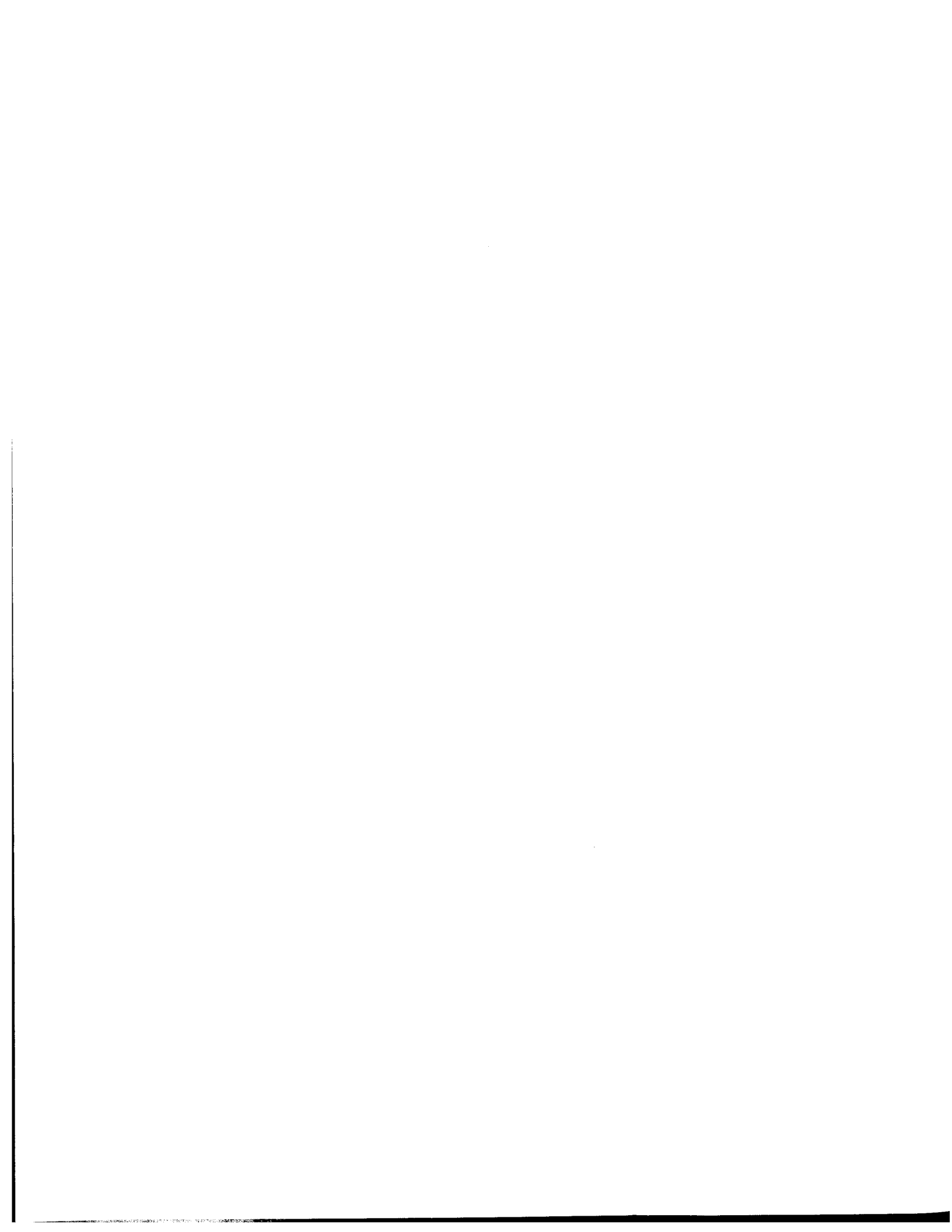




South Texas Community College

Catalog 2002-2004



South Texas Community College

Accreditation

South Texas Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Applied Science, Associate of Arts and Associate of Science degrees.

