skills in computer networking through the Cisco Networking Academy. Upon completion of the program, the student will be able to design, quote, set up, maintain, manage, and upgrade a network. In addition to the networking skills, students will also learn technical skills in operating systems, server administration, and information security, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an IT department of a local company. This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Networking Specialist will be greatly qualified with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credits earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

**Specialization:
Information Security/
Digital Forensics Specialist
Associate of Applied Science**

This hands-on Information Security/Digital Forensics Associate of Applied Science degree offers practical experience in a wide array of information security and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media. This associate's degree will prepare students to get certified by Cisco Networking Academy and CompTIA.

Information Security/Digital Forensics Specialists are needed by today's companies to protect computer networks and determine the root cause of malicious attacks, legally collect evidence admissible in court, and protect corporate assets and reputation. Upon successfully completing the program, students may work with various Federal Government agencies, private industry, and even local government agencies that need to protect their computer networks. They can also find themselves working for agencies that need to conduct investigations of computer systems that may have been used to commit a crime.

During the last semester, students are required to secure an internship within a local company's IT department. This Internship will allow students to gain valuable industry experience.

ADVISORY COMMITTEE

Diana Berger, Director of Education Market Segment, Global Data Systems; David M. Culberson, Director of Technology, Sharyland ISD; Adrian Garcia, Chief Technology Officer, Pharr-San Juan-Alamo ISD; Michael Parker, System Administrator, McAllen Economic Development Corporation; Hugo Robles, Network Systems Administrator, Alps Electric (North America), Inc.

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

ARTC 1413 Digital Publishing I OR IMED 1445.....	4
ITSE 1431 Introduction to Visual Basic Programing or ITSE 2409.....	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
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITSE 1411	Beginning Web Page Programming	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4

Total Credit Hours: 28

COMPUTER APPLICATIONS SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I	4
ITSW 2434	Advanced Spreadsheets	4

SECOND SEMESTER

ITSE 2409	Database Programming	4
ARTC 1413	Digital Publishing I	4

Total Credit Hours: 16

INFORMATION SECURITY/DIGITAL FORENSICS SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ITDF 1400	Introduction to Digital Forensics	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSY 1400	Fundamentals of Information Security	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITNW 2421	Networking with TCP/IP	4
ITSY 2443	Computer System Forensics	4
ITDF 1305	Digital Data Storage Forensics	3
ITNW 1454	Implementing and Supporting Servers	4

Total Credit Hours: 31

MULTIMEDIA SPECIALIST

CERTIFICATE

TSI EXEMPT

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
IMED 1445	Interactive Digital Media	4

Total Credit Hours: 16

Information Technology

Specialization:

COMPUTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITSE 1411	Beginning Web Page Programming	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4
ARTC 1413	Digital Publishing I OR	
IMED 1445		4

SUMMER SESSION I

Humanities Elective	3
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THIRD SEMESTER

SPCH 1318	Interpersonal Communication	3
ITSW 2434	Advanced Spreadsheets	4
ITSE 1431	Introduction to Visual Basic Programming or	
ITSE 2409		4
	Social/Behavioral Sciences	
	Elective	3

FOURTH SEMESTER

ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics or MATH 1414	3-4
ITSC 2439	Personal Computer Help Desk	4
ITSC 2165	CAPSTONE: Systems Administration Practicum	1

Total Credit Hours: ... 60-61

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Information Technology

Specialization:

INFORMATION SECURITY/ DIGITAL FORENSICS SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ITSC 1405	Introduction to PC Operating Systems	4
ITDF 1400	Introduction to Digital Forensics	4
ITSY 1400	Fundamentals of Information Security	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITDF 1305	Digital Data Storage Forensics	3
ITSY 2443	Computer System Forensics	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4

SUMMER SESSION I

Humanities Elective	3
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THIRD SEMESTER

ITSY 2441	Security Management Practices	4
SPCH 1318	Interpersonal Communications	3
	Social/Behavioral Sciences	
	Elective	3
ITDF 2320	Digital Forensics Collection	3

FOURTH SEMESTER

ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics or MATH 1414	3-4
ITDF 2325	Digital Forensics Tools	3
ITDF 2320	Digital Forensics Analysis	3
ITSC 2164	CAPSTONE: Information Security Practicum	1

Total Credit Hours: ... 60-61

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Information Technology

Specialization:

NETWORKING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITSY 1400	Fundamentals of Information Security	4
ITSE 1411	Beginning Web Page Programming	4
ITNW 1454	Implementing and Supporting Servers	4
ITNW 2421	Networking with TCP/IP	4

SUMMER SESSION I

<u>Humanities Elective</u>	3
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THIRD SEMESTER

ITNW 2435	Network Troubleshooting and Support	4
SPCH 1318	<u>Interpersonal Communication</u>	3
	<u>Social/Behavioral Sciences Elective</u>	3
ITSY 1442	Information Technology Security	4

FOURTH SEMESTER

MATH 1332	<u>Contemporary Mathematics</u> or MATH 1414	3
ENGL 1301	<u>Composition</u>	3
ITNW 2453	Advanced Routing and Switching	4
ITNW 2164	CAPSTONE: Network Practicum ...	1

Total Credit Hours: ... 60-61

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Law Enforcement

Basic Peace Officer Certificate

This program is designed to prepare students for a profession in law enforcement. Police academy students will learn the role and responsibilities of a law enforcement officer and become knowledgeable in Texas Criminal and Traffic law. The police academy will prepare students for peace officer certifications according to the standards from the Texas Commission on Law Enforcement Officers Standards and Education.

Public Safety Associates

South Texas College offers two degrees in Public Safety: Associates in Applied Science-Law Enforcement (AAS-LE) and a Certificate in Law Enforcement (Texas Peace Officer). Each degree helps students jump start their careers with federal, state, and local governmental entities. Examples of positions are: Corrections and Law Enforcement, Customs and Border Protection, Citizenship and Immigration Services, Arson Investigation, Private Security,

ADVISORY COMMITTEE

Ruben Villescas, Chief of Police Pharr Police Dept.; Juan Gonzalez, Chief of Police San Juan Police Dept.; Martin Garza- Chief of Police Mission Police Dept.; J.E. "Eddie" Guerra- Hidalgo County Constable Pct.4; Juan Martinez- Hidalgo County Fire Marshal; Rene Fuentes- Starr County Sheriff; Joe Cavazos- Texas Alcoholic Beverage Commission Will Plumas- Texas Parks and Wildlife.

BASIC PEACE OFFICER

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CJLE 1506 Basic Peace Officer I	5
CJLE 1512 Basic Peace Officer II	5

SECOND SEMESTER

CJLE 1518 Basic Peace Officer III	5
CJLE 1524 Basic Peace Officer IV	5
CJLE 1429 Basic Peace Officer V	4

Total Credit Hours: 24

LAW ENFORCEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CRIJ 1301	Introduction to Criminal Justice or CJSA 1322*	3
CRIJ 1306	Court Systems and Practices or CJSA 1313*	3
<u>ENGL 1301</u>	<u>Composition</u>	3
COSC 1301	Microcomputer Applications	3
CJSA 1348	Ethics in Criminal Justice.....	3
CJLE 1249	Intermediate Arrest, Search and Seizure	2

SECOND SEMESTER

CRIJ 1310	Fundamentals of Criminal Law or CJSA 1327*	3
CRIJ 2328	Police Systems and Practices or CJSA 1359*	3
<u>SOCI 1301</u>	<u>Introduction to Sociology or PSYC 2315, or PSYC 2301</u>	3
GOVT 2306	Texas Government or HIST 1301... 3	
CJLE 1327	Interviewing and Report Writing for CJ Professions*	3
CJLE 1333	Traffic Law and Investigation*	3

THIRD SEMESTER

CJSA 1312	Crime in America*	3
	<u>Math Elective</u>	3
CJLE 1259	Intermediate Spanish for Law Enforcement*	2
CJLE 1194	Current Events in Law Enforcement.....	1
CJLE 1345	Intermediate Crime Scene Investigation.....	3

FOURTH SEMESTER

	<u>Speech Elective</u>	3
	<u>Humanities Elective</u>	3
	Law Enforcement Elective**	3
CJLE 2345	Vice and Narcotics Investigation..	3
CJLE 2168	Practicum.....	1

*Escrowed Credit: Upon successful completion of CJLE 1348 and CJLE 1249, students who have successfully completed the Texas Commission on Law Enforcement Officers and Education 618 hour Basic Peace Officer certification will be awarded 23 credits for CJSA 1322, CJSA 1313, CJSA 1327, CJSA 1359, CJLE 1327, CJLE 1333, CJSA 1312, and CJLE 1259.

**Law Enforcement Elective Options

CJLE 1303	Basic Telecommunication Certification
CJLE 1325	Criminal Justice Survey

Total Credit Hours: 60

Identifies courses to fulfill 15 credit hour General Education Requirement.

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 of machine tools commonly used in most shops with emphasis on 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

Advisory Committee Chair - Trung Nguyen, Royal Technologies; Julio Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Victor A. Hernandez, Fabrication Manager Emerson Systems North America (EPS/ESNA); Mike Willis, Director of STMA-STMA; Janie Ramos, McAllen Economic Development Corporation; Luis Rodriguez, Production Manager-Humanetics Inc; Alfredo Gomez, Quality Inspector Eco Plastics; Jesse Zorola, Regal Beloit; Antonio Tijerina, Regal Beloit; Dina Barraza, Regal Beloit; Gerald Stinson, FibeRio; Samuel Torres, Amaida Machine Shop; Norma Torres, Amaida Machine Shop.

PRECISION MANUFACTURING TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
DFTG 1425 Blueprint Reading and Sketching.....	4
MCHN1301 Beginning Machine Shop.....	3
MCHN1438 Basic Machine Shop I	4
MCHN1320 Precision Tools and Measurement.....	3

SECOND SEMESTER	
DFTG 1313 Drafting for Specific Occupations	3
MCHN1452 CAPSTONE: Intermediate Machining I	4
DEMR 1301 Shop Safety & Procedures	3
MCHN2403 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
MCHN1438 Basic Machine Shop I	4
MCHN1301 Beginning Machine Shop.....	3
MCHN1320 Precision Tools and Measurements.....	3

SECOND SEMESTER	
DFTG 1313 Drafting for Specific Occupations...	3
MCHN1452 Intermediate Machining I	4
DEMR 1301 Shop Safety & Procedures	3
MCHN2403 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

MCHN1319 Manufacturing Material and Processes	3
MCHN1326 Introduction to Computer Aided Manufacturing (CAM).....	3
MCHN2547 Specialized Tools and Fixtures	5
MCHN2341 Advanced Machining I	3

FOURTH SEMESTER

Humanities Elective	3
Program Elective***	3
Math/Natural Sciences Elective ..	3-4
MCHN2382 CAPSTONE: Cooperative Education II.....	3

Total Credit Hours:... 63-64

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
MCHN2345 Advanced Machining II	3
DFTG 2402 Machine Drafting.....	4
MCHN2344 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, Law Office of David Cazares; Rachel Maldonado, Paralegal, Allstate Insurance Company; 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
<u>SPAN 1311</u>	<u>Beg. Spanish I for Spanish Speakers or ARTS 1301</u>	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
	<u>Mathematics/Natural Sciences</u>	
	<u>Elective</u>	4

SUMMER SESSION I

LGLA 1344	Texas Civil Litigation	3
<u>SPCH 1321</u>	<u>Business & Professional Speaking</u>	3

THIRD SEMESTER

<u>ENGL 1301</u>	<u>Composition</u>	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

<u>PSYC 2301</u>	<u>General Psychology</u>	3
LGLA 2266	Practicum: Paralegal.....	2

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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 and pipe) 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.

ADVISORY COMMITTEE

Reynaldo Rivera, American Welding Society/Matheson; Eloy Reyna, Weldinghouse; Jeremy Koester, Airgas; Rene Hernandez, Miller; Carlos Vento, AOC/Praxair; Raul Robles Robles Consulting, LLC; Efen Lozano, Genco Energy Services, INC.; Tomas Gutierrez, Palmer Steel Supplies, INC.; Juan Figueroa, Palmer Steel Supplies, INC.

COMBINATION WELDING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

WLDG1323	Welding Safety, Tools and Equipment or DEMR 1301	3
WLDG1313	Introduction to Blueprint Reading for Welders or DFTG 1425	3-4
WLDG1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG1430	Introduction to Gas Metal Arc Welding (GMAW).....	4

SECOND SEMESTER

WLDG1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG1412	Introduction to Flux Cored Arc Welding (FCAW).....	4
WLDG1417	Introduction to Layout and Fabrication.....	4
WLDG1434	Introduction to Gas Tungsten Arc Welding (GTAW).....	4

THIRD SEMESTER

WLDG2443	CAPSTONE: Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG2406	Intermediate Pipe Welding.....	4
WLDG2452	Advanced Flux Cored Arc Welding (FCAW)	4

Total Credit Hours: ... 42-43

STRUCTURAL WELDING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

WLDG1323	Welding Safety, Tools and Equipment or DEMR 1301	3
WLDG1313	Introduction to Blueprint Reading for Welders or DFTG 1425	3-4
WLDG1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG1430	Introduction to Gas Metal Arc Welding (GMAW).....	4

SECOND SEMESTER

WLDG1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG1412	Introduction to Flux Cored Arc Welding (FCAW).....	4
WLDG1417	Introduction to Layout and Fabrication.....	4
WLDG1434	Introduction to Gas Tungsten Arc Welding	4

Total Credit Hours: ... 30-31

Division of Liberal Arts

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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 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.

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

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, Television and Film
 COMM 2389 Academic Cooperative

STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum listed on pages 84 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit

Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

ADVERTISING/PUBLIC RELATIONS Recommended Course Sequence

FIRST SEMESTER	Credit Hours
ENGL 1301 Composition.....	3
Speech Elective – Core Component Area Option.....	3
HIST 1301 United States History I.....	3
Language, Philosophy & Culture Elective – Core Curriculum.....	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
Mathematics Elective- Core Curriculum	3-4 (Recommended: MATH 1442)

THIRD SEMESTER

GOVT 2305 Federal Government.....	3
COMM 2330 Introduction to Public Relations*..	3
COMM 2327 Introduction to Advertising*	3
Life and Physical Sciences Elective – Core Curriculum.....	4
Creative Arts Elective – Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2306 Texas Government	3
COMM 2305 Editing & Layout*	3
COMM 2339 Writing for Radio, Television and Film*.....	3
Life and Physical Sciences Elective – Core Curriculum.....	4
COMM 2389 Academic Cooperative*	3
Core Component Area Option – Core Curriculum (if required)	1

*Field of Study Courses

COMMUNICATION STUDIES

Field of Study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY

Courses of Study	18 Credits
SPCH 1315 Public Speaking	
SPCH 1318 Interpersonal Communication	
SPCH 1321 Business and Professional Speaking	
SPCH 2333 Discussion and Small Group Communication	
SPCH 2335 Argument and Debate	
SPCH 2389 Academic Cooperative	

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum listed on page 84 of the Catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Speech Communication majors must take Speech 1311 – Introduction to Speech Communication to fulfill the Core Component Area Option of the core curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
Language, Philosophy & Culture Elective – Core Curriculum.....	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
Mathematics Elective – Core Curriculum.....	3-4
(Recommended: MATH 1442)	

THIRD SEMESTER

GOVT 2305 Federal Government.....	3
SPCH 1315 Public Speaking*	3
SPCH 2333 Discussion and Small Group Communication*	3
Life and Physical Sciences Elective – Core Curriculum.....	4
Creative Arts Elective – Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2306 Texas Government.....	3
SPCH 1321 Business & Professional Speaking*	3
SPCH 2335 Argumentation & Debate*	3
SPCH 2389 Academic Cooperative*	3
Life and Physical Sciences Elective – Core Curriculum.....	4
Core Component Area Option – Core Curriculum (if required)	1

*Field of Study Courses

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

TSI LIABLE

FIELD OF STUDY	18 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 1352 Acting II	
DRAM 2366 Introduction to Cinema or	
DRAM 2389-Academic Cooperative	
(Production Workshop)	

STC CORE CURRICULUM	42 credits
In addition to the courses in the Field of Study, the student is required to take 42 credit hours	

from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Drama majors must take Drama 1310-Introduction to Theater to fulfill the Creative Arts component of the core curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 42
Total Credit Hours: 60

Drama

Recommended Course Sequence

FIRST SEMESTER	CREDIT HOURS
DRAM 1120 Theater Practicum I	1
DRAM 1351 Acting I.....	3
DRAM 1310 Introduction to Theater.....	3
ENGL 1301 Composition.....	3
HIST 1301 United States History I.....	3
Speech Elective - Core Component	
Area Option-Core Curriculum	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 - Rhetoric	3
HIST 1302 United States History II.....	3
DRAM 1352 Acting II.....	3

THIRD SEMESTER

DRAM 2120 Theater Practicum III	1
DRAM 1341 Makeup or DRAM 1342	
Introduction to Costume.....	3
GOVT 2305 Federal Government	3
Life and Physical Sciences	
Elective-Core Curriculum.....	4
Mathematics Elective-	
Core Curriculum.....	3-4

FOURTH SEMESTER

DRAM 2366 Introduction to Cinema (even years) or	
DRAM 2389 Academic Cooperative/	
Production Workshop (odd years) ...	3
GOVT 2306 Texas Government	3
Language, Philosophy & Culture	
Elective-Core Curriculum.....	3
Life and Physical Sciences	
Elective-Core Curriculum.....	4
Core Component Area Option-	
Core Curriculum (if required)	1

English

English, Field of Study Associate of Arts

The field of study curriculum in English transfers as a block leading to an English minor, a 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 interests in either Literature or Creative Writing, while also providing a firm foundation for a minor or major in English.

The course load allows students to complete their minor or major at a four-year institution and build the required number of courses within their teaching discipline (which according to TEA regulations must include 24 credit hours in the 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 in 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 18 Credits

The student is required to take a minimum of 5 courses (15 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
- EDUC 1300 Learning Framework

Foreign Language

The student is required to take 1 course (3 credits) of any foreign language course.