Affiliations

Alliance for Community College Innovation (ACCI), American Association of Collegiate Registrars and Admissions Officers (AACRAO), American Association of Community and Junior Colleges, American Association of Community College Trustees, American Occupational Therapy Association (AOTA), American Health Information Management Association, American Physical Therapy Association's Commission on Accreditation in Physical Therapy, American Registry of Radiologic Technologists (ARRT), Asociación Regional de Maquiladoras de Reynosa, S.A., Association on Higher Education and Disability, Association of Texas Colleges and Universities, Board of Nurse Examiners for State of Texas, Board of Vocational Nurse Examiners, Hidalgo County Library System, Hispanic Association of Colleges and Universities, International Association of GM-ASEP Schools (IAGMASEP), Junior/College Student Personnel Association of Texas, McAllen Chamber of Commerce, NAFSA: Association of International Educators, National Association of College and University Business Officers (NACUBO), National Association of Colleges and Employers (NACE), National Association of Student Financial Aid Administrators (NASFAA), National Coalition of Advanced Technology Centers, National Community College Hispanic Council (NCCHC), National Organization of Associate Degree Nursing (N-ODN), South Texas Association of Registrars and Admissions Officers (STARAO), South Texas Manufacturers' Association, South Western Association of Student Financial Aid Administrators (SWASFAA), Southern Association of Colleges and Schools, Southern Association of College and University Business Officers (SACUBO), Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Southern Building Code Congress International (SBCCI), Southern Intercollegiate Volleyball Association (SIVA), Tech Prep of the Rio Grande Valley, Texas Administrators of Continuing Education for Community/Junior Colleges, Texas Association for College Admission Counseling (TACAC), Texas Association of Chicanos in Higher Education (TACHE), Texas Association of Collegiate Registrars and Admissions Officers (TACRAO), Texas Association of Community Colleges, Texas Association of Community Colleges Foundations, Inc., Texas Association of Community College Trustees & Administrators (TACCTA), Texas Association of Student Financial Aid Administrators (TASFAA), Texas Collegiate Soccer League (TCSL), Texas Counseling Association, Texas Department of Health, Texas Department of Human Services, Texas Community College Teachers Association (TCCTA), Texas Organization of Associate Degree Nursing (T-OADN)



South Texas Community College's offerings are approved by the
Texas Higher Education Coordinating Board and the Texas Education Agency

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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 Community 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.

This document is available in an alternative format upon request. Contact (956) 618-8302 for more information.

Our Commitment to Hidalgo and Starr Counties

Vision

A better quality of life
for our communities.

Mission

South Texas Community College (STCC) is a comprehensive public community college established to address the diverse educational and training needs of the people of Hidalgo and Starr counties by empowering a pluralistic society of learners with the knowledge and skills necessary to enhance the quality of their lives and to promote the development of their communities.

Core Values

Excellence
Integrity
Community
Student Success
Prosperity
Service
Access



Institutional Statement of Purpose

South Texas Community College seeks to achieve its institutional purpose by offering a variety of educational programs, services, and opportunities designed to:

- ▶ Develop a Prepared Workforce by offering technical and vocational programs for those seeking direct career preparation and credentials suitable for employment in today's businesses and industries;
- ▶ Provide Quality Academic Education by offering freshman and sophomore college courses in the arts and sciences for those pursuing associate degrees or planning to transfer to a senior institution;
- ▶ Encourage Life-Long Learning by offering continuing education courses to those interested in changing careers, upgrading their skills, or seeking personal enrichment;
- ▶ Facilitate Student Success by providing individualized academic advisement, personal counseling, career guidance, and other support services;
- ▶ Provide effective developmental education by addressing the cognitive and affective growth of all postsecondary students in support of their lifelong learning. Developmental programs will be responsive to individual differences and special needs among learners.