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional one semester credit hour to complete the Core Component Area Option for the Core Curriculum. Within the choices of courses in the Core Curriculum the following courses must be taken:

Core Component Area Options 3 credits
 SPCH 1311 Introduction to
 Speech Communication

Creative Arts 3 credits
 ARTS 1301 Music Appreciation OR
 DRAM 1310 Introduction to Theater OR
 MUSI 1306 Music Appreciation

Field of Study: 18
 STC Core Curriculum: 42
Total Credit Hours: 60

English *Recommended Course Sequence*

FIRST SEMESTER	Credit Hours
ENGL 1301 Composition.....	3
Language, Philosophy & Culture Elective - Core Curriculum.....	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 2305 Federal Government.....	3
Life and Physical Sciences Elective - Core Curriculum.....	4

THIRD SEMESTER	
SPCH 1311 Introduction to Speech Communication.....	3
GOVT 2306 Texas Government.....	3
*English Elective - Field of Study...	3

FOURTH SEMESTER	
*English Elective-Field of Study...	3
*English Elective-Field of Study...	3
*Foreign Language Elective- Field of Study.....	3
DRAM 1310 Introduction to Theater 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
Life and Physical Sciences Elective - Core Curriculum	4
Core Component Area Option - Core Curriculum (if required)	1

*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 pursuing 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.

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.

**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

TSI LIABLE

*Courses of Study 18 Credits

The student is required to take the following 5 courses (15 credits):

ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3
ARTS 1317 Drawing II.....	3
ARTS 2348 Digital Art I.....	3
ARTS 2313 Design Communications I.....	3

**The student is required to take one course (3 credits) from the following list:

ARTS 2316 Painting I.....	3
ARTS 2333 Printmaking I.....	3
ARTS 2356 Photography I.....	3

*NOTE: Additional materials and supplies may be required. It is the responsibility of the student to purchase these materials when needed.

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Graphic Arts majors must take Art Survey I & II to fulfill the Language, Philosophy & Culture and the Creative Arts component of the core curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
ARTS 1317 Drawing II.....	3
Speech Elective-Core Component Area Option-Core Curriculum	3

THIRD SEMESTER

GOVT 2305 Federal Government	3
Social & Behavioral Sciences Elective-Core Curriculum.....	3

FOURTH SEMESTER

Life and Physical Sciences Elective-Core Curriculum.....	4
Mathematics Elective- Core Curriculum.....	3-4
ARTS 1303 Art Survey I (Creative Arts Core Fulfillment).....	3
ARTS 2348 Digital Art I.....	3

FIFTH SEMESTER

GOVT 2306 Texas Government	3
Life and Physical Sciences Elective-Core Curriculum.....	4
ARTS 1304 Art Survey II (Language, Philosophy & Culture Core Fulfillment)	3
**Graphic Arts Elective-Field of Study.....	3
ARTS 2313 Design Communications I.....	3
Core Component Area Option- Core Curriculum (if required)	1

Total Credit Hours: 60

MUSIC CONCENTRATION Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 24 Credits

Musical Arts Foundation 12 Credits

MUSI 1211 Music Theory I
 MUSI 1212 Music Theory II
 MUSI 2211 Music Theory III
 MUSI 2212 Music Theory IV
 MUSI 1116 Sight Singing and Ear Training I
 MUSI 1117 Sight Singing and Ear Training II
 MUSI 2116 Sight Singing and Ear Training III
 MUSI 2117 Sight Singing and Ear Training IV

*****Applied Electives 8 Credits**

The student is required to take a minimum of 8 credit hours from the following list of Music Applied Instruments courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

******Ensemble Electives 4 Credits**

The student is required to take a minimum of 4 credit hours from the following list of Music Ensemble courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

Piano Class

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 Theory/Literature

MUSI 1159 Musical Theater I
 MUSI 1286 Composition I
 MUSI 1287 Composition II
 MUSI 1301 Fundamentals of Music

Music Ensembles

MUEN 1121 Band Ensemble
 MUEN 1122 Brass Ensemble
 MUEN 1131 Mariachi Ensemble
 MUEN 1132 Jazz Ensemble
 MUEN 1133 Guitar Ensemble
 MUEN 1134 String Ensemble
 MUEN 1141 Choir Ensemble
 MUEN 1135 Percussion Ensemble

Music Applied Instruments

MUAP 1201 Applied Violin I
 MUAP 1221 Applied Violin II
 MUAP 1202 Applied Viola I
 MUAP 1222 Applied Viola II
 MUAP 1203 Applied Cello I
 MUAP 1223 Applied Cello II
 MUAP 1204 Applied Double Bass I
 MUAP 1224 Applied Double Base II
 MUAP 1205 Applied Flute I
 MUAP 1225 Applied Flute II
 MUAP 1206 Applied Clarinet I
 MUAP 1226 Applied Clarinet II
 MUAP 1207 Applied Saxophone I
 MUAP 1227 Applied Saxophone II
 MUAP 1208 Applied Trumpet I
 MUAP 1228 Applied Trumpet II
 MUAP 1209 Applied French Horn I
 MUAP 1229 Applied French Horn II
 MUAP 1210 Applied Trombone I
 MUAP 1230 Applied Trombone II
 MUAP 1211 Applied Baritone I
 MUAP 1231 Applied Baritone II
 MUAP 1212 Applied Oboe I
 MUAP 1232 Applied Oboe II
 MUAP 1213 Applied Bassoon I
 MUAP 1233 Applied Bassoon II
 MUAP 1214 Applied Tuba I
 MUAP 1234 Applied Tuba II
 MUAP 1215 Applied Percussion I
 MUAP 1235 Applied Percussion II
 MUAP 1216 Applied Guitar I
 MUAP 1236 Applied Guitar II
 MUAP 1217 Applied Piano I
 MUAP 1237 Applied Piano II
 MUAP 1218 Applied Voice I
 MUAP 1238 Applied Voice II
 MUAP 2201 Applied Violin III
 MUAP 2221 Applied Violin IV
 MUAP 2202 Applied Viola III
 MUAP 2222 Applied Viola IV
 MUAP 2203 Applied Cello III
 MUAP 2223 Applied Cello IV
 MUAP 2204 Applied Double Bass III
 MUAP 2224 Applied Double Bass IV
 MUAP 2205 Applied Flute III
 MUAP 2225 Applied Flute IV
 MUAP 2206 Applied Clarinet III
 MUAP 2226 Applied Clarinet IV
 MUAP 2207 Applied Saxophone III
 MUAP 2227 Applied Saxophone IV
 MUAP 2208 Applied Trumpet III
 MUAP 2228 Applied Trumpet IV

MUAP 2209	Applied French Horn III
MUAP 2229	Applied French Horn IV
MUAP 2210	Applied Trombone III
MUAP 2230	Applied Trombone IV
MUAP 2211	Applied Baritone III
MUAP 2231	Applied Baritone IV
MUAP 2212	Applied Oboe III
MUAP 2232	Applied Oboe IV
MUAP 2213	Applied Bassoon III
MUAP 2233	Applied Bassoon IV
MUAP 2214	Applied Tuba III
MUAP 2234	Applied Tuba IV
MUAP 2215	Applied Percussion III
MUAP 2235	Applied Percussion IV
MUAP 2216	Applied Guitar III
MUAP 2236	Applied Guitar IV
MUAP 2217	Applied Piano III
MUAP 2237	Applied Piano IV
MUAP 2218	Applied Voice III
MUAP 2238	Applied Voice IV

STC CORE CURRICULUM 42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed in pages 84 in the catalog. Music majors must take MUSI 1114, MUSI 1115 and MUSI 2114 – Piano Class for Music Majors I, II and III in order to satisfy the Creative Arts requirement of the Core Curriculum. Music majors must also take MUSI 1307– Music Literature in order to satisfy the Language, Philosophy & Culture requirement of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Core Component Area for Option for the Core Curriculum.

Students must not duplicate courses taken to meet field of study requirements.

Field of Study: 24

STC Core Curriculum: 42

Total Credit Hours: 66

Music

Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327.....	3
ENGL 1301	Composition.....	3
MUSI 1211	Music Theory I.....	2
MUSI 1116	Sight Singing and Ear Training I... 1	
MUSI 1114	Piano Class for Music Majors I 1	
	***Applied Elective-Field of Study... 2	
	****Ensemble Elective- Field of Study.....	1

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
MUSI 1117	Sight Singing and Ear Training II.....	1
MUSI 1212	Music Theory II	2
MUSI 1115	Piano Class for Music Majors II ... 1	
	***Applied Elective-Field of Study... 2	
	****Ensemble Elective- Field of Study.....	1

SUMMER SESSION I

Speech Elective - Core Component Area Option - Core Curriculum	3
Social & Behavioral Science Elective-Core Curriculum.....	3

THIRD SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective - Core Curriculum.....	3-4
	Life and Physical Sciences Elective- Core Curriculum	4
MUSI 2114	Piano Class for Music Majors III .. 1	
MUSI 2116	Sight Singing and Ear Training III.....	1
MUSI 2211	Music Theory III	2
	***Applied Elective-Field of Study... 2	
	****Ensemble Elective- Field of Study.....	1
KINE 1100	Fitness Walking (if required)	1

FOURTH SEMESTER

GOVT 2306	Texas Government	3
	Life and Physical Sciences Elective-Core Curriculum	4
MUSI 1307	Music Literature	3
MUSI 2117	Sight Singing and Ear Training IV	1
MUSI 2212	Music Theory IV.....	2
	***Applied Elective-Field of Study... 2	
	****Ensemble Elective- Field of Study.....	1

**Courses to be chosen from Field of Study

**Courses to be chosen from the Music Applied Instruments Field of Study

**Courses to be chosen from the Music Ensembles 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.

must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18
 STC Core Curriculum: 42
Total Credit Hours: 60

TSI LIABLE

FIELD OF STUDY 18 Credits

Fine Arts Foundation* 15 credits

- ARTS 1311 Design I
- ARTS 1312 Design II
- ARTS 1316 Drawing I
- ARTS 1317 Drawing II
- ARTS 2389 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 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. Student must take ARTS 1303-Art Survey I to fulfill the Creative Arts Elective. Students must take ARTS 1304-Art Survey II to fulfill the Language, Philosophy & Culture Elective. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum

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
- ENGL 1302 Composition II-Rhetoric 3
- ARTS 1317 Drawing II..... 3
 Speech Elective - Core Component
 Area Option - Core Curriculum 3

SUMMER SESSION I

- GOVT 2305 Federal Government 3
 Social & Behavioral Science
 Elective-Core Curriculum..... 3

THIRD SEMESTER

- Mathematics Elective-
 Core Curriculum..... 3-4
- Life and Physical Sciences
 Elective - Core Curriculum 4
- ARTS 1312 Design II..... 3
- ARTS 1303 Art Survey I..... 3
 Core Component Area Option -
 Core Curriculum (if required) 1

FOURTH SEMESTER

- GOVT 2306 Texas Government 3
- ARTS 1304 Art Survey II..... 3
 Life and Physical Sciences
 Elective-Core Curriculum..... 4
 Elective-Field of Study..... 3
- ARTS 2389 Academic Cooperative..... 3

*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.

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 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for 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 History programs:

Language, Philosophy & Culture 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: 42

Total Credit Hours: 60

History

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- HIST 1301 United States History I..... 3
- ENGL 1301 Composition..... 3
- Core Component Area
- Option- Core Curriculum
- (Recommended: SPCH 1311)..... 3
- Elective - Field of Study..... 3

SECOND SEMESTER

- HIST 1302 United States History II..... 3
- ENGL 1302 Composition II-Rhetoric..... 3
- Language, Philosophy & Culture
- Elective - Core Curriculum..... 3
- HIST 2301 Texas History..... 3
- Elective - Field of Study..... 3

THIRD SEMESTER

- Creative Arts Elective -
- Core Curriculum
- (Recommended: ARTS 1303)..... 3
- Mathematics Elective - Core
- Curriculum..... 3-4

FOURTH SEMESTER

- GOVT 2305 Federal Government..... 3
- HIST 2321 World Civilizations I..... 3
- Elective - Field of Study..... 3
- Life and Physical Sciences
- Elective - Core Curriculum..... 4
- Core Component Area Option -
- Core Curriculum (if required)..... 1

FIFTH SEMESTER

- GOVT 2306 Texas Government..... 3
- HIST 2322 World Civilizations II..... 3
- Life and Physical 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 18 Credits**
The student is required to take a minimum of 18 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.

STC CORE CURRICULUM 42 Credits
In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 42
Total Credit Hours: 60

Interdisciplinary Studies Recommended Course Sequence

FIRST SEMESTER	Credit Hours
	Core Component Area Option -
	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 2305 Federal Government	3
Creative Arts Elective -	
Core Curriculum.....	3
*Elective-Field of Study.....	3

THIRD SEMESTER	
Language, Philosophy & Culture	
Elective-Core Curriculum.....	3

FOURTH SEMESTER	
Mathematics Elective -	
Core Curriculum.....	3-4
Life and Physical Sciences	
Elective-Core Curriculum	4
Social & Behavioral Science	
Elective-Core Curriculum	3
* Elective-Field of Study.....	3
Core Component Area Option-	
Core Curriculum (if required)	1

FIFTH SEMESTER	
GOVT 2306 Texas Government	3
Life and Physical Sciences	
Elective-Core Curriculum	4
* Elective-Field of Study.....	3
* Elective-Field of Study.....	3
* Elective-Field of Study.....	3

*Courses to be chosen from 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 18 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

The student is required to take 1 course (3 credits) from the following list:

- HUMA 1301 Introduction to 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
- EDUC 1300 Learning Framework
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2307 Introduction to Social & Political Philosophy
- PSYC 1300 Learning Framework

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

American Sign Language Concentration

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- SPCH 1311 Introduction to Speech Communication 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 2305 Federal Government 3
- Creative Arts Elective-Core Curriculum 3
- SGNL 1302 Beginning American Sign Language II 3

THIRD SEMESTER

- Mathematics Elective - Core Curriculum 3-4
- Life and Physical Sciences Elective-Core Curriculum 4
- Social & Behavioral Science Elective-Core Curriculum 3
- SGNL 2301 Intermediate American Sign Language I 3
- Core Component Area Option - Core Curriculum (if required) 1
- ** Elective - Field of Study 3

FOURTH SEMESTER

- GOVT 2306 Texas Government 3
- Life and Physical Sciences Elective-Core Curriculum 4
- Language, Philosophy & Culture 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 18-20 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

****The student is required to take 2 courses (6 credits) from the following list:**

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

ENGL 2331 World Literature

ENGL 2341 Introduction to Literature

ENGL 2351 Mexican American Literature

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

Total Credit Hours: 60-62

Spanish Concentration Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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 2305 Federal Government 3

SPAN 1312 Beginning Spanish II for Spanish Speakers or SPAN 1412..... 3-4

THIRD SEMESTER

Creative Arts Elective -

Core Curriculum 3

Language, Philosophy & Culture

Elective-Core Curriculum..... 3

SPCH 1311 Introduction to Speech Communication..... 3

FOURTH SEMESTER

Mathematics Elective -

Core Curriculum..... 3-4

Life and Physical Sciences

Elective-Core Curriculum 4

Social & Behavioral Science

Elective-Core Curriculum 3

SPAN 2311 Intermediate Spanish I..... 3

Core Component Area Option-

Core Curriculum (if required) 1

**Elective-Field of Study 3

FIFTH SEMESTER

GOVT 2306 Texas Government 3

Life and Physical 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

The Associate of Arts degree with a field of study in Mexican American Studies is designated for students planning to transfer to a baccalaureate degree in Mexican American Studies or any Liberal Arts or Humanities field at four-year institutions.

The curriculum includes a multi-discipline approach throughout the general academic courses and electives that enable students who intended to major in Mexican American Studies to transfer to four-year institutions.

Completing the Mexican American Studies program can expand opportunities in education, teaching, law school, journalism, business, public administration, and other related areas.

Instruction in Mexican American Studies will promote critical thinking and writing, as well as develop an awareness of how the past has shaped the present.

MEXICAN-AMERICAN STUDIES *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 18 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

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum. 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:

Language, Philosophy & Culture 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

Creative Arts 3 credits

HUMA 1311 Mexican American Fine Arts
Appreciation

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

Mexican-American Studies Recommended Course Sequence

FIRST SEMESTER Credit Hours

PHIL 1301 Introduction to Philosophy or
SPAN 2311 3
Core Component Area Option -
Core Curriculum..... 3
HIST 2327 Mexican American History I 3
HUMA 1305 Introduction to
Mexican American Studies 3
*Field of Study Elective..... 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

THIRD SEMESTER

Social & Behavioral Science
Elective-Core Curriculum 3

FOURTH SEMESTER

GOVT 2305 Federal Government 3
GOVT 2311 Mexican-American Politics..... 3
ENGL 1302 Composition II-Rhetoric 3
Life and Physical Sciences
Elective-Core Curriculum 4
HUMA 1311 Mexican-American Fine Arts
Appreciation..... 3

FIFTH SEMESTER

GOVT 2306 Texas Government 3
HIST 1301 United States History I
or HIST 1302 3
ENGL 2351 Mexican-American Literature..... 3
Life and Physical Sciences
Elective-Core Curriculum 4
Core Component Area Option -
Core Curriculum (if required) 1

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.

PHILOSOPHY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 18 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 Classical Philosophy

PHIL 2317 Seventeenth-and Eighteenth
Century Philosophy

PHIL 2318 Nineteenth-and Twentieth
Century 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

***Field of Study Elective** 3 credits

To complete the Philosophy Field of Study, students must take a 3 credit hour course listed in another Associate of Arts Field of Study from the following list: Anthropology, Communication, Criminal Justice, Drama, English, Fine Arts, History, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Political Science, Psychology, Social Work, or Sociology.

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for 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 Philosophy programs:

Language, Philosophy & Culture 3 credits

PHIL 1301 Introduction to Philosophy

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
	Core Component Area Option - Core Curriculum (Recommended: SPCH 1311) ..	3-4

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Mathematics Elective - Core Curriculum.....	3-4
	Creative Arts Elective- Core Curriculum	3

THIRD SEMESTER

	Social & Behavioral Science Elective-Core Curriculum	3
	Core Component Area Option - Core Curriculum (if required)	1
	**Philosophy Elective.....	3

FOURTH SEMESTER

GOVT 2305	Federal Government 3.....	
PHIL 2306	Introduction to Ethics	3
	Life and Physical Sciences Elective-Core Curriculum	4
	**Philosophy Elective.....	3
	*Field of Study Elective.....	3

FIFTH SEMESTER

GOVT 2306	Texas Government	3
	**Philosophy Elective.....	3
	Life and Physical Sciences Elective-Core Curriculum	4
	*Philosophy Elective	3

*Courses to be chosen from Field of Study

Division of

Math, Science and Bachelor Programs

Biology	172
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<http://ms.southtexascollege.edu/>
www.southtexascollege.edu/bachelors

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
- ▶ Dentistry
- ▶ Environmental Science
- ▶ Genetic Engineering
- ▶ Marine Science
- ▶ Medical Research
- ▶ Molecular Biology
- ▶ Physical Therapy
- ▶ Toxicology
- ▶ Wildlife Biology
- ▶ Biotechnology
- ▶ Dietary Research
- ▶ Forensic Science
- ▶ Health Sciences
- ▶ Medicine
- ▶ Microbiological Research
- ▶ Pharmacology
- ▶ Science Education
- ▶ Veterinary Science

BIOLOGY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 20 Credits

- BIOL 1406 Biology for Science Majors I
- BIOL 1407 Biology for Science Majors II
- BIOL 2401 Anatomy & Physiology I OR
- BIOL 2428 Vertebrate Zoology
- BIOL 2421 Microbiology for Science Majors
- CHEM 2423 Organic Chemistry I

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Biology majors must take CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II in order to satisfy the Life and Physical 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. It is recommended that Biology majors take BIOL 1322-Nutrition and Diet Therapy to fulfill the Core Component Area Option of the Core Curriculum.

Field of Study: 20

STC Core Curriculum: 42

Total Credit Hours: 62

Biology

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- ENGL 1301 Composition..... 3
- MATH 1414 College Algebra or MATH 2412
or MATH 2413..... 4
- BIOL 1406 Biology for Science Majors I..... 4
- CHEM 1411 General Chemistry I..... 4

SECOND SEMESTER

- ENGL 1302 Composition II-Rhetoric 3
- Core Component Area Option -
Core Curriculum..... 3
(Recommended: BIOL 1322)
- BIOL 1407 Biology for Science Majors II..... 4
- CHEM 1412 General Chemistry II..... 4

THIRD SEMESTER

- Creative Arts Elective-
- Core Curriculum..... 3

FOURTH SEMESTER

- HIST 1301 United States History I
or HIST 2327 3
- GOVT 2305 Federal Government..... 3
- Social & Behavioral Science
Elective-Core Curriculum 3
- CHEM 2423 Organic Chemistry..... 4
- BIOL 2401 Anatomy and Physiology I
or BIOL 2428 4

FIFTH SEMESTER

- HIST 1302 United States History II
or HIST 2328 3
- GOVT 2306 Texas Government..... 3
- Language, Philosophy & Culture
Elective-Core Curriculum..... 3
- BIOL 2421 Microbiology for Science Majors... 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 Math 2412--Pre-Calculus and Trigonometry, or Math 1316-Plane Trigonometry will satisfy this degree plan; however, since most Chemistry programs will require Math 2413-Calculus I students are strongly encouraged to complete the course before transferring. Students with a score of 375+ on the math portion of the TSI Exam may test out of MATH 2412-PreCalculus and Trigonometry after taking and passing the Calculus I Placement Exam provided by the Math Department. Students who qualify and elect this option must contact the Math Department at (956)872-8327 to make arrangements no later than two weeks before the start of the semester the student intends to enroll. In addition, students with strong math backgrounds have the option of taking the CLEP exam for MATH 2412. Students who completed Math 1414 should complete Math 1316 or MATH 2412 before enrolling in Math 2413.

CHEMISTRY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 20 Credits

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2401 Analytical Chemistry
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Chemistry majors must take the sequence PHYS 1401 - College Physics I and PHYS 1402 - College Physics II or the sequence BIOL 1406 - Biology for Science Majors I and BIOL 1407 - Biology for Science Majors II in order to satisfy the Life and Physical Sciences requirement of the core curriculum. The Biology sequence is only recommended for Pre-Med majors. Chemistry majors must take MATH 2412 - Pre-Calculus and Trigonometry or MATH 1316 - Plane Trigonometry or higher to fulfill the Mathematics component of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Curriculum.

Field of Study: 20

STC Core Curriculum: 42

Total Credit Hours: 62

Chemistry

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition..... 3
MATH 2412 Pre-Calculus and Trigonometry or
MATH 1316..... 3-4
CHEM 1411 General Chemistry I..... 4
Core Component Area Option -
Core Curriculum..... 3-4

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

Creative Arts Elective-
Core Curriculum 3
Language, Philosophy & Culture
Elective-Core Curriculum 3

FOURTH SEMESTER

HIST 1302 United States History II
or HIST 2328 3
GOVT 2305 Federal Government..... 3
PHYS 1401 College Physics I
or BIOL 1406 (Pre-Med Majors)... 4
CHEM 2423 Organic Chemistry I 4

FIFTH SEMESTER

CHEM 2401 Analytical Chemistry 4
GOVT 2306 Texas Government..... 3
PHYS 1402 College Physics II or
BIOL 1407 (Pre-Med Majors)..... 4
CHEM 2425 Organic Chemistry II 4
Core Component Area Option -
Core Curriculum (if required) 1

Additional courses to prepare students for
transfer to Universities

Recommended by end of Summer Semester
Second Year:

MATH 2413 Calculus I..... 4

Pre-Med Majors are recommended to complete both the BIOL and PHYS sequences to meet program requirements and to prepare for MCAT.

Computer Science

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 states that Computer and Information Technology occupations are projected to grow by 22 percent, adding 758,800 new jobs from 2010 to 2020. The high request for workers in these occupations will be driven by companies struggling to find competent technical talent to fulfill their needs, the continuing need for businesses, government agencies and other organizations to adopt and utilize the latest technologies. Workers in these occupations will be needed to increase cyber security, develop software and update existing network infrastructure. 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
- ▶ Information Security Analysts

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 Information Systems

The Bureau of Labor Statistics states that Computer and Information Technology occupations are projected to grow by 22 percent, adding 758,800 new jobs from 2010 to 2020. 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
- ▶ Web Developers
- ▶ Database 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	18 Credits
COSC 1315 Fundamentals of Programming	
COSC 1436 Programming Fundamentals I	
COSC 1337 Programming Fundamentals II	
COSC 1430 Computer Programming	
ACCT 2401 Principles of Financial Accounting	

STC CORE CURRICULUM 42 Credits
In addition to the Field of Study and the Business Foundation hours, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 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 Information Systems majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. CIS majors must take BCIS 1305 - Business Computer Applications to fulfill the Core Component Area Option of the Core Curriculum. It is recommended that Computer Information Systems majors take PHIL 2303 - Introduction to Logic to fulfill the Language, Philosophy & Culture Elective component of the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 42
Total Credit Hours: 60

Computer Information Systems Recommended Course Sequence

FIRST SEMESTER	Credit Hours
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
BCIS 1305 Business Computer Applications...	3
MATH 1414 College Algebra or MATH 2412 or MATH 2413.....	4

SECOND SEMESTER	Credit Hours
Life and Physical 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	Credit Hours
Creative Arts Elective- Core Curriculum	3
*** Language, Philosophy & Culture Elective-Core Curriculum ...	3

FOURTH SEMESTER	Credit Hours
GOVT 2305 Federal Government.....	3
ACCT 2401 Principles of Financial Accounting.....	4
Life and Physical Sciences Elective-Core Curriculum	4
COSC 1436 Programming Fundamentals I	4

FIFTH SEMESTER	Credit Hours
ECON 2301 Principles of Economics I- MACRO	3
GOVT 2306 Texas Government.....	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 20 credits
COSC 1436 Programming Fundamentals I
COSC 1337 Programming Fundamentals II
COSC 2336 Programming Fundamentals III
COSC 2325 Computer Organization and
Machine Language
COSC 2330 Advanced Structured Language
MATH 2412 Pre-Calculus and Trigonometry
OR MATH 2413 Calculus I

STC CORE CURRICULUM 42 Credits
In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Computer Science majors must take MATH 1414-College Algebra to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 20

STC Core Curriculum: 42

Total Credit Hours: 62

Computer Science **Recommended Course Sequence**

FIRST SEMESTER	Credit Hours
Life and Physical Sciences Elective-Core Curriculum	4
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
COSC 1436 Programming Fundamentals I.....	4

SECOND SEMESTER	
Life and Physical 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

THIRD SEMESTER	
MATH 1414 College Algebra	4
Creative Arts Elective- Core Curriculum.....	3
Core Component Area Option - Core Curriculum.....	3

FOURTH SEMESTER	
GOVT 2305 Federal Government.....	3
Social & Behavioral Science Elective-Core Curriculum.....	3
COSC 2336 Programming Fundamentals III	3
MATH 2412 Pre-Calculus and Trigonometry or MATH 2413.....	4

FIFTH SEMESTER	
GOVT 2306 Texas Government.....	3
COSC 2330 Advanced Structured Languages ...	3
COSC 2325 Computer Organization and Machine Language	3
Philosophy Elective-Language, Philosophy & Culture 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

It is suggested that students interested in the fields of Chemical or Petroleum Engineering follow a modified Chemistry degree plan which includes Calculus I – MATH 2413. An appointment with a faculty advisor before enrolling is strongly recommended.

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 Calculus I - MATH 2413. Students with a score of 375+ on the math portion of the TSI Exam may test out of Pre-Calculus and Trigonometry 2412 and enroll directly in Calculus I - MATH 2413 after taking and passing the Calculus I Placement Exam provided by the Math Department. Students who qualify and elect

this option must contact the Math Department at (956)872-8327 to make arrangements no later than two weeks before the start of the semester the student intends to enroll. Otherwise, it is recommended that students take the prerequisite MATH 2412 – Pre-Calculus and Trigonometry the summer prior to the start of the fall semester. Enrollment in MATH 2412 requires students to be TSI complete

It is also recommended that students complete MATH 2415 – Calculus III before transferring to a four year program as it can be a prerequisite for junior and senior level engineering courses. You should, however, contact your transferring institution to check the transferability of this course. General Engineering students are encouraged to take MATH 2418 for the Core Component Option while Electrical Engineering students are encouraged to take MATH 2420 – Differential Equations for the Core Component Option.

Electrical and Computer Engineering should follow Field of Study Course Block 1 (ENGR2406 and COSC1436) as outlined on the degree plan. General Engineering students should follow Field of Study Course Block 2 (CHEM1411 and ENGR1304) as outlined on the degree plan.

For questions regarding this major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair (956) 872-2502.
- Mr. Martin Knecht, Physics/Engineering Faculty (956) 872-2526
- Mr. Ivan Camara, Math and Science Student Success Specialist (956) 872-6786

ENGINEERING *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 22-23 Credits

All engineering students (15 credits):

- MATH 2414 Calculus II
- ENGR 1101 Introduction to Engineering
- ENGR 2301 Statics
- ENGR 2302 Dynamics
- ENGR 2405 Electrical Circuits I

Field of Study Electives

(Choose One Course Block):

Course Block 1 - Electrical/Computer

Engineering Track (8 Credits)

- ENGR 2406 Digital Systems Engineering I
- COSC 1436 Programming Fundamentals I

Course Block 2 - General Engineering Track

(7 Credits)

CHEM 1411 General Chemistry I

ENGR 1304 Engineering Graphics

STC CORE CURRICULUM 42 credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Engineering majors must take PHYS 2425 - University Physics I & PHYS 2426 -University Physics II to fulfill the Life and Physical 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 PHIL 2306 - Introduction to Ethics to fulfill the Language, Philosophy & Culture 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. It is recommended that Engineering majors take MATH 2420 - Differential Equations or MATH 2418 - Linear Algebra to fulfill the Core Component Area Option of the Core Curriculum.

Field of Study: 22-23

STC Core Curriculum: 42

Total Credit Hours: 64-65

Engineering Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

HIST 1301	United States History I	
	or HIST 2327	3
ENGL 1301	Composition	3
MATH 2413	Calculus I*	4
ENGR 1101	Introduction to Engineering	1
COSC 1436	Programming Fundamentals I	
	or ENGR 1304	3-4

SECOND SEMESTER

ENGL 1302	Composition II-Rhetoric	3
	Creative Arts Elective- Core Curriculum	3
PHYS 2425	University Physics I	4
ENGR 2406	Digital Systems Engineering I	
	or CHEM 1411	4

FIRST YEAR-SUMMER

HIST 1302	United States History II	
	or HIST 2328	3
PHIL 2306	Introduction to Ethics	3

THIRD SEMESTER

GOVT 2305	Federal Government	3
ENGR 2301	Statics	3
MATH 2414	Calculus II	4
PHYS 2426	University Physics II	4

FOURTH SEMESTER

GOVT 2306	Texas Government	3
ENGR 2302	Dynamics	3
ECON 2301	Principles of Economics I-Macro ...	3
ENGR 2405	Electrical Circuits I	4
	Core Component Area Option - Core Curriculum	3-4
	(Recommended: MATH 2420 Differential Equations or MATH 2418)	

* 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 19-20 Credits

The student is required to take the following 5 courses (19-20 credits):

- MATH 1442 Statistics
- MATH 2412 Pre-Calculus and Trigonometry
OR MATH 1316 Trigonometry
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

The following two courses are optional:

- MATH 2418 Linear Algebra (Recommended to fulfill the Component Area Option of the Core Curriculum.)
- MATH 2420 Differential Equations

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Student must take MATH 1324 or MATH 1414 to fulfill the Mathematics component of the Core Curriculum. It is recommended that students take MATH 2418 - Linear Algebra to fulfill the Component Area Option of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 19-20

STC Core Curriculum: 42

Total Credit Hours: 61-62

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
GOVT 2305 Federal Government.....	3
ENGL 1302 Composition II-Rhetoric	3
MATH 2412 Pre-Calculus and Trigonometry or MATH1316.....	3-4

SUMMER SESSION I

MATH 2413 Calculus I.....	4
Creative Arts Elective- Core Curriculum.....	3

THIRD SEMESTER

GOVT 2306 Texas Government	3
Life and Physical Science Elective- Core Curriculum.....	4
MATH 2414 Calculus II.....	4
Language, Philosophy & Culture Elective-Core Curriculum.....	3
Core Component Area Option - Core Curriculum (Recommended: MATH 2418 - Linear Algebra).....	3-4

FOURTH SEMESTER

Life and Physical Science Elective- Core Curriculum.....	4
Social & Behavioral Science Elective-Core Curriculum.....	3
MATH 2415 Calculus III	4
MATH 2420 Differential Equations (Optional/ Recommended).....	4
Core Component Area Option - Core Curriculum (If required).....	1

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

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 physics fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Entering students, please note that the pre-requisite for PHYS 1401 requires students complete MATH 2412 Pre-Calculus and Trigonometry or the completion of MATH 1414 – College Algebra and MATH 1316 – Plane Trigonometry. Enrollment in MATH 2412 requires students to be TSI complete

For questions regarding this major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair (956) 872-2502.
- Mr. Martin Knecht, Physics/Engineering Faculty (956) 872-2526
- Mr. Ivan Camara, Math and Science Student Success Specialist (956) 872-6786

PHYSICS *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 20 Credits

MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III
OR MATH 2420 Differential
Equations

PHYS 2425 University Physics I
PHYS 2426 University Physics II

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the Catalog. Physics majors are advised to take the sequence CHEM 1411 - General Chemistry I and CHEM 1412 - General Chemistry II to fulfill the Life and Physical Sciences component of the Core Curriculum. Physics majors must also take MATH 2412 - Pre-Calculus and Trigonometry or MATH 1316 - Plane Trigonometry to fulfill the Mathematics component of the Core Curriculum. Students may select any course available as a Core Component Area Option, provided it is not a field of study requirement. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 20
STC Core Curriculum: 42
Total Credit Hours: 62

Physics Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

CHEM 1411 General Chemistry I or
PHYS 1401 4
ENGL 1301 Composition 3
MATH 2412 Pre-Calculus and Trigonometry or
MATH 1316 3-4
HIST 1301 United States History I or
HIST 2327 3

SECOND SEMESTER

CHEM 1412 General Chemistry II or
PHYS 1402 4
ENGL 1302 Composition II-Rhetoric 3
MATH 2413 Calculus I 4
Creative Arts Elective -
Core Curriculum 3

SUMMER SESSION

MATH 2414 Calculus II 4
MATH 2415 Calculus III or MATH 2420 4

THIRD SEMESTER

GOVT 2305 Federal Government 3
PHYS 2425 University Physics I 4
Social & Behavioral Science
Elective - Core Curriculum 3
Core Component Area Option -
Core Curriculum 3-4

FOURTH SEMESTER

HIST 1302 United States History II
or HIST 2328 3
GOVT 2306 Texas Government 3
Language, Philosophy & Culture
Elective - Core Curriculum 3
PHYS 2426 University Physics II 4
Core Component Area Option -
Core Curriculum (If required) 1

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 major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair (956) 872-2502.
- Dr. Karina Castillo, Pre-Pharmacy Club Advisor (956) 872-2561
- Mr. Ivan Camara, Math and Science Student Success Specialist (956) 872-6786

PRE-PHARMACY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 24 Credits

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
BIOL 2421 Microbiology
PHYS 1401 College Physics I or PHYS 2425

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 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:

Core Component Area Option 3 credits

SPCH 1315 Public Speaking

Mathematics 4 credits

MATH 2413 Calculus I

Life and Physical Sciences 8 credits

BIOL 1406 Biology for Science Majors I

BIOL 1407 Biology for Science Majors II

Language, Philosophy & Culture 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

Field of Study: 24

STC Core Curriculum: 42

Total Credit Hours: 66

Pre-Pharmacy

PRE-REQUISITE SEMESTER Credit Hours

PSYC 2301 General Psychology..... 3

Creative Arts Elective-

Core Curriculum..... 3

FIRST SEMESTER

ENGL 1301 Composition..... 3

HIST 1301 United States History I or

HIST 2327..... 3

CHEM 1411 General Chemistry I..... 4

BIOL 1406 Biology for Science Majors I..... 4

SECOND SEMESTER

ENGL 1302 Composition II – Rhetoric 3

HIST 1302 United States History II or

HIST 2328..... 3

CHEM 1412 General Chemistry II..... 4

BIOL 1407 Biology for Science Majors II..... 4

SUMMER SESSION

PHYS 1401 College Physics or PHYS 2425 ... 4

THIRD SEMESTER

CHEM 2423 Organic Chemistry I..... 4

SPCH 1315 Public Speaking..... 3

MATH 2413 Calculus I..... 4

GOVT 2305 Federal Government..... 3

FOURTH SEMESTER

CHEM 2425 Organic Chemistry II..... 4

BIOL 2421 Microbiology..... 4

GOVT 2306 Texas Government 3

Language, Philosophy &

Culture Elective** 3

Total Credit Hours..... 66

**ENGL 2321, ENGL 2326 or ENGL 2331 must be taken to fulfill this requirement.

Additional Courses recommended to satisfy pharmacy school prerequisites.