In the pursuit of its institutional purpose, South Texas Community College is committed to:

- ▶ Maintaining an Accessible and Effective Learning Environment by encouraging and facilitating enrollment, by employing the best of traditional and innovative educational delivery systems, and by providing facilities and resources conducive to successful teaching/learning endeavors;
- ▶ Fostering Leadership for Its Communities by providing individuals with curricular and extracurricular opportunities to develop leadership qualities and exercise leadership skills;
- ▶ Capitalizing on the Unique Strengths of a Multi-Cultural Environment by recognizing and taking advantage of the special capabilities, insights, and opportunities that exist in a region of international interaction;
- ▶ Promoting Regional Economic Growth and Prosperity by initiating and maintaining alliances with business and industry, educational institutions, government agencies, and community organizations, and by providing customized training in partnership and regional interests;
- ▶ Partnering with Business and Industry to provide close linkages in order to facilitate achievement of desired outcomes and to help secure resources;
- ▶ Creating a Supportive Collegial Work Environment which rewards excellence, provides opportunities for professional and personal growth, and encourages meaningful involvement in the decision-making process.



Creation

South Texas Community College was created on September 1, 1993, by Texas Senate Bill 251 to serve Hidalgo and Starr counties. It is the only community college in Texas to have been established by the Texas Legislature. A confirmation election, held on August 12, 1995, did establish 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.

The institution is presently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Applied Science, Associate of Arts and the Associate of Science Degrees and Certificates. 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 over 12,000 in 2002.

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 Community College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Rights of Individuals with Disabilities

South Texas Community 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 STCC. 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. STCC 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 Community 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.

STCC also prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the Office of Student Support Services.

Additionally, in accordance with the Texas Penal Code, 46.03 (Concealed Handgun Bill), no person may carry a firearm on the campus of an educational institution. Violators will be penalized.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

South Texas Community College assumes an affirmative posture to prevent and eliminate sexual harassment in any division, department, or any work unit by any employee or student. Sexual harassment of employees or students at South Texas Community College is strictly forbidden.

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.

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A Message From The President



Welcome to an exciting world of education and career opportunities at South Texas Community College.

Since the college's inception in September 1993, we have developed more than 60 different degree and certificate programs, established six campuses/centers in Hidalgo and Starr counties and hired more than 300 full-time faculty committed to the success of our students.

We have campuses in McAllen, Weslaco and Rio Grande City as well as the Dr. Ramiro R. Casso Nursing and Allied Health Center in McAllen, and the Center for Advanced and Applied Technology in south McAllen near the Trade Zone. In September 2001, voters approved a \$98.7 million bond issue which allows us to build new classrooms and student support facilities, expand our libraries, renovate existing facilities and purchase new equipment for STCC campuses and centers in McAllen, Weslaco and Starr County.

Concurrent enrollment and academic dual credit programs are offered in school districts throughout the two counties. The programs allow eligible high school students to take college courses while attending high school.

The Partnership for Community, Business and Industry Training provides opportunities for lifelong learners who want to upgrade their skills, change careers or seek personal enrichment. The division offers a variety of courses that satisfy employer needs for customized training to upgrade skills of current employees and prepare new employees. Mandatory Continuing Education Units meeting licensing requirements are also available for certified professionals.

STCC offers limitless opportunities to you as a student, and as a person, to build your own future. Graduation from a community college opened the door to my own future, and as president of South Texas Community College, I am committed to opening doors to higher education for everyone in the Rio Grande Valley.

Congratulations on your decision to be a part of South Texas Community College, where we are building a brighter future for you.

Looking forward to seeing you on campus.

A handwritten signature in cursive script that reads "Shirley A. Reed". The ink is dark and the signature is fluid and legible.