Recommended by end of Fall Semester Second Year

MATH 1442 Statistics 4

BIOL 2416 Genetics..... 4

Total Non-curriculum Credit Hours8

Division of Nursing and Allied Health

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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.

Program Application Requirements

All applicants must:

- A. Meet general admission requirements to South Texas College.
- B. Have a High School diploma or GED
- C. Be TSI Complete or TSI Exempt via State approved exam scores.
- D. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses and courses in the Associate Nursing Program degree plan.
- 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 <http://nah.southtexascollege.edu/programs/adn.html>.
- H. Participate in the student advisement per program requirements. For more information contact Associate Degree Nursing Program at 872-3070.
- I. Achieve an Admission Assessment (HESI) test (A2 test score of 75% in Math, Science and English composites within the last two years.
- J. Pass a criminal background check and drug screen through approved providers. Complete all required immunizations including Hepatitis B series before beginning of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist at 872-3022.
- K. 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. 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 (Senate Bill 1058) made criminal background checks mandatory for students accepted for enrollment in a nursing education program and permits the Board of Nursing (BON or Board) to initiate declaratory orders for eligibility proceedings based on positive criminal background checks; made permanent the Board's authority to impose deferred disciplinary action; clarified that action may be taken against a nurse's license based on action taken by a division of the United States Military; authorized the BON, in conjunction with a disciplinary action, to require a nurse to abstain from use of alcohol and drugs and submit to random drug testing; provided for limited non-disclosure of disciplinary proceedings that result in a Board order requiring the nurse to participate in a Board-approved peer assistance program to address a problem that the nurse is experiencing with mental illness or chemical dependency; as well as making other changes relating to disciplinary action taken by the Board.

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

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 Dasser, 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

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

#RNSG 1209 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 2420 Microbiology for Non-Science
Majors or BIOL 2421..... 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 Professional Nursing:
Leadership and Management..... 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: ... 68-69

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

#Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English required prior to registration for RNSG 1209-Introduction to Nursing.

#SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

Prerequisite Semester	Credit Hours
<u>ENGL 1301</u> <u>Composition</u>	3
<u>MATH 1414</u> <u>College Algebra or</u> <u>MATH 1332 or TECM 1371</u>	3-4
<u>PSYC 2314</u> <u>Lifespan Growth</u> <u>and Development</u>	3
<u>BIOL 2401</u> <u>Anatomy & Physiology I</u>	4
<u>#RNSG 1209</u> <u>Introduction to Nursing</u>	2

FIRST SEMESTER

RNSG 1413 <u>Foundations for</u> <u>Nursing Practice</u>	4
RNSG 1362 <u>Clinical I</u>	3
RNSG 1205 <u>Nursing Skills I</u>	2
RNSG 1301 <u>Pharmacology for</u> <u>Professional Nursing</u>	3

SUMMER SESSION I

<u>BIOL 2402</u> <u>Anatomy & Physiology II</u>	4
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SECOND SEMESTER

RNSG 2213 <u>Mental Health Nursing</u>	2
RNSG 1341 <u>Common Concepts of</u> <u>Adult Health</u>	3
RNSG 2262 <u>Clinical-Mental Health (8 weeks)</u> ...	2
RNSG 2263 <u>Clinical-Medical/</u> <u>Surgical (8 weeks)</u>	2
RNSG 1244 <u>Nursing Skills II</u>	2
<u>BIOL 2420</u> <u>Microbiology for Non-Science</u> <u>Majors or BIOL 2421</u>	4

SECOND YEAR

THIRD SEMESTER

RNSG 2201 <u>Care of Children and Families</u>	2
RNSG 1251 <u>Care of the Childbearing Family</u> ..	2
RNSG 2260 <u>Clinical-Pediatrics (8 weeks)</u>	2
RNSG 2261 <u>Clinical-Maternal</u> <u>Child Health (8 weeks)</u>	2
<u>#SPCH1311</u> <u>Introduction to Speech</u> <u>Communication</u>	3

FOURTH SEMESTER

<u>Humanities Elective</u>	3
RNSG 2121 <u>Professional Nursing:</u> <u>Leadership and Management</u>	1
RNSG 2331 <u>Advanced Concepts of</u> <u>Adult Health</u>	3
RNSG 2163 <u>Clinical IV (12 weeks)</u>	1
RNSG 2363 <u>CAPSTONE: Clinical V</u>	3

Total Credit Hours: ... 68-69

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

#Admission Assessment (A2 test) composite scores of
75% or better in Math, Science and English required prior
to registration for RNSG 1209-Introduction to Nursing.

#SPCH 1315 or SPCH 1318 may be substituted for the
SPCH 1311 requirement.

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 2420 Microbiology for Non- Science Majors or BIOL 2421	4
ENGL 1301 Composition.....	3
MATH 1414 College Algebra or MATH 1332 or TECM 1371	3-4
PSYC 2314 Lifespan Growth and Development.....	3

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.

*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.

++RNSG 1301-Pharmacology for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English and administrative approval.

SECOND YEAR

SUMMER SESSION I

RNSG 1301 Pharmacology for Professional Nursing++	3
RNSG 1327 Transition 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 Professional Nursing: Leadership and Management.....	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

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 2420	Microbiology for Non- Science Majors or BIOL 2421	4
ENGL 1301	Composition.....	3
MATH 1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC 2314	Lifespan Growth and Development.....	3

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.

*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.

++RNSG 1301-Pharmacology for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English and administrative approval.

SECOND YEAR

FIRST SEMESTER

RNSG 1301	Pharmacology for Professional Nursing++	3
RNSG 1327	Transition 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
##SPCH1311	Introduction to Speech Communication*	3

SECOND SEMESTER

	Humanities Elective*.....	3
RNSG 2121	Professional Nursing: Leadership and Management.....	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

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 Professional 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 2420	Microbiology for Non-Science Majors or BIOL 2421	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	Professional Nursing: Leadership and Management.....	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 for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English 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. Upon Completion of this course students will be eligible to take the NREMT Basic exam provided by the National Registry and apply to Texas for EMT Basic Certification.

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. Upon Completion of this course students will be eligible to take the AEMT exam provided by the National Registry and apply to Texas for Intermediate Certification.

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. Upon Completion of this course students will be eligible to take the NREMT Paramedic exam provided by the National Registry and apply to Texas for EMT Paramedic Licensure or EMT Paramedic Certification.

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., TSI 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 0200 or equivalent.
 - Completion of ENGL 0200 or equivalent.
 - Completion of MATH 0200 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

Roberto M. Gonzalez, MD, General Surgeon, STC EMT Program Medical Director, Private Practice; Noel Garcia, EMT-P, EMS Director, Starr County EMS; Humberto Saenz, Director of Operations, STAT EMS; Noemi Sanchez, EMT-I, DSHS EMS Program Director; Raul Alviso, EMT-P, Director of Operations, Pro-Medic; Francina Atkins Director of Education at DHR; Michael Farris RN EMT Faculty STC; Dr. Robert Gonzalez Jr. Program Director EMT Paramedic Program STC; Henry Cortez RN EMT Faculty; Lt. Javier Alaniz EMT P McAllen Fire Department; Ray Medina EMT P, Flight Nurse Air Evac

Emergency Medical Technology

BASIC

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

EMSP 1501	Emergency Medical Technician ...	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	Emergency Medical Technician ...	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 Emergency Medical Technician ...	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
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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 Emergency Medical Technician ...	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
<u>ENGL 1301 Composition</u>	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION

<u>BIOL 2401 Anatomy & Physiology I</u>	4
<u>BIOL 2402 Anatomy & Physiology II</u>	4

THIRD SEMESTER

EMSP 2444 Cardiology.....	4
EMSP 2160 Paramedic Clinical I.....	1
EMSP 2338 EMS Operations	3
EMSP 2243 Assessment Based Management... 2	
<u>SPCH 1311 Introduction to Speech Communication</u>	3
<u>Humanities Elective</u>	3

FOURTH SEMESTER

<u>PSYC 2301 General Psychology or PSYC 2314</u>	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 speech recognition editing, regulatory compliance, advanced editing, health information technology and healthcare documentation standards 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 level 1 Registered Healthcare Document Specialist (RHDS) or a level 2 Certified Healthcare Document Specialist (CHDS) credential in healthcare documentation by passing the national certification examination administered by the Association for Healthcare Documentation Integrity (AHD1). 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., TSI 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; Cyndi Lara, Office Manger, Dr. Joseph M. Caporusso; Marivel Perez, Assistant Director, South Texas Health Systems; Veronica Ramirez, Director, HIM Dept., Rio Grande Regional Hospital; *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
POFM 1317	Medical Administrative Support ...	3
HITT 1341	Coding & Classification Systems...	3
HITT 2371	Current Procedural Terminology Coding- CPT 4	3
HITT 1211	Health Information Systems.....	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1167	CAPSTONE: Practicum	1

Total Credit Hours:..... 20

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 1317	Medical Administrative Support ...	3

SECOND SEMESTER

HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
HITT 1211	Health Information Systems.....	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 1317 Medical Administrative Support .. 3

MRMT 1307 Medical Transcription I..... 3

SECOND SEMESTER

HITT 1211 Health Information Systems..... 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

HITT 1211 Health Information Systems..... 2

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: 65

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), and the National Certified ECG Technician (NCET).

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., TSI with program specific exemptions accepted.
- D. MAT 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 0200 or equivalent.
 - Completion of ENGL 0200 or equivalent.
 - Completion of MATH 0200 or equivalent
 - Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
- E. MOS Certificate option:
 - Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
 - Program Chair approval
- 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

Baldemar Cepeda, MA, South Texas Kidney Specialists, P.A., McAllen; Martin Garza, MD, DLC Pediatric Center, Edinburg; Norma Gutierrez, MA, Alfredo V. Gonzalez, MD PA, Pharr; Grace Lawson, Executive Director, El Milagro Clinic, McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Petra Treviño, El Milagro Clinic, McAllen; Martha Leos, Education Supervisor, Planned Parenthood Association of Hidalgo County, McAllen; Juan Carlos Garcia, MA, Industrial Health Works; Delia Martinez, Clinic Administrator, Samuel Garcia, Jr., MD; Anais Morin, MA, Alfredo V. Gonzalez, MD PA; Nereyda Fiala, MA, Samuel Garcia, Jr., MD.

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	
MDCA 1205 Medical Law and Ethics.....	2
MDCA 1166 Practicum I.....	1

SECOND SEMESTER

MDCA 1348 Pharmacology & Administration of Medications.....	3
HPRS 2301 Pathophysiology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
PLAB 1223 Phlebotomy for Medical Assistants	2
MDCA 1167 Practicum II.....	1

THIRD SEMESTER

MDCA 1417 Procedures in a Clinical Setting....	4
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 1254 Medical Assisting Credentialing Exam Review.....	2

Total Credit Hours: 41

MEDICAL OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

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 or VNSG 1420	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	
MDCA 1205	Medical Law & Ethics.....	2
MDCA 1166	Practicum I.....	1

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

SECOND SEMESTER

MDCA 1348	Pharmacology & Administration of Medications.....	3
HPRS 2301	Pathophysiology	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
PLAB 1223	Phlebotomy for Medical Assistants	2
MDCA 1167	Practicum II.....	1

SUMMER SESSION

<u>Humanities Elective</u>	3
**Math/Natural Sciences <u>Elective</u>	3-4

THIRD SEMESTER

MDCA 1417	Procedures in a Clinical Setting... 4	
<u>PSYC 2301</u>	<u>General Psychology or</u> <u>PSYC 2314</u>	3
ECRD 1111	Electrocardiography for Medical Assistants	1
<u>SPCH 1311</u>	<u>Introduction to Speech</u> <u>Communication or SPCH 1315,</u> <u>SPCH 1318, SPCH 1321</u>	3
MDCA 1254	Medical Assisting Credentialing Exam Review.....	2

FOURTH SEMESTER

HITT 1341	Coding Classification Systems ...	3
<u>ENGL 1301</u>	<u>Composition</u>	3
SPAN 1411	Beg. Spanish I (Non-Spanish Speakers) or SPAN 1311 (Spanish Speakers)	3-4
HITT 2371	Current Procedural Terminology Coding-CPT4	3
MDCA 2266	Capstone: Practicum III	2

Total Credit Hours:... 61-63

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, Suite 200 Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-2682. Visit them online at: <http://www.aota.org/Education-Careers/Accreditation.aspx>. 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).

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 performance and participation in desired daily occupations. 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 fourth 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 score of 3.0 on a 4.0 scale in all transfer pre-requisite 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 <http://nah.southtexascollege.edu/>
- 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://nah.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

Velma Esparza, OTR, McAllen; Jennifer Ybarra, OTR, Edinburg; Adina Santillan, COTA, San Juan; Iris Dovalina, COTA, Mission; Luis Martinez, OTR, Palmhurst; Lydia Macheska OTR, Mission

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

	<u>Humanities Elective</u>	3
PSYC 2314	<u>Lifespan Growth and Development</u>	3
BIOL 2401	<u>Anatomy and Physiology I</u>	4
SPCH 1318	<u>Interpersonal Communications</u>	3
ENGL 1301	<u>Composition</u>	3
OTHA 1405	Principles of Occupational Therapy	4

FIRST SEMESTER

BIOL 2402	<u>Anatomy and Physiology II</u>	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

THIRD SEMESTER

OTHA 1353	Occupational Performance for Elders	3
OTHA 2405	Therapeutic Interventions II	4
OTHA 2160	Clinical- OTA	1
OTHA 2309	Mental Health in Occupational Therapy	3

FOURTH SEMESTER

OTHA 2366	CAPSTONE: Practicum- OTA (A)	3
OTHA 2367	CAPSTONE: Practicum- OTA (B)	3
OTHA 2430	Workplace Skills for the OTA	4

Total Credit Hours: 69

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. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- C. Satisfy program specific requirements for clinical practice.

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

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). This program prepares students to take the Pharmacy Technician Certification Exam (PTCE) which is administered by 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 of the Associate of Applied Science degree 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., TSI with program specific exemptions accepted.
- E. Complete all prerequisite courses with a minimum grade of "C" as listed in the Pharmacy Technician Program degree plan.
- 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.
- J. Satisfy healthcare agency requirements prior to clinical practice.

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. The application period is from the first Friday in February through the last Friday in June. Applications are available from the Pharmacy Technology Program website. Please contact the Program office at (956) 872-3023 for additional information or appointment with program faculty.

Application Deadline:

Fall admission is the last Friday in May.

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

Adriana Pedraza, RPh, Doctor's Hospital at Renaissance;
Beatrice Godines, RPh, Mission Regional Medical Center;
Joe Ramirez, R.Ph.; Fred Perez, CPhT, Lifecare Hospital;
Esther Almanza, CPhT, Emilio Garza, RPh, Doctor's Hospital at Renaissance; Wayne Williams, Faculty.

PHARMACY TECHNOLOGY

CERTIFICATE

TSI EXEMPT

Pre-requisite Semester Credit Hours

VNSG 1420 Anatomy & Physiology For Allied Health (or BIOL 2401)...	4
PHRA 1309 Pharmaceutical Mathematics I.....	3
PHRA 1301 Introduction to Pharmacy.....	3

FIRST SEMESTER

PHRA 1305 Drug Classification.....	3
PHRA 1315 Pharmacy Terminology	3
PHRA 1347 Pharmaceutical Mathematics II.....	3
PHRA 1202 Pharmacy Law	2

SECOND SEMESTER

PHRA 1340 Pharmacy Third Party Payment...	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:..... 38

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

PHARMACY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester Credit Hours

PHRA 1309 Pharmaceutical Mathematics I.....	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 1315 Pharmacy Terminology	3
PHRA 1347 Pharmaceutical Mathematics II....	3
PHRA 1202 Pharmacy Law	2

SECOND SEMESTER

PHRA 1340 Pharmacy Third Party Payment...	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 1207 Ethics and Texas Pharmacy Law... 2	
<u>ENGL 1301 Composition</u>	3
<u>PSYC 2301 General Psychology or</u> <u>PSYC 2314</u>	3
<u>Humanities Elective</u>	3

FOURTH SEMESTER

PHRA 1541 Pharmacy Drug Therapy and Treatment	5
PHRA 1345 Compounding Sterile Preparations & Aseptic Technique	3
<u>SOCI 1301 Introduction to Sociology</u>	3
<u>Math/Natural Sciences Elective</u> ...	4

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Physical Therapist Assistant

Physical Therapist Assistant Associate of Applied Science

Physical Therapist Assistants, or PTAs, 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. Physical therapy is characterized by a "hands-on" approach. Therefore, 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 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 Application 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. Take the ACT plus Writing component Exam. 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.
- E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses and those completed at STC.
- F. Earn a score of 3.0 on a 4.0 scale in all transfer pre-requisite courses if applicable.
- G. Complete all prerequisite courses with a minimum grade of "B" as listed in the Physical Therapist Assistant Program degree plan.
- H. Earn a "B" or better in BIOL 2401 within the last five years. Earn a "B" or better in the PTHA 1409 course within the past two years.
- I. 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.

- J. Submit a completed Program application by stated deadline. For more information contact the Physical Therapist Assistant Program at (956) 872-3161 or access the information online at <http://nah.southtexascollege.edu>.
- K. 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). This process takes approximately 6 months or more to complete. For more information contact the NAH Clinical Affairs Specialist.
- L. 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 Application/Selection Process

Applications are available annually from the PTA Program Department. The deadline for applying to the PTA Program is the last Friday in May of the current year. Admission to the PTA Program is based on a point system score. Selection of students is made one time a year during the summer semester. Newly selected students begin program classes every fall semester. 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 <http://nah.southtexascollege.edu/>

Questions?

For more information on the PTA Program, interested individuals are strongly encouraged to attend an Early Program Advising Information 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 <http://nah.southtexascollege.edu/>

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; Heather Stevens, PTA, Lifecare Hospital; Rick Moroles, PTA, Kids Playhouse.

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 for the PTA	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 registered Radiologic Technologists (Radiographers). 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 patients, rule out disease and/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; radiographic procedures 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. All applicants must meet general admission requirements to South Texas College
- B. Have a High School diploma or GED.
- C. Be TSI complete or TSI exempt.
- D. Complete the ACT Exam including the writing component. Achieve an ACT composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading & Science). ACT writing score must be a 6 or above. 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. A&P and College Algebra courses must be completed within 5 years. A&P and College Algebra courses completed more than 5 years prior to the application date will not be accepted. Introduction to Radiography & Patient Care must be completed within 2 years from the application date.

- F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including those completed at STC and transfer courses.
- G. Be 18 years of age or older.
- H. Submit a completed Program application by the stated deadline. For more information contact the Radiologic Technology Program at (956) 872-3049 or access the Information online at <http://nah.southtexascollege.edu/>
- I. Participate in student advisement per program requirements. For more information contact the Radiologic Technology Program at (956) 872-3049 or access the Information online at <http://nah.southtexascollege.edu>
- 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 Radiologic Technology Program at (956) 872-3049.
- K. Meet Technical Standards as stated by Radiologic Technology Program.
- L. Satisfy healthcare agency requirements prior to clinical practice.

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 <http://nah.southtexascollege.edu>

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 practicum examinations as required of the final Capstone courses.

ADVISORY COMMITTEE

Joe Martinez, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital; Juan Aguirre, RT (R), Staff Technologist, McAllen Medical Center; Robert S. Wilson, CRA, RT (R), Director of Imaging Services, Mission Regional Medical Center; Juan Medina, RT (R), Supervisor of Imaging Services, Mission Regional Medical Center; Sixto Garza, RT (R), Director of Radiology, Edinburg Regional Medical Center; Sandra Yanez, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; Mark Martinez, RT (R), Supervisor of Radiology, Doctors Hospital at Renaissance Lone Star Imaging Center; Joe Tovar, RT (R), Supervisor of Radiology, Doctors Hospital at Renaissance Imaging Center.

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

PRE-REQUISITE SEMESTER Credit Hours

RADR 1309	Introduction to Radiography and Patient Care.....	3
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 1311	Basic Radiographic Procedures ..	3
RADR 1313	Principles of Radiographic Imaging I.....	3
RADR 1460	Clinical	4

SECOND SEMESTER

PSYC 2301	General Psychology.....	3
RADR 2301	Intermediate Radiographic Procedures	3
RADR 1466	Practicum I.....	4

THIRD SEMESTER (SUMMER SESSION)

SPCH 1318	Interpersonal Communications	3
RADR 1267	Practicum II.....	2

FOURTH SEMESTER

RADR 2431	Advanced Radiographic Procedures	4
RADR 2309	Radiographic Imaging Equipment ...	3
RADR 2266	Practicum III.....	2

FIFTH 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., TSI 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.
(Science coursework 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
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
MATH 1414	College Algebra	4
	<u>Social/Behavioral Science Elective*</u>	3

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

FIRST SEMESTER

	<u>Speech Elective**</u>	3
	<u>Humanities Elective***</u>	3
RSPT 1429	Respiratory Care Fundamentals I	4
RSPT 1325	Respiratory Care Sciences	3

SECOND SEMESTER

RSPT 2305	Pulmonary Diagnostics	3
RSPT 2310	Cardiopulmonary Disease	3
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 1331	Respiratory Care Fundamentals II	3
RSPT 1266	Practicum I	2

THIRD SEMESTER (SUMMER SESSION)

RSPT 1137	Basic Dysrhythmia Interpretation	1
RSPT 1267	Practicum II	2

FOURTH 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 2266	Practicum III	2

FIFTH SEMESTER

RSPT 2419	Mechanical Ventilation for the Neonatal/Pediatric Patient	4
RSPT 2267	Practicum IV	2
RSPT 2231	CAPSTONE: Simulations in Respiratory Care	2

SIXTH SESSION II

RSPT 2230	CAPSTONE: Examination Preparation	2
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Total Credit Hours:..... 68

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., TSI 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 872-3011 for McAllen and Rio Grande City; 447-6632 for Weslaco
- E. Submit a completed Vocational Nursing program application to NAHC-Vocational Nursing Program 1101 E. Vermont, McAllen, Texas 78503.
- F. Earn a minimum grade of "B" or better any of the following Math courses: TECM 1371, MATH 1414, or MATH 1332. Earn a "B" or better in the following: 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.
- I. Pass a criminal background check through approved providers. For more information contact NAH Clinical Affairs Specialist at 872-3022.

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 Affairs Specialist or VN Program Director. 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 or the VN Program Chair. All consultations are confidential.

ADVISORY COMMITTEE

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; 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 or BIOL 2401 AND BIOL 2402	4-8
TECM 1371	Mathematics for Allied Health or MATH 1332 or MATH 1414.....	3-4
VNSG 1304	Foundations of Nursing.....	3
VNSG 1323	Basic Nursing Skills	3
VNSG 1160	Clinical I-A.....	1
VNSG 1226	Gerontology	2
VNSG 1331	Pharmacology for Vocational Nursing.....	3
VNSG 1227	Essentials of Medication Administration	2
HPRS 1106	Essentials of Medical Terminology	1
VNSG 1161	Clinical I-B.....	1

SECOND SEMESTER

VNSG 1429	Medical-Surgical Nursing I.....	4
VNSG 1162	Clinical II-A.....	1
VNSG 2331	Advanced Nursing Skills.....	3
VNSG 1230	Maternal-Neonatal Nursing.....	2
VNSG 1234	Pediatrics	2
VNSG 1261	Clinical II-B.....	2

SUMMER SESSION I

VNSG 1238	Mental Illness.....	2
VNSG 1432	Medical-Surgical Nursing II.....	4
VNSG 1362	Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours: ... 46-51

Division of

Social and Behavioral Science

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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 70 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

Chris Ardis, American Sign Language Teacher; Pat Zenor, Deputy Director for Administration for VAIL; Jennifer Powell, Deaf Support Specialist for VAIL; Nora McAllester, STCASL Interpreter; Shawn Saladin, Associate Dean of Education and Research at UTPA

EX-OFFICIO MEMBERS

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences; Dr. Jerry Zenor.

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.

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
*Spanish Elective	3
SLNG 1350 Sign-to-Voice	3

FOURTH SEMESTER	
SLNG 2188 Internship II	1
SLNG 2303 Transliterating	3
SLNG 2434 American Sign Language (ASL) V	4
*Spanish Elective	3
SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Provider	3

SUMMER SESSION II	
SLNG 2189 Internship III	1

Total Credit Hours:..... 70

Identifies courses to fulfill minimum 15 credit hour
general education requirement

* Student may select any SPAN course to fulfill the 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 our near relatives, the primates. Anthropology studies the primordial origins of humans, how we evolved, how we populated the continents and why we vary genetically, physically and culturally.

Anthropology is a holistic science comprised of four subfields: Cultural Anthropology, the study of world cultures and unique human adaptations to environments; Biological Anthropology, the study of human evolution, genetics, primatology and human variation; Archaeology, the study of the material remains of ancient and contemporary civilizations; and, Linguistic Anthropology, the study of the biological, historical and cultural foundations of the world's languages. Anthropological subfields include forensics, medical anthropology, agricultural anthropology, museum curation, psychological anthropology and ethnological film making.

TSI LIABLE

FIELD OF STUDY 18 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 four courses (12 credits):

- ANTH 2301 Physical Anthropology
- ANTH 2302 Introduction to Archeology
- ANTH 2351 Cultural Anthropology
- HUMA 2323 World Cultures

*The student is required to take a minimum of 2 courses (6 credits) from the following list:

- *SOCI 1301 Introduction to Sociology
- *SOCI 2319 Minority Studies
- *PSYC 2317 Statistical Methods in Psychology
- *HIST 2321 World Civilizations I

STC CORE CURRICULUM 42 Credits
In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
ANTH 2301	Physical Anthropology	3
	*Anthropology Elective - Field of Study.....	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II - Rhetoric	3
	Social & Behavioral Science Elective - Core Curriculum.....	3
	*Anthropology Elective - Field of Study.....	3

THIRD SEMESTER

- Speech Elective - Core Component
- Area Option - Core Curriculum
- Creative Arts Elective -
- Core Curriculum
- Language, Philosophy & Culture
- Elective - Core Curriculum.....

FOURTH SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective - Core Curriculum.....	3-4
ANTH 2302	Introduction to Archeology	3
	Life and Physical Sciences Elective - Core Curriculum	4

FIFTH SEMESTER

GOVT 2306	Texas Government.....	3
HUMA 2323	World Cultures	3
ANTH 2351	Cultural Anthropology	3
	Life and Physical Sciences Elective - Core Curriculum	4
	Core Component Area Option - Core Curriculum (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.

TSI exempt.

Specialization: Administration of Early Childhood Programs Certificate

The Administration of Early Childhood Programs certificate is a one semester certificate that will prepare students to meet the Texas Department of Family and Protective Services (TDFPS) Child Care Licensing minimum educational qualifications for a director of a child care center licensed for 13 or more children. It will provide a basic foundation of knowledge and skills in both child development and business management.

TSI exempt.

Specialization: Infant and Toddler Certificate

The Infant and Toddler Certificate will prepare 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 a 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.

TSI exempt.

Specialization: Preschool Certificate

The Preschool Certificate will prepare 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 of age. The graduate will 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 a 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 transfer to the Associate of Applied Science Degree in Child Development.

TSI liable.

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; Sylvia Garza, Staff Development, Hidalgo County Head Start; Pattie Rosenlund, CEO, Easter Seals Rio Grande Valley; Leticia Sanchez, Director, Discovery School; Dr. Hilda Medrano, UTPA Professor, College of Education; Dr. Manuel Ochoa, Regional Director, Teaching and Mentoring Communities, Inc.; Dr. Vejoya Viren, UT-Brownsville, Assistant Professor, Department of Educational Psychology and Leadership Studies; Sandra Solis, Manager Child Care Program, Workforce Solutions; student from Child Development program.

Child Development

Specialization:

ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3
TECA 1354 Child Growth and Development or CDEC 1313	3
CDEC 2326 Administration of Programs for Children I	3
CDEC 2328 Administration of Programs for Children II	3
CDEC 2336 Administration of Programs for Children III	3
CDEC 2167 CAPSTONE: Administration	1

Total Credit Hours:..... 19

* By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

Child Development

Specialization:

INFANT AND TODDLER

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 2304 Child Abuse and Neglect	3
CDEC 1417 Child Development Associate Training I	4

SECOND SEMESTER

TECA 1318 Wellness of the Young Child	3
CDEC 1321 The Infant & Toddler	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1167 CAPSTONE: Field Study Infant/ Toddler	1
CDEC 2422 Child Development Associate Training II	4

Total Credit Hours:... 22-30

*By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and criminal background check will be required.

**Class required only for students pursuing CDA Credential.

Child Development

Specialization:

PRESCHOOL

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1319 Child Guidance.....	3
TECA 1311 Educating Young Children	3
CDEC 1359 Children with Special Needs	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 2307 Math and Science for Early Childhood	3
CDEC 2166 Field Study Preschool	1
CDEC 2422 Child Development Associate Training II	4

Total Credit Hours: ... 22-30

* By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

** Class required only for students pursuing CDA credential.

CHILD DEVELOPMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

TECA 1354 Child Growth and Development... 3	
TECA 1311 Educating Young Children	3
<u>ENGL 1301 Composition</u>	3
<u>PSYC 2301 General Psychology</u>	3

SECOND SEMESTER

TECA 1318 Wellness of the Young Child	3
TECA 1303 Family, School, and Community ..	3
<u>SPCH 1311 Introduction to Speech Communication</u>	3
EDUC 1325 Principles and Practices of Multi-Cultural Education.....	3
<u>Mathematics/Natural Sciences Elective</u>	3
CDEC 1167 Field Study Infant/Toddler*	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	3
CDEC 1323 Observation and Assessment.....	3
CDEC 2166 Field Study Preschool*	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 Programs	3
CDEC 2326 Administration of Programs for Children I	3
<u>Humanities Elective</u>	3
CDEC 2167 CAPSTONE: Administration*	1

Total Credit Hours: 60

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. A TB test and a criminal background check will be required.

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 18 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 1310 Fundamentals of Criminal Law
- *CRIJ 2313 Correctional Systems and Practices
- *CRIJ 2328 Police Systems and Practices

*The student is required to take a minimum of 1 course (3 credit hours) from the following list:

- *CRIJ 1313 Juvenile Justice System
- *CRIJ 2314 Criminal Investigation

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 in the catalog. Criminal Justice majors must take SOCI 1301 - Introduction to Sociology to fulfill the 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. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

Criminal Justice Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

		*Criminal Justice Elective - Field of Study.....	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	2305	Federal Government	3
		*Criminal Justice Elective - Field of Study.....	3

THIRD SEMESTER

		Speech Elective - Core Component Area Option - Core Curriculum	3
		Creative Arts Elective- Core Curriculum	3
		Language, Philosophy & Culture Elective - Core Curriculum.....	3

FOURTH SEMESTER

		Mathematics Elective - Core Curriculum.....	3-4
		<u>(Strongly Recommended:</u> <u>MATH 1414, 1442 or higher)</u>	
		Life and Physical Sciences Elective - Core Curriculum	4
SOCI	1301	Introduction to Sociology	3
		*Criminal Justice Elective- Field of Study.....	3

FIFTH SEMESTER

GOVT	2306	Texas Government.....	3
		Life and Physical Sciences Elective - Core Curriculum	4
		*Criminal Justice Elective - Field of Study.....	3
		*Criminal Justice Elective - Field of Study.....	3
		Core Component Area Option- Core Curriculum (if required)	1

*Courses to be chosen from Field of Study

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 42 hours of recommended courses from the core curriculum and a minimum of 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 a minimum of up to 60 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 Continuing Education Certificates of Completion for Substitute Teaching upon completion of EDUC 1301 and for Teacher Assistant upon completion of EDUC 2301.

*It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTPA, UTB and TAMUK.

EC-6 GENERALIST

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY 18-20 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 Life and Physical Sciences Electives- Field of Study (6-8 Credit Hours)

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit hour Mathematics course must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

Total Credit Hours: 60-62

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
	Life and Physical Sciences Elective - Core Curriculum	4 (Recommended: PHYS 1415)

SECOND SEMESTER

EDUC 2301	Introduction to Special Populations ..	3
ENGL 1302	Composition II - Rhetoric	3
	*Mathematics Elective- Core Curriculum	3-4 (Recommended: MATH 1414)
	*Life and Physical Sciences Elective- Core Curriculum	4 (Recommended: PHYS 1417)

THIRD SEMESTER

	*Core Component Area Option- Core Curriculum	3-4
	BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective *Creative Arts Elective-Core Curriculum	3 (Recommended: ARTS 1301)
HIST 1302	United States History II	3

FOURTH SEMESTER

	*Language, Philosophy & Culture Elective-Core Curriculum	3 (Recommended: ENGL 2341)
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1408)
GOVT 2305	Federal Government	3
MATH 1350	Fundamentals of Mathematics I... 3	

FIFTH SEMESTER

GOVT 2306	Texas Government	3
MATH 1351	Fundamentals of Mathematics II	3
	*Social & Behavioral Science Elective-Core Curriculum	3
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1409)
	*Core Component Area Option- Core Curriculum (if required)	1

*Students must meet with an Education advisor prior to registering for one of these courses.

4-8 GENERALIST

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY 18-20 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 Life and Physical Sciences Electives- Field of Study (6-8 Credit Hours)

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit hour Mathematics course must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

Total Credit Hours: 60-62

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
	Life and Physical Sciences Elective-Core Curriculum	4 (Recommended: PHYS 1415)

SECOND SEMESTER

EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II-Rhetoric	3
	*Mathematics Elective- Core Curriculum	3-4 (Recommended: MATH 1414)
	*Life and Physical Sciences Elective-Core Curriculum	4 (Recommended: PHYS 1417)

THIRD SEMESTER

	*Core Component Area Option - Core Curriculum	3-4
	BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective *Creative Arts Elective-Core Curriculum	3 (Recommended: ARTS 1301)
HIST 1302	United States History II	3

FOURTH SEMESTER

	*Language, Philosophy & Culture Elective-Core Curriculum	3 (Recommended: ENGL 2341)
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1408)
GOVT 2305	Federal Government	3
MATH 1350	Fundamentals of Mathematics I...	3

FIFTH SEMESTER

GOVT 2306	Texas Government	3
MATH 1351	Fundamentals of Mathematics II	3
	*Social & Behavioral Science Elective-Core Curriculum	3
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1409)
	*Core Component Area Option- Core Curriculum (if required)	1

*Students must meet with an Education advisor prior to registering for one of these courses.

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 12 credits
The student must select 4 electives (12 credits)
from their intended content area teaching field/
academic discipline.

STC CORE CURRICULUM 42 Credits
In addition to the courses in the Field of Study, the
student is required to take 42 hours from the STC
Core Curriculum listed on page 84 of the catalog.
These courses must not duplicate courses taken
to fulfill field of study requirements. Students who
select a 3 credit hour Mathematics course must
take 4 semester credit hours to complete the Core
Component Area Option for the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 42

Total Credit Hours: 60

Grades 8-12

Recommended Course Sequence

FIRST SEMESTER Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
	*Core Component Area Option - Core Curriculum.....	3-4
	BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective	
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
	*Mathematics Elective - Core Curriculum.....	3-4

THIRD SEMESTER

	*Creative Arts Elective - Core Curriculum.....	3
	*Language, Philosophy & Culture Elective - Core Curriculum.....	3
	Content Area Elective - Field of Study.....	3

FOURTH SEMESTER

	*Life and Physical Sciences Elective - Core Curriculum.....	4
GOVT 2305	Federal Government.....	3
	*Social & Behavioral Sciences Elective -Core Curriculum.....	3
	Content Area Elective - Field of Study.....	3

FIFTH SEMESTER

	*Life and Physical Sciences Elective - Core Curriculum.....	4
GOVT 2306	Texas Government.....	3
	Content Area Elective - Field of Study.....	3
	Content Area Elective - Field of Study.....	3
	*Core Component Area Option- Core Curriculum (if required)	1

*Students must meet with an Education advisor
prior to registering for one of these courses.

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 2014-2015 calendar is \$55.00 per course.

Physical Activities

- KINE 1100 Fitness Walking
- KINE 1101 Fitness & 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 1164 Introduction to Fitness and Sport
- KINE 1210 Aerobic Dance I
- KINE 1211 Aerobic Dance II
- KINE 1249 Ballet Folklorico I
- KINE 1250 Ballet Folklorico II
- KINE 1251 Beginning Scuba
- KINE 1252 Advanced Scuba
- KINE 1253 Lifeguard Training
- KINE 2249 Ballet Folklorico III
- KINE 2250 Ballet Folklorico IV
- 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

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 1336 Introduction to Recreation
- KINE 1346 Drug Use & Abuse in Society

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: (Recommended) 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 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog.

Kinesiology majors must take BIOL 2401 - Anatomy and Physiology I, and BIOL 2402 - Anatomy and Physiology II, to fulfill the Life and Physical Sciences component of the Core Curriculum.

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 19-22

STC Core Curriculum: 42

Total Credit Hours: 61-64

Kinesiology

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

COSC 1301	Introduction to Computing or Speech Elective - Core Component Area Option - Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
KINE 1301	Introduction to Kinesiology..... *Kinesiology Elective Area 1 - Field of Study.....	3 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 2305	Federal Government..... *Kinesiology Elective Area 2 - Field of Study.....	3 1

THIRD SEMESTER

	Creative Arts Elective - Core Curriculum	3
	Language, Philosophy & Culture 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 2306	Texas Government.....	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
	Core Component Area Option - Core Curriculum (if required)	1

*Courses to be chosen for 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 major can expand opportunities in teaching, law school, and other related areas of public policy

POLITICAL SCIENCE

Field of Study

ASSOCIATE OF ARTS

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FIELD OF STUDY 21 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 two courses (6-7 credits) from the following list:

- EDUC 1300 Learning Framework
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- PHIL 2306 Introduction to Ethics
- ECON 2301 Principles of Economics I - Macro
- PSYC 1300 Learning Framework
- 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 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 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 - Pre-Calculus 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:

- Language, Philosophy & Culture 3 credits
- PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 21

STC Core Curriculum: 42

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
- GOVT 2305 Federal Government 3
Core Component Area Option -
Core Curriculum..... 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 2306 Texas Government 3

THIRD SEMESTER

- *Elective - Field of Study 3-4
- Creative 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
- Life and Physical Sciences
Elective - Core Curriculum 4
- *Modern Language Elective -
Field of Study..... 3-4

FIFTH SEMESTER

- PHIL 2307 Introduction to Social &
Political Philosophy..... 3
- Life and Physical 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 can contribute to educational and occupational environments, work within communities to promote physical and mental health, and conduct research that runs the gamut from examining basic brain functions to exploring the behavior of complex social organizations. Psychologists use research to better understand different populations such as infants, emotionally disturbed people, the elderly, students, employees, and even animals – just about every population one can imagine. With a degree in Psychology, a variety of career opportunities are available in counseling, health and human services, public relations, human resources, business management, advertising, law enforcement, and computer programming.

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FIELD OF STUDY **18 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 .
SOC1 1301 Introduction to Sociology

*The student is required to take a minimum of 2 courses (6 credits) from the following list:

ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
PSYC 2306 Human Sexuality
PSYC 2314 Lifespan Growth & Development
PSYC 1300 Learning Framework
PSYC 2315 Psychology of Adjustment
SOC1 2301 Marriage and the Family
SOC1 1306 Contemporary Social Problems

STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
PSYC 2301	General Psychology.....	3
	Speech Elective - Core Component Area Option - Core Curriculum	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
SOCI 1301	Introduction to Sociology	3
	Social & Behavioral Science Elective - Core Curriculum.....	3

THIRD SEMESTER

	Creative Arts Elective - Core Curriculum.....	3
	*Psychology Elective - Field of Study.....	3
	Language, Philosophy & Culture Elective - Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective - Core Curriculum.....	3-4
PSYC 2307	Adolescent Psychology.....	3
	Life and Physical Sciences Elective - Core Curriculum	4

FIFTH SEMESTER

GOVT 2306	Texas Government.....	3
PSYC 2317	Statistical Methods in Psychology	3
	*Psychology Elective - Field of Study.....	3
	Life and Physical Sciences Elective - Core Curriculum	4
	*Free Elective-Field of Core Component Area Option- Core Curriculum (if required)	1

*Courses to be chosen from Field of Study

Public Administration

Public Administration **Associate of Applied Science**

The Associates of Applied Science degree in Public Administration program is designed to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs.

The program will enable students to understand the political, legal, ethical and social context of public administration with respect to pertinent processes and theories; to achieve proficiency in understanding and developing positive organizational behavior; and to develop the ability to apply appropriate methodologies to solve important problems and issues.

Coursework for this program includes such areas as public sector management, budgeting, ethics and supervision. The program includes a three credit hour practicum designed to give the student real-world experience related to the area of their career interest.

PUBLIC **ADMINISTRATION**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
<u>ENGL 1301</u> <u>Composition</u>	3
<u>GOVT 2305</u> <u>Federal Government</u>	3
<u>MATH 1332</u> <u>Contemporary Mathematics</u>	3
<u>SPCH 1321</u> <u>Business & Professional</u> <u>Speaking</u>	3
PBAD 1321 Public Administration	3

SECOND SEMESTER	
<u>GOVT 2306</u> <u>Texas Government</u>	3
COSC 1301 Introduction to Computing.....	3
PHIL 2306 Introduction to Ethics	3
ENGL 2311 Technical Writing.....	3
PBAD 1311 Municipal Management.....	3

THIRD SEMESTER	
PBAD 1341 Governmental Agencies.....	3
PBAD 2335 Ethics in the Public Sector	3
PBAD 2331 Budgeting in the Public Sector	3
PBAD 2305 Public Sector Management.....	3
PBAD 2301 Public Relations for the Public Sector or PBAD 1301	3

FOURTH SEMESTER	
PBAD 2311 Public Sector Supervision.....	3
PBAD 2347 Urban Planning.....	3
PBAD 2339 Human Resource Management in the Public Sector.....	3
PBAD 2341 Legal Aspects of Public Management.....	3
PBAD 2380 CAPSTONE: Co-op in Public Service Administration	3

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Social Work

Social Work, Field of Study **Associate of Arts**

Social work is a profession devoted to helping people function the best they can in their environment. Social workers act as advocates for children and families in need, victims of domestic violence, people with disabilities, pregnant teenagers, and many other diverse populations. Social workers provide advice, advocacy, and support to those who have personal and social problems and work in the community to promote social justice.

The Associate of Arts (A.A.) in Social Work 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.

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FIELD OF STUDY 18 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 six courses (18 credits):

- SOCW 2361 Introduction to Social Work
- SOCW 2362 Social Welfare as a Social Institution
- PSYC 2301 General Psychology
- SOCI 1301 Introduction to Sociology
- PSCY 2317 Statistical Methods in Psychology
- SOCI 1306 Contemporary Social Problems

STC CORE CURRICULUM 42 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 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. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

Total Credit Hours: 60

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
SOCI 1306 Contemporary Social Problems...	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 Introduction to Sociology	3

THIRD SEMESTER

Language, Philosophy & Culture Elective - Core Curriculum.....	3
Creative Arts Elective - Core Curriculum	3
Speech Elective - Core Component Area Option - Core Curriculum	3

FOURTH SEMESTER

GOVT 2305 Federal Government	3
Mathematics Elective - Core Curriculum.....	3-4
SOCI 2301 Marriage and the Family	3
Life and Physical Sciences Elective - Core Curriculum	4

FIFTH SEMESTER

GOVT 2306 Texas Government.....	3
PSYC 2317 Statistical Methods in Psychology...	3
SOCW 2362 Social Welfare as a Social Institution	3
Life and Physical Sciences Elective - Core Curriculum	4
Core Component Area Option- Core Curriculum (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.

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FIELD OF STUDY 18 Credits
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Sociology Concentration:
SOC1 1301 Introduction to Sociology
SOC1 1306 Contemporary Social Problems
SOC1 2301 Marriage and the Family
SOC1 2319 Minority Studies

*The student is required to take a minimum of 2 courses (6 credits) from the following list:
ANTH 2351 Cultural Anthropology
PSYC 2314 Lifespan Growth & Development
PSYC 2301 General Psychology

STC CORE CURRICULUM 42 Credits
In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 84 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Core Component Area Option for the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 42

Total Credit Hours: 60

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
SOCI 1301 Introduction to Sociology	3
*Sociology Elective- Field of Study.....	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 Component Area Option - Core Curriculum	3
Creative Arts Elective - Core Curriculum	3
Language, Philosophy & Culture Elective - Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2305 Federal Government	3
Mathematics Elective - Core Curriculum.....	3-4
SOCI 1306 Contemporary Social Problems... Life and Physical Sciences Elective - Core Curriculum	4

FIFTH SEMESTER

GOVT 2306 Texas Government.....	3
SOCI 2301 Marriage and the Family	3
*Sociology Elective - Field of Study.....	3
Life and Physical Sciences Elective - Core Curriculum	4
Core Component Area Option - Core Curriculum (if required)	1

*Course to be chosen from the Field of Study

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: None.

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 processes 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 skill development in concepts, procedures, and application of spreadsheets 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 fundamental administrative duties of the legal administrative assistant, 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 presents an overview of legal terminology including spelling, pronunciation and definition of legal terms and how these terms are used in legal documents 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, and advanced concepts of administrative duties of the legal administrative assistant in selected areas of law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

POFL 1355 Legal Issues and Medical Records

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers the identification of legal issues within medical documents for the legal administrative assistant.

Prerequisite: POFT 1329 and POFL 1305.

◆ = DENOTES COLLEGE TRANSFERABLE COURSES

POFL 1359**Legal Transcription**

CRT HRS:03 LEC HRS:02 LAB HRS:03
 This course covers comprehensive legal vocabulary and the conversion of spoken words into printed format for use in legal documents. 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 skill development in the production of legal documents by the legal administrative assistant 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, POFL 1349, POFL 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 future development of inter-lingual (English to ASL/ASL to English) skills development. It will focus on linguistic/cognitive skills development in the areas of: abstracting, summarizing, main idea identification, comprehension, paraphrasing, auditory and visual memory, shadowing, multi-tasking, delayed repetition, vocabulary, cultural literacy, and decalage.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, SLNG 1304, SLNG 1300.

SLNG 1300**Fundamentals for Deaf Support Specialist/Service Provider**

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 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 advanced concepts of 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 0100 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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

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 0200 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 0200 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 0200 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, techniques, and advanced subject matter, such as the live nude human form and its historical role as an ideal form in the arts, including describing and expressive possibilities. Students participating in these select advanced art classes with live nude models must be a minimum of 18 years of age, and be enrolled in sophomore level courses other than dual enrollment, according to Board Policy 3642.

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 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 0200 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 0200 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.

**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 2389**

Academic Cooperative

CRT HRS:03 LEC HRS:02 LAB HRS:04
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.

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 to perform basic nursing skills for the adult patient and to demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

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 patient-centered care, patient safety advocate, coordinator of care, member of the health care team, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

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 for the adult patient; 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. This course lends itself to a blocked approach.

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 perinatal nursing care for childbearing families. Topics include selected complications. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

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. This course lends itself to either a blocked or integrated approach.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1327**Transition to Professional Nursing**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course covers topics related to professional nursing care including health promotion, expanded health assessment, analysis of data, nursing process, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, and communication. Applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan are examined. This course lends itself to either a blocked of

integrated approach. 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

This course covers the basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Students will study the general principles of caring for selected adult patients 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. This course lends itself to a blocked approach.

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:00

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, antepartum, 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 patient-centered care, coordinator of care, patient safety advocate, member of the health care team, 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 and critical thinking, 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. This course lends itself to a blocked approach.

Prerequisite: Admission to the ADN program and RNSG 1209.

RNSG 1517**Concepts of Professional 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. This course lends itself to either a blocked or integrated approach.

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**Professional Nursing: Leadership and Management**

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 professional 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. This course lends itself to a blocked approach.

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. This course lends itself to a blocked approach.

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 patients and families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

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.

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 1391**Capstone: Ford YAATC Certification**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated

multiple times to improve student proficiency.

Prerequisite: None.

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 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 and 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 and 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 1406

Biology for Science Majors I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an in-depth study of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics biotechnology, evolutionary adaptation and the scientific method are included.

Prerequisite: TSI Complete in Reading.

◆ BIOL 1407

Biology for Science Majors II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of Biology 1406. It is an in-depth study of the fundamental principles of living organisms including classification

and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of the organization, function and reproduction, ecology of behavior, populations, communities, and the biosphere.

Prerequisite: BIOL 1406 with a grade of "C" or better.

◆ **BIOL 1408**
Biology for Non-Science Majors I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is an overview of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics, biotechnology, evolutionary adaptation and the scientific method are included.

Prerequisite: TSI Complete in Reading.

◆ **BIOL 1409**
Biology for Non-Science Majors II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a continuation of Biology 1408. It is an overview of the fundamental principles of living organisms including classification and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of their organization, function and reproduction with humans, and ecology of behavior, populations, communities, and the biosphere, including effects of human activities.

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 and 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: TSI Complete in Reading.

◆ **BIOL 2402**
Anatomy and 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 1406 and CHEM 1411 with a grade of "C" or better.

◆ **BIOL 2420**
Microbiology for Non-Science Majors

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to the morphology, physiology and taxonomy of pathogenic and nonpathogenic microorganisms. The course includes study of disease transmission, resistance to infection and microbial control and a brief preview of food microbes, public health, and immunology. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2402 with a grade of "C" or better.

◆ **BIOL 2421**
Microbiology for Science Majors

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Laboratory activities will reinforce principles of microbiology as well as the microbial interactions including all of the principles and microbial interactions covered in the lecture sessions.

Prerequisite: BIOL 1406, BIOL 1407 and CHEM 1411 with a grade of "C" or better.

◆ **BIOL 2428**
Vertebrate Zoology

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: TSI Complete in Reading.

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 0100 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 transportation. Emphasizes 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 relationship management 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**
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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: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.

◆ **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 2401**
Analytical Chemistry I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers the principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and contains a brief introduction to physical methods.
Prerequisite: CHEM 1412 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 1167
Field Study Infant/Toddler

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: None.

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:02 LAB HRS:02
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:04 LAB HRS:00
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 Preschool

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 2167
Capstone: Administration

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: Six credits in Child Development courses or Program Chair approval.

CDEC 2328
Administration of Programs for Children II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an in-depth study of the skills and techniques in

managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

Prerequisite: CDEC 2326.

CDEC 2336
Administration of Programs for Children III

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an advanced study of the skills and techniques in administering early care and education programs including staff development, curriculum planning and delivery, and adult learning theory.

Prerequisite: CDEC 2326.

CDEC 2422
Child Development Associate Training II

CRT HRS:04 LEC HRS:04 LAB HRS:00
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 are not TSI complete. 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 are TSI complete.

Prerequisite: None.

CSFH 0101
College Success For Healthcare

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course aids the healthcare student to perform successfully in healthcare by understanding his or her personal learning

style, understanding and using college policies and procedures including clinical requirements, criminal background authorizations, vaccinations, drug and alcohol testing, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, communicating well both orally and in writing, by learning and applying library and technological healthcare research techniques, and by learning about each of the healthcare professions taught at South Texas College. Some healthcare programs award points toward selection for completion of CSFH with a grade of "A" or "B." This course fulfills a requirement for all first-time developmental students who are not TSI complete, and 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 complete.

Prerequisite: None.

COMMUNICATION

◆COMM 1307
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 0200 or equivalent.

◆COMM 2305
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.

◆COMM 2311
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 0200 or ENGL 0200 or equivalent.

◆COMM 2315
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.

◆COMM 2327
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.

◆COMM 2330
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 ENGL 1301.

◆COMM 2339
Writing for Radio, Television, and Film

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

Prerequisite: ENGL 1302 and completion of or concurrent enrollment in COMM 2305.

◆COMM 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 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.

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 illustration and rendering techniques. Emphasis is on architectural structures in 3-D or pictorially either by freehand drawing or computer software, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.

Prerequisite: 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 1315 and DFTG 2319.

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.

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 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 1315 or ARCE 1303.

DFTG 1310
Specialized Basic Computer-Aided Drafting (CAD)

CRT HRS:03 LEC HRS:02 LAB HRS:04
This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Utilization of Civil 3D, Revit or similar programs will be emphasized.

Prerequisite: DFTG 2319.

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 1315, DFTG 1309 or ARTC 1321; and completion of or concurrent enrollment in DFTG 2319.

DFTG 1357 Specialized Intermediate Computer-Aided Drafting (CAD)

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. It emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data. Utilization of Revit based or similar programs will be emphasized.

Prerequisite: ARCE 1352 and 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 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 1392 Special Topics in Architectural Drafting

CRT HRS:03 LEC HRS:02 LAB HRS:04
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to

improve student proficiency. It will expand on the application of architectural specific software and architectural techniques to be further integrated into commercial, residential, and industrial project documents. Utilization of Revit based or similar programs will be emphasized.

Prerequisite: DFTG 2331.

DFTG 1393 Special Topics in Civil Drafting

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course discusses basic concepts in civil drafting, map scales, map features, survey fundamentals, contour lines, plot plans, road layout and profiles, earthwork, and utilization of CAD systems in the development of various civil engineering related projects. The topic of study chosen by the instructor may change from semester to semester.

Prerequisite: None.

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 1315, 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 and DFTG 2319.

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 1315, 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 2331 Advanced Technologies in Architectural Design and Drafting

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers the use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. The student will further use architectural techniques to design, assemble, evaluate, and render architectural building components; plan and develop elevation drawings and details from three-dimensional architectural models utilizing Revit based or similar programs.

Prerequisite: DFTG 1317 and DFTG 2328.

DFTG 2332 Capstone: Advanced Computer-Aided Drafting

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course presents the application of advanced CADD 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 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 and CITP 3305.

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

◆ BCIS 1305 Business Computer Applications

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Prerequisite: None.

◆ COSC 1301 Introduction to Computing

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 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 1436 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 1436

Programming Fundamentals I

CRT HRS:04 LEC HRS:03 LAB HRS:02
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 2325

Computer Organization & 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 1436 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:00

OFF CAMPUS LAB HRS:07

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 0100 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 0100 with a grade of "C" or better or equivalent.

◆ **CRJ 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 0100 with a grade of "C" or better or equivalent.

◆ **CRJ 1313**
Juvenile Justice System

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is the study of the juvenile justice process to include specializing in juvenile law, the role of the juvenile courts, police agencies and correctional agencies, as well as a focus on the theories of juvenile delinquency.

Prerequisite: Completion of READ 0100 with a grade of "C" or better or equivalent.

◆ **CRJ 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 0100 with a grade of "C" or better or equivalent.

◆ **CRJ 2314**
Criminal Investigation

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will focus on the many ways of conducting a criminal investigation; to include, but not limited to: collection and preservation of evidence, interviewing and interrogation techniques, sources of information, use of forensic science and trial preparation. This course will use

investigative theories in achieving its goals.

Prerequisite: Completion of READ 0100 with a grade of "C" or better or equivalent.

◆ **CRJ 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 0100 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:16

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.

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 1305.

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: CHEF 1301, CHEF 1305.

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: Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1305, and RSTO 2307.

PSTR 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 Baking Certificate.

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 1305
Breads and Rolls**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course concentrates on fundamentals of chemically and yeast raised breads and rolls. Instruction is on commercial preparation of a wide variety of products.

Prerequisite: CHEF 1305 and PSTR 1301.

**PSTR 1306
Cake Decorating I**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to skills, concepts and techniques of cake decorating.

Prerequisite: None.

**PSTR 1310
Pies, Tarts, Teacakes
and Cookies**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course focuses on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction is on finishing and presentation techniques.

Prerequisite: None.

**PSTR 1343
Bakery Operations
and Management**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to management, marketing, supervision, and sanitation principles required in retail bakery operations. Emphasis is on cost control, pricing, computer usage, and personnel issues.

Prerequisite: None.

**PSTR 2301
Chocolates and Confections**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolate, caramels, nougats, and pate de fruit.

Prerequisite: CHEF 1305 and PSTR 1301.

**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: CHEF 1305, PSTR 1301.

**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: Current Food Handlers Card or ServSafe Certified Food Protection Manager card and CHEF 1305.

**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: Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1301 and 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 0200 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: None.

**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.

**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:04 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 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**
Introduction to Theater

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

Prerequisite: Completion of READ 0200 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
This course is an introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

Prerequisite: None.

◆**DRAM 1352**
Acting II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides exploration

and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

Prerequisite: DRAM 1351.

◆**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**
Introduction to Cinema

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

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 1300**
Learning Framework

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Prerequisite: None.

◆**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 TECHNOLOGY

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 1221 Introduction to Electrical Safety and Tools

CRT HRS:02 LEC HRS:02 LAB HRS:01
This course covers safety rules and regulations. Topics include the selection, inspection, use, and maintenance of common tools for electricians.
Prerequisite: None.

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 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: None.

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: ELPT 1221, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1429 Residential Wiring

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course 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: ELPT 1221, 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: ELPT 1221, 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 1221, ELPT 1419, ELPT 1325, and ELPT 1429.

HART 1411 Solar Fundamentals

CRT HRS:04 LEC HRS:03 LAB HRS:03
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 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: None.

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 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.

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: None.

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: None.

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: None.

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: None.

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, troubleshooting 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 2402**Home Technology Integration**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of integration and maintenance of various home technology subsystems. Topics include home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

Prerequisite: CPMT 1445 and CPMT 1449.

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 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: None.

EECT 1407**Convergence 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: None.

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: None.

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 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 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.

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: None.

RBTC 1447**Electromechanical Devices**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of electromechanical devices found in robotic systems. It includes transformers, switches, and solid state relays.

Prerequisite: RBTC 1405.

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, discussion, 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, airway management, and artificial ventilation.

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 fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167, current TDH EMT-Basic certification.

EMSP 1501 Emergency Medical Technician

CRT HRS:05 LEC HRS:04 LAB HRS:04
This course is preparation for certification as an Emergency Medical Technician (EMT). 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 a capstone experience covering 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 diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

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 multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

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, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of

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: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.

◆ENGR 1304

Engineering Graphics

CRT HRS:03 LEC HRS:02 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: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.

◆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 2405

Electrical Circuits I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles of electrical circuits and systems, including basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.

◆ENGR 2406

Digital Systems Engineering I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to theory and design of digital logic, circuits, and systems. Number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage are covered. Laboratory experiments supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers, and counters; and preparation of laboratory reports.

Prerequisites: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.

ENGLISH

ENGL 0100

Developmental English I

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 college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required on-hour lab.

Prerequisite: Placement based on TSI score: Essay 1-3 with Multiple Choice 350-357, and ABE score: levels 5 and 6.

ENGL 0200

Developmental English 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 college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on essay construction. This course has a required on-hour lab.

Prerequisite: Placement based on TSI score: Essay score of 4 with Multiple Choice 358-362, or completion of ENGL 0100 with a grade of "C" or better

◆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: TSI complete in Reading and Writing; or completion of ENGL 0200 and READ 0200 with a grade of "C" or better; or completion of INRW 0304 with a grade of "C" or better.

◆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 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 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
English Academic Capstone

CRT HRS:03 LEC HRS:03 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.

INRW 0304
Integrated Reading and Writing

CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills in writing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

Prerequisite: Completion of READ 0100 with a grade of "C" or better or equivalent and completion of ENGL 0100 with a grade of "C" or better or equivalent.

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 1203 Firefighter Agility/Fitness Preparation

CRT HRS:02 LEC HRS:00 LAB HRS:05
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 1313 Firefighter Certification III

CRT HRS:03 LEC HRS:02 LAB HRS:02
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 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 1313.

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 firecause 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 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:05
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.

FIRT 1202 Plan Examiner I

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an examination of plans submitted for approval by businesses, industry, and other regulated entities. Includes applicable codes and/or standards that meet certification requirements of the Texas Commission on Fire Protection.

Prerequisite: FIRT 1408.

FIRT 1309 Fire Administration I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service.

Prerequisite: None.

FIRT 1340 Fire Inspector II

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers fire inspection including rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire

Protection Commission on Fire Protection.

Prerequisite: FIRT 1408.

FIRT 1353 Legal Aspects of Fire Protection

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

Prerequisite: None.

FIRT 1408 Fire Inspector I

CRT HRS:04 LEC HRS:03 LAB HRS:02
This course covers fire inspection including rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection Commission on Fire Protection.

Prerequisite: None.

FIRT 1442 Fire Officer I

CRT HRS:04 LEC HRS:04 LAB HRS:01
This course covers requirements for Fire Officer I certification as established by the Texas Commission on Fire Protection. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: None.

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 TSI Exam or equivalent; or completion of READ 0200 with a grade of "C" or better.

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 and completion of all course work within the specialty with a grade of "C" or better.

HITT 1211 Health Information Systems

CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is an introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

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:01 LAB HRS:02
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: Completion of HITT 1301 with a grade of "C" or better.

HITT 1305 Medical Terminology I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of medical terms through 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 fundamentals of coding rules, principles, guidelines, and conventions using clinical classification systems.

Prerequisite: HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

HITT 1345 Health Care Delivery Systems

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is an examination of delivery systems including organization, financing, 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, including disease processes.

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 quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

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. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

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 course focuses on transcription of medical reports 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.

POFM 1317**Medical Administrative Support**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

Prerequisite: None.

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 course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Prerequisite: Completion of READ 0200 or equivalent.

◆HIST 1302 United States History II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Prerequisite: Completion of READ 0200 or equivalent.

◆HIST 2301 Texas History

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization,

and urbanization; civil rights; and modern Texas.

Prerequisite: Completion of READ 0200 or equivalent.

◆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: Completion of READ 0200 or equivalent.

◆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: Completion of READ 0200 or equivalent.

◆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 social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and

HUMAN RESOURCES

transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

Prerequisite: HIST 1301 and HIST 1302.

◆HIST 2323 Eastern Civilizations

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. It includes the modern history and culture of Asia, Africa, Europe, and the Americas.

Prerequisite: Completion of READ 0200 or equivalent.

◆HIST 2327 Mexican American History I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as.

Prerequisite: Completion of READ 0200 or equivalent. (May substitute for HIST 1301).

◆HIST 2328 Mexican American History II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a continuation of the historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as.

Prerequisite: Completion of READ 0200 or equivalent. (May substitute for HIST 1302).

◆HIST 2381 African American History

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the historical, economic, social, and cultural development of minority groups. It may include African-American, Mexican American, Asian American, and Native American issues.

Prerequisite: Completion of READ 0200 or equivalent.

◆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.

HRPO 1280 Human Resource Coop

CRT HRS:02 LEC HRS:01 LAB HRS:10
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 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 0200, ENGL 0200.

◆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 0200 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 0200 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 0200 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 0200 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 0200 or equivalent.

INFORMATION TECHNOLOGY

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.

IMED 1445 Interactive Digital Media I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

Prerequisite: ITSC 1409.

ITDF 1305 Digital Data Storage Forensics

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers the exploration, examination, and assessment of the characteristics and details of digital storage media used in computers systems and small-scale digital devices. It includes experimenting with various tools to reinforce identification of evidentiary data.

Prerequisite: ITDF 1400.

ITDF 1400 Introduction to Digital Forensics

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. It contains an overview of ethics, crime, and other legal guidelines/regulations/laws and includes an overview of tools used for forensic analysis of digital devices in investigations.

Prerequisite: None.

ITDF 2320 Digital Forensics Collection

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. It includes the legal aspects of the search and seizure of computers and related equipment/information.

Prerequisite: ITDF 1305.

ITDF 2325 Digital Forensics Tools

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a skills-based course in the applications of forensic analysis software. Tools used in this course may include EnCase, ILook, Forensic Tool Kit, write blockers, StegAlyzerSS, "X-Ways", ProDiscover Basic, and others.

Prerequisite: ITDF 2320.

ITDF 2330 Digital Forensics Analysis

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers digital forensic analysis, report preparation, and evidence presentation. It emphasizes balancing legal and

technical aspects of cases where digital forensics is employed.

Prerequisite: ITDF 2320.

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: None.

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: ITSY 1400, ITNW 2435, and ITSY 1442.

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 advanced concepts for the

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 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 1405
Introduction to PC Operating Systems

CRT HRS:04 LEC HRS:03 LAB HRS:04
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: None.

ITSC 1407
Unix Operating System I

CRT HRS:04 LEC HRS:03 LAB HRS:04
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: None.

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: None.

ITSC 2164
Capstone: Information Security/Digital Forensics 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 2443 and ITDF 2420.

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: None.

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:03
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: None.

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: ITSY 1400 and ITNW 1425.

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: ITSY 1400 and ITNW 1425.

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.

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 1164 Introduction to Physical Fitness and Sport

CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is an orientation to the field of physical fitness and sport. It includes the study and practice of activities and principles that promote physical fitness.

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 1249 Ballet Folklorico I

CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance techniques, individual skills, and movement fundamentals. The course offers attainment of vocabulary, knowledge and skill development in classical Cecchetti ballet technique at the beginning level. It is designed to develop posture, hand positioning, feet positioning, body isolations and overall coordination. These ballet skills will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: None.

◆KINE 1250 Ballet Folklorico II

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance terminology, techniques, individual skills, movement fundamentals, improvisation, and choreography. The course will continue to offer knowledge and skill development in the basics of classical Cecchetti ballet technique at the beginning and intermediate levels. Emphasis will be placed on correct alignment, basic barre work, simple center floor work and ballet vocabulary which will be incorporated into Mexican Folklorico dance. Emphasis is placed on

safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 1249 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 an 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 2249

Ballet Folklorico III

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, and music selection. The course offers continued attainment of knowledge and skill development in classical Cecchetti ballet technique at the

intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary which will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 1250 or permission from the instructor.

◆KINE 2250 Ballet Folklorico IV

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course is a continuation of the study of Mexican Folklorico dance technique with a strong emphasis on performing skills and styles. This course is an advanced Ballet Folklorico performing class. Students taking this course are members of the South Texas College Ballet Folklorico. Membership is obtained by taking the Ballet Folklorico sequence or by invitation of the instructor. This course emphasizes Ballet Folklorico dance concert performances, as well as public and private performances. Students continue to study Mexican Folkloric theory, criticism, techniques, individual skills, improvisation, choreography, and music selection. The Cecchetti ballet technique is incorporated in the repertoire of the South Texas College Ballet Folklorico. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 2249 or invitation from the instructor.

◆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.

LAW ENFORCEMENT

CJLE 1194 Current Events in Law Enforcement

CRT HRS:01 LEC HRS:01 LAB HRS:00
This course discusses topics recently identified as current events in addition to skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Prerequisite: None.

CJLE 1249 Intermediate Arrest, Search, and Seizure

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course discusses probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures.

Prerequisite: CRIJ 1306 or CJSA 1313.

CJLE 1259 Intermediate Spanish for Law Enforcement

CRT HRS:02 LEC HRS:01 LAB HRS:04
This course covers practical Spanish communication skills for law enforcement. It meets the requirements as established by the Texas Commission on Law Enforcement (TCLEOSE) Course #2110.

Prerequisite: None.

CJLE 1303 Basic Telecommunication Certification

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides information about Law Enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency

management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis intervention. This is also a required course for law enforcement telecommunication personnel prior to completion of 12 months of service.

Prerequisite: None.

CJLE 1325 Criminal Justice Survey

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

Prerequisite: None.

CJLE 1327 Interviewing and Report Writing for Criminal Justice Professionals

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. It also includes the development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. This course also focuses on the organization of information regarding incidents into effective written reports.

Prerequisite: ENGL 1301, SPCH Elective.

CJLE 1333 Interviewing and Report Writing for Criminal Justice Professionals

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course includes instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law with an emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

Prerequisite: COSC 1301, MATH Elective.

CJLE 1345 Intermediate Crime Scene Investigation

CRT HRS:03 LEC HRS:02 LAB HRS:02
The topics in this course include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence; fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. This course satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #2106.

Prerequisite: CJLE 1249, CJLE 1333.

CJLE 1429**Basic Peace Officer V**

CRT HRS:04 LEC HRS:02 LAB HRS:07
 This is a supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course #1000.

This course may be offered only by institutions licensed as a police academy by TCLEOSE.

Prerequisite: CJLE 1524.

CJLE 1506**Basic Peace Officer I**

CRT HRS:05 LEC HRS:03 LAB HRS:07
 This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

This course may be offered only by institutions licensed as a police academy by TCLEOSE.

Prerequisite: None.

CJLE 1512**Basic Peace Officer II**

CRT HRS:05 LEC HRS:03 LAB HRS:07
 This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

This course may be offered only by institutions licensed as a police academy by TCLEOSE.

Prerequisite: CJLE 1506.

CJLE 1518**Basic Peace Officer III**

CRT HRS:05 LEC HRS:03 LAB HRS:07
 This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

This course may be offered only by institutions licensed as a police academy by TCLEOSE.

Prerequisite: CJLE 1512.

CJLE 1524**Basic Peace Officer IV**

CRT HRS:05 LEC HRS:03 LAB HRS:07
 This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, III, and V (supplement) to satisfy the Texas Commission

on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

This course may be offered only by institutions licensed as a police academy by TCLEOSE.

Prerequisite: CJLE 1518.

CJLE 2168**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 student.

Prerequisite: CJLE 1345, CJLE 2345.

CJLE 2345**Vice and Narcotics Investigation**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course provides classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. It includes proper interdiction procedures and techniques.

Prerequisite: CRJ 1310 or CJA 1327, CJLE 1345.

CJSA 1312**Crime In America**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course covers American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and prevention of crime.

Prerequisite: None.

CJSA 1348**Ethics In Criminal Justice**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course discusses ethical philosophies and issues pertaining to the various professions in the criminal justice system. It includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

Prerequisite: None.

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: Placement based on assessment scores or TSI score of 335 and below.

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: Placement based on assessment scores or TSI score of 340-344 or MATH 0080 with a grade of "C" or better or equivalent. Students see an advisor for special assessment if the TSI score is 336-339.

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: Placement based on assessment scores or TSI score of 345-349 or MATH 0085 with a grade of "C" or better.

MATH 0100**Developmental Mathematics I**

CRT HRS:04 LEC HRS:03 LAB HRS:03
 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; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; applying rules of exponents, calculations involving scientific notation, and

operations on polynomials. The focus of lab instruction is content reinforcement.

Prerequisite: Placement based on assessment scores or TSI score 336-341. Students see an advisor for special assessment if the TSI score is below 336.

MATH 0200 **Developmental Mathematics II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study of introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, 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 in geometry. The focus of lab instruction is content reinforcement.

Prerequisite: Placement based on assessment scores or TSI score 342-349 or MATH 0100 with a grade of "C" or better or equivalent.

MATH 0442 **Foundations for Mathematical Reasoning**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course surveys a variety of mathematical topics needed to prepare students for college-level Statistics or Quantitative Reasoning courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas, rates, ratios, and proportions, percentages, solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; and exponential models. This course is not for college-level credit. Students in this course are required to take a co-requisite student success course (EDUC 1300-Frameworks for Mathematical and Collegiate Learning).

Prerequisite: TSI Math Score of 340+ or completion of MATH 0080 or MATH 0100.

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; or a score of 360+ on the Math portion of the TSI exam.

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: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 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: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 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 or MATH 1332 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: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 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 360+ on the Math portion of the TSI 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: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 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: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 with a grade of "P" or "C" or better, or equivalent.

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 1316 or 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.

MATL 0020**Math Supplementary Lab**

CRT HRS:00 LEC HRS:02 LAB HRS:01
This course is designed as a co-requisite for freshman-level math courses taken by students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. The topics include: factoring, rational expressions, roots, and rational exponents. The topics are integrated in the college-level math course.

Prerequisite: TSI Exam score of 342-349 in Math.

Co-Requisite: College-level Math course.

NCBM 0001**Non-Course Based Mathematics**

CRT HRS:01 LEC HRS:00 LAB HRS:02
The focus of this course is content reinforcement with review of Introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, 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. This is a self-

paced two week course to prepare for the TSI exam.

Prerequisite: Placement based on TSI score of 347-349.

TECM 1303**Technical Calculations**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a review of specific mathematical calculations including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses, health occupations 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, 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, MATH 1414 or MATH 1332.

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 and SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321 or SPCH 2333 or SPCH 2335.

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 onsite 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: Admission to the program or Program Chair Approval.

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 in ambulatory care settings.

Prerequisite: Admission to the program or Program Chair Approval.

MDCA 1254 Medical Assisting Credentialing Exam Review

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides preparation for the Certified Medical Assistant (American Association of Medical Assistants), Registered Medical Assistant (American Medical Technologists) or National Certified Medical Assistant (National Center for Competency Testing) credentialing exam.

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 including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit

arrangements, and computer use 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 medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

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 application of governmental health care guidelines and includes specimen collection and handling, quality assurance, and quality control.

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 assessment, examination and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

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: Completion of the previous semester courses with a grade of "C" or better.

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 1122**
Brass 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 1135**
Percussion 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 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 1114**
Piano Class for Music Majors I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course provides class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills.

Prerequisite: None.

◆**MUSI 1115**
Piano Class for Music Majors II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the techniques of playing the piano.

Prerequisite: MUSI 1114 or MUSI 1181.

◆**MUSI 1116**
Sight Singing and Ear Training I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course involves singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony is also covered.

Prerequisite: Completion of READ 0200 or equivalent.

Corequisite: MUSI 1211.

◆**MUSI 1117**
Sight Singing and Ear Training II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is an extension of the tonal music and aural studies employed in Sight Singing and Ear Training I.

Prerequisite: MUSI 1116, completion of READ 0200 or equivalent.

Corequisite: MUSI 1212.

◆**MUSI 1159**
Musical Theater I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course includes the study and performance of works from the musical theater repertoire.

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 1211**
Music Theory I

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course involves the analysis and writing of tonal melody and diatonic harmony up to and including 7th chords. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: Completion of READ 0200 or equivalent.

Corequisite: MUSI 1116.

◆ **MUSI 1212**
Music Theory II

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an extension of the analysis and writing of tonal melody and diatonic harmony employed in Music Theory I.

Prerequisite: MUSI 1211, completion of READ 0200 or equivalent.

Corequisite: MUSI 1117.

◆ **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 1286**
Composition I

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course consists of individual or class instruction in music composition, including composing in small forms for simple media in both traditional styles and styles of the student's choice.

Prerequisite: MUSI 1211.

◆ **MUSI 1287**
Composition II

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an extension of individual or class instruction in music composition, including composing in small forms for simple media in both traditional styles and styles of the student's choice as employed in Composition I.

Prerequisite: MUSI 1286.

◆ **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 0200 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 0200 or equivalent.

◆ **MUSI 1307**
Music Literature

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: Completion of READ 0200 or equivalent.

◆ **MUSI 1310**
American Music

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

Prerequisite: Completion of READ 0200 or equivalent.

◆ **MUSI 2114**
Piano Class for Music Majors III

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1115 or MUSI 1182.

◆ **MUSI 2116**
Sight Singing and Ear Training III

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course involves singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures is also covered.

Prerequisite: MUSI 1117, completion of READ 0200 or equivalent.

Corequisite: MUSI 2211.

◆ **MUSI 2117**
Sight Singing and Ear Training IV

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is an extension of the more advanced tonal music and aural studies employed in Sight

Singing and Ear Training III.

Prerequisite: MUSI 2116, completion of READ 0200 or equivalent.

Corequisite: MUSI 2212.

◆ **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 2211**

Music Theory III

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course contains advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony, including chromatics and extended tertian structures. It includes an introduction to 20th century compositional procedures, survey of the traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1212, completion of READ 0200 or equivalent.

Corequisite: MUSI 2116.

◆ **MUSI 2212**

Music Theory IV

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an extension of the study of advanced harmony and compositional procedures employed in Music Theory III.

Prerequisite: MUSI 2211, completion of READ 0200 or equivalent.

Corequisite: MUSI 2117.

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 2160

Clinical-OTA

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:03

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:04 LAB HRS:00
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.

ORGANIZATIONAL LEADERSHIP

ORGL 3311 Issues in Organizational Leadership

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is an overview of issues facing organizational leaders. The module will discuss aspects of leadership as they pertain to internal and external elements facing leaders. Internal elements such as organizational change and organizational development and external elements such as dealing with external stakeholders, the global environment, and competitors will be covered as well. Students will utilize the knowledge gained in the course to develop a personal leadership theory.

Prerequisite: Core Curriculum complete and Junior Standing.

ORGL 3321 Data Driven Decision-Making I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is a survey of important and commonly used quantifiable concepts and methods. The module content is of an interdisciplinary nature; it reviews basic measurable concepts and quantitative methodologies in statistics, economics, accounting, and finance. The purpose of the module is to provide the student understanding of concepts, their measurability, and the analytical meaning of the quantitative data.

Prerequisite: Core Curriculum complete and Junior Standing.

ORGL 3322 Behavior/Ethics/Leadership I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate a competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions.

Prerequisite: Junior Standing and ORGL 3311.

ORGL 3331 Data Driven Decision-Making II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is a continuation of Data Driven Decision-Making I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will utilize this knowledge to practice aspects of research, data analysis, and decision-making.

Prerequisite: Junior Standing and ORGL 3321.

ORGL 3332 Behavior/Ethics/Leadership II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is an examination of behavior and leadership in the workplace and the role of organizational leaders in fostering behaviors within organizations. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of organizational and leadership behaviors. Students will demonstrate a competency in developing strategies for driving behavior within organizations that

align with organizational goals and objectives.

Prerequisite: Junior Standing and ORGL 3322.

**ORGL 4341
Management Theory I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module focuses on the principles and practice of management in an organizational setting. The learner demonstrates knowledge of the functions of management, the skill to analyze organizational processes and the ability to apply management theory to workplace situations. The learner can characterize organizations by their purpose, structure and activities. The learner can recognize, describe and apply common methods of operations and project management.

Prerequisite: Senior Standing and ORGL 3322.

**ORGL 4342
Organizational Change**

CRT HRS:03 LEC HRS:03 LAB HRS:00
In this competency module students will analyze the nature and dynamics of organizational change and the roles that individuals, technologies, and circumstances/forces play in organizational change, including being able to determine the level at which organizational change should take place.

Prerequisite: Senior Standing and ORGL 4341.

**ORGL 4351
Management Theory II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is a continuation of Management Theory I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. This module also introduces aspects of managing operations. Students will utilize this knowledge to demonstrate leadership competence in areas related to managing aspects of organizational operations.

Prerequisite: Senior Standing and ORGL 4341.

**ORGL 4352
Capstone I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module showcases the student's professionalism. The work implies the construction of a professional profile drawing upon the compilation of student academic performance, teamwork experience, and workplace experience. Students work on a real project management case and on constructing their professional profile that culminates in a public presentation. A main factor in evaluating student

performance is the input from local and global organizations and faculty.

Prerequisite: Senior Standing and ORGL 3331 and ORGL 3332.

**ORGL 4361
Capstone II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This competency module is a continuation of Capstone I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will collect and document all evidence of competence and professionalism throughout the degree plan in their e-portfolio. The e-portfolio will contribute to the student's grade in Capstone II.

Prerequisite: Senior Standing and ORGL 4351, ORGL 4352 and ORGL 4342.

PARALEGAL

**LGLA 1303
Legal Research**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.

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 techniques. Topics include briefs, legal memoranda, case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

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; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal's role.

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, including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in

the federal civil litigation process.

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 including pretrial, trial, and post-trial phases of litigation with emphasis on the paralegal's role in the Texas civil litigation process.

Prerequisite: LGLA 1307 and LGLA 1342.

**LGLA 1353
Wills, Trusts and Probate Administration**

CRT HRS:03 LEC HRS:02 LAB HRS:02
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:02
This course presents fundamental concepts of tort and personal injury 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:02
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 fundamental concepts of criminal law and procedures from arrest to final disposition including principles of federal and state law, and the preparation of pleadings and motions as applied to the role of the paralegal in the criminal justice system.

Prerequisite: LGLA 1307.

LGLA 2331**Advanced Legal Research and Writing**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course builds on previous legal research and writing courses and covers standard and computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role.

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 good 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 course 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 NURA 1401 and NURA 1160 and a current registration with Texas Department of Aging In good 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 good standing (current CNA); and Concurrent enrollment in NUPC 1320.

NURA 1160**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. 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: 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: None.

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 good 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 pharmacy technicians and pharmacists' responsibilities in practice settings will be described.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1207**Ethics and Texas Pharmacy Law**

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course will cover the role of the pharmacy technician and the pharmacist and their associated responsibilities. It will include state laws governing the practice of pharmacy, Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects, including criminal and civil statutes.

Prerequisite: Completion of the previous semester courses with a grade of "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: None.

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: None.

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, inventory management, record keeping, stock level adjustment, data input, editing, and legal parameters.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1315
Pharmacy Terminology

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations.

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 third party payment systems and its impact on health care 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
Compounding Sterile Preparations and Aseptic Technique

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the process of compounding sterile preparations within legal and regulatory guidelines specified by USP <797> standards, 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 1347
Pharmaceutical Mathematics II

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course will cover solving basic math problems and demonstrating conversion between various systems of measurement; perform advanced dosage calculations including

alligations, body surface area, formula enlargement/reduction, and IV flow rate calculations.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1349
Institutional Pharmacy Practice

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an exploration of the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include in-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution system, unit dose chart fills, continuous 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 state and the therapeutic properties of the drugs used in pharmaceutical therapy.

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 a study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

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 world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 1316

History of Religions I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Emphasis will be placed on Hinduism and Buddhism, and may also include Taoism, Confucianism, Jainism, Sikhism, Shinto, and/or other related religions.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 1317

History of Religions II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Emphasis will be placed on Judaism, Christianity, and Islam, and may also include other related religions.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2303

Introduction to Logic

CRT HRS:03 LEC HRS:03 LAB HRS:00
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2306

Introduction to Ethics

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2307

Introduction to Social and Political Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major issues in social and political theory and/or the work of major philosophical figures in this area.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2316

Classical Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical

systems from the ancient through medieval periods.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2317

Seventeenth- and Eighteenth Century Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical systems from the seventeenth through the eighteenth centuries.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2318

Nineteenth- and Twentieth Century Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical systems from the nineteenth century to the present.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2321

Philosophy of Religion

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.

Prerequisite: Eligible for ENGL 1301.

PHYSICAL SCIENCE

◆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: TSI complete in Reading or equivalent.

◆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: TSI complete in Reading and in Math 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: TSI complete in Reading and in Math or equivalent.

◆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: TSI complete in Reading and in Math or equivalent.

◆PHYS 1404

Introduction to Astronomy II - Solar System

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.

◆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: TSI complete in Reading and in Math 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 for the PTA

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 and the role of the physical therapist assistant. It includes the application of basic patient handling, functional skills, communication, and 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 the musculoskeletal and neuromuscular systems and their relationship to normal and abnormal movement.

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 collection techniques used to prepare the physical therapist assistant to assist in patient/client 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/diseases 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: TSI complete in Reading and completion of MATH 1414 and MATH 1316 with a "C" or better; or completion of MATH 2412 with a grade of "C" or better; or equivalent.

◆PHYS 1402
College Physics II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles and application of electricity, magnetism, 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.

POLITICAL SCIENCE

◆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: Completion of READ 0200 with a grade of "C" or better or equivalent.

◆GOVT 2305
Federal Government

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Prerequisite: Completion of READ 0200 with a grade of "C" or better or equivalent.

◆GOVT 2306
Texas Government

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite: Completion of READ 0200 with a grade of "C" or better or equivalent.

◆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 2305 with a grade of "C" or better and completion of ENGL 0200 or equivalent.

PRECISION MANUFACTURING TECHNOLOGY

DEMRR 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)

CRT HRS:03 LEC HRS:02 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

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to G and M codes (RS271-D) necessary to program Computer Numerical Controlled (CNC) machines.
Prerequisite: MCHN 2403.

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

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study in the programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.
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 1300

Learning Framework

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Prerequisite: None.

◆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 0100 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 0100 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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

◆PSYC 2315

Psychology of 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 0100 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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

PUBLIC ADMINISTRATION

PBAD 1301

Principles of Transportation

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comprehensive study of the principles, organization, and other major functions of transportation management. Topics include all aspects of import-export transportation including methods and follow-up production status.
Prerequisite: PBAD 1321 with a minimum of "C" or better.

PBAD 1311

Municipal Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the skill development in managing municipal government, coordination of services, organizational structure, and relationships with other local governments. Topics include transportation, public safety, and public utilities.
Prerequisite: PBAD 1321 with a minimum of "C" or better.

PBAD 1321

Public Administration

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.
Prerequisite: None.

PBAD 1341

Governmental Agencies

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.
Prerequisite: PBAD 1321 with a minimum of "C" or better.

PBAD 2301

Public Relations for the Public Sector

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and

conducting public information programs.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2305
Public Sector Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers general principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2311
Public Sector Supervision**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2331
Budgeting in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2335
Ethics in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2339
Human Resource Management in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2341
Legal Aspects of the Public Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2347
Urban Planning**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers an examination of urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

**PBAD 2380
Capstone: Co-op in Public Service Administration**

CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:14
This course covers 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. Includes a lecture component.

Prerequisite: PBAD 1321 with a minimum of "C" or better.

RADIOLOGIC TECHNOLOGY

**RADR 1267
Practicum II**

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. 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 2301 with a minimum of "C" or better, RADR 1466 with a minimum of "B" or better, and concurrent enrollment in RADR 2431.

**RADR 1309
Introduction to Radiography and Patient Care**

CRT HRS:03 LEC HRS:03 LAB HRS:00
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: Must be ACT complete; preferred ACT of 19 composite; 16 in all sections and Departmental Approval Required.

**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 1313 and RADR 1460.

**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: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1460.

**RADR 1460
Clinical**

CRT HRS:04 LEC HRS:00
OFF CAMPUS LAB HRS:24
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 1313 and RADR 1311.

RADR 1466 Practicum I

CRT HRS:04 LEC HRS:00
OFF CAMPUS LAB HRS:32

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 1311 with a minimum of "C" or better, RADR 1460 with a minimum of "B" or better, and concurrent enrollment in RADR 2301.

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 and RADR 2213 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 2431 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 2431 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 and RADR 2213 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 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 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 2401 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 1313 and RADR 1311 with a minimum of "C" or better, RADR 1460 with a minimum of "B" or better, and concurrent enrollment in RADR 1466.

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 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2266.

RADR 2431 Advanced Radiographic Procedures

CRT HRS:04 LEC HRS:03 LAB HRS:04

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 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2266.

READING

READ 0100 Developmental Reading I

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

The READ 0100 course is designed to help students develop reading strategies in an accelerated format. Emphasis is placed on hands on activities, read aloud, silent sustained reading, and the integration of college success skills. This course has a required one-hour lab.

Prerequisite: Placement based on TSI placement score of 342-347; or equivalent.

READ 0200 Developmental Reading II

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

The READ 0200 course is designed to build on the foundation of the READ 0100 course. Emphasis is placed on critical thinking, deductive and inductive reasoning, advanced analysis, and synthesis. This course has a required one-hour lab.

Prerequisite: Completion of READ 0100 with a grade of "C" or better or a TSI placement score of 348-350; 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
This course is a study of respiratory home care/rehabilitation equipment, procedures, and patient education. It emphasizes treatment of patients in home care and alternate settings.

Prerequisite: RSPT 1267 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
This course provides a foundation for the continued development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, 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

This course is an introduction to respiratory care fundamentals and 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 1267 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:01
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 2266 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 2267 Practicum IV

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:20

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 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. Includes the study of mechanical 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 1267 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 mechanical ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.

Prerequisite: RSPT 2266 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
A study of cardiopulmonary care covering advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

Prerequisite: RSPT 1267 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:00
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:00
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.

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.

SOCIOLOGY

**◆SOCI 1301
Introduction to 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 0100 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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

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 1311 Beginning Spanish I for Spanish Speakers

CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 1311 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 1312 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:00
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:00
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 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.

SPEECH

◆SPCH 1311 Introduction to Speech Communication

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Prerequisite: Completion of READ 0200 or equivalent.

◆SPCH 1315 Public Speaking

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Prerequisite: Completion of READ 0200 or equivalent.

◆SPCH 1318 Interpersonal Communications

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the application of communication theory to interpersonal relationship development, maintenance, and termination in the relationship contexts including friendships, romantic partners, families, and

relationships with co-workers and supervisors.

Prerequisite: Completion of READ 0200 or equivalent.

◆ **SPCH 1321**
Business and Professional Speaking

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Prerequisite: Completion of READ 0200 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 0200 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.

◆ **SPCH 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 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.

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 Rapport and Documentation

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a hands-on approach to procedures and techniques that enhance inter and extra organizational relations. Internally, the purpose is to improve people relations; externally, the purpose is to improve community perception of the organization. The course emphasizes all kinds of professional communication skills such as business presentations, technical reports, research reports, oral presentations 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, e-commerce, 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 an e-portfolio that demonstrates the professional profile of the student. The portfolio has two components; one, the personal professional profile of the student based on the course work and extra academic work experiences. The second component is the execution of a hand-on case project related to technology management, e.g., operational management, inventory control, supply chain management, logistic, 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**The Manager and Civic Engagement Seminar**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course uses seminar methodology studying the nature

of management and its role in civic and community engagement. The course work emphasizes the role of the manager in shaping the setting of an organization in its environment considering social, political, technological, economic, ethical, cultural factors. Case studies give special attention to the cultural and ethical dimensions of the managerial functions in global community.

Prerequisite: TMGT 3312, TMGT 3336.

VOCATIONAL NURSING

HPRS 1106**Essentials of Medical Terminology**

CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is a study of medical terminology, word origin, structure, and application.

Prerequisite: Admission to the Vocational Nursing Program.

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 1227**Essentials of Medication Administration**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course covers general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1230**Maternal-Neonatal Nursing**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care and utilizes the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. 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 1234**Pediatrics**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the care of the pediatric patient and family during health and disease from infancy through adolescence. Focus is on the growth and development needs utilizing the nursing process.

Prerequisite: Concurrent enrollment in VNSG 1261.

VNSG 1238**Mental Illness**

CRT HRS:02 LEC HRS:02 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 and VNSG 1432.

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 1304**Foundations of Nursing**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

Prerequisite: Admission to the Vocational Nursing Program.

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 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 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 (anatomy) and function (physiology) of the human body including an understanding of the relationship of the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems in maintaining homeostasis.

Prerequisite: A passing score of 351+ on the Reading TSI 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

This course is 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: None.

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: None.

WLDG 1412
Introduction to Flex Cored ARC Welding (FCAW)

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment.

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 is 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
This course is 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.

WLDG 1430
Introduction to Gas Metal ARC Welding (GMAW)

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is 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 covers various joint designs.

Prerequisite: Completion of or concurrent enrollment In WLDG 1313 and WLDG 1323.

WLDG 1434
Introduction to Gas Tungsten ARC Welding (GTAW)

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. The course covers 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
This course is a study of the production of various fillets and groove welds. Focus is on 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
This is 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.

WLDG 2452
Advanced Flux Cored ARC Welding (FCAW)

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers advanced concepts of flux cored arc welding of structural and fabricated steel products. Focus is on skill development in multi-pass fillet and V-groove welding.

Prerequisite: WLDG 1412.

ADMINISTRATORS AND FACULTY

EXECUTIVE OFFICERS

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