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

Board of Trustees

Officers



GLEN E. RONEY

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Chairman Texas Regional Bancshares, Inc.
and Texas State Bank, McAllen
Representing South McAllen, Southern Pharr, Hidalgo,
Sharyland, Southeast Mission and Granjeno



ROY DE LEON

Vice Chair

Vice President of the Laredo National Bank - McAllen
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Member

Parental Involvement Dept., Weslaco ISD
Representing Donna,
South Alamo and Weslaco

ACADEMIC CALENDAR 2002-2004

Fall Semester 2002

August 13 (Tuesday)	Starr County Campus Registration
August 15 (Thursday)	Mid-Valley Campus Registration
August 19-23 (Monday-Friday)	Pecan Campus Registration
August 19 (Monday)	Faculty Return; New Faculty Orientation
August 20 (Tuesday)	Faculty Professional Development Day
August 23 (Friday)	Faculty Preparation Day
August 26 (Monday)	Classes Begin
August 29 (Friday)	Last Day to Add a Class
September 2 (Monday)	Labor Day Holiday (College Closed)
September 11 (Wednesday)	Census Date
October 14 (Monday)	Columbus Day Holiday (College Closed)
October 15 (Tuesday)	Professional Development Day (College Closed)
November 20 (Wednesday)	Last Day to Withdraw
November 28 - December 1 (Thursday-Sunday)	Thanksgiving Holiday (College Closed)
December 13 (Friday)	Study Day; No Classes
December 14-19 (Saturday-Thursday)	Final Exams
December 20 (Friday)	Grades Due By 4:00 p.m.
December 23-January 5 (Monday-Sunday)	College Closes for Break Between Semesters

Spring Semester 2003

January 6 (Monday)	College Opens; Faculty & Staff Return
January 6-10 (Monday-Friday)	Pecan Campus Registration
January 7 (Tuesday)	Mid-Valley Campus Registration
January 8 (Wednesday)	Faculty Professional Development Day
January 9 (Thursday)	Starr County Campus Registration
January 10 (Friday)	Faculty Preparation Day; New Faculty Orientation
January 13 (Monday)	Classes Begin
January 16 (Thursday)	Last Day to Add a Class
January 20 (Monday)	Martin Luther King, Jr. Holiday (College Closed)
January 29 (Wednesday)	Census Date
February 17 (Monday)	President's Day Holiday (College Closed)
February 18 (Tuesday)	Professional Development Day (College Closed)
March 16-22 (Sunday-Saturday)	Spring Break (College Closed)
March 31 (Monday)	Cesar Chavez Day (Classes Will Be Held)
April 17-20 (Thursday-Sunday)	Easter Holiday (College Closed)
April 21 (Monday)	Last Day to Withdraw
May 9 (Friday)	Study Day; No Classes
May 10-15 (Saturday-Thursday)	Final Exams
May 17 (Saturday)	Graduation
May 19 (Monday)	Grades Due By 4:00 p.m.

ACADEMIC CALENDAR 2002-2004

Summer 2003 Session I

May 26 (Monday)	Memorial Day Holiday (College Closed)
May 27- June 2 (Tuesday-Monday)	Registration For All Summer Sessions
June 3 (Tuesday)	Classes Begin
June 4 (Wednesday)	Last Day to Add a Class
June 6 (Friday)	Census Date
June 24 (Tuesday)	Last Day to Withdraw
July 2 (Wednesday)	Last Day of Classes
July 3 (Thursday)	Final Exams during regularly scheduled class time
July 4 (Friday)	Independence Day Holiday (College Closed)
July 7 (Monday)	Grades due by 4:00 p.m.

Summer 2003 Session II

July 7 (Monday)	Registration for Summer II
July 8 (Tuesday)	Classes Begin
July 9 (Wednesday)	Last Day to Add a Class
July 11 (Friday)	Census Date
July 29 (Tuesday)	Last Day to Withdraw
August 6 (Wednesday)	Last Day of Classes
August 7 (Thursday)	Final Exams during regularly scheduled class time
August 8 (Friday)	Grades due by 4:00 p.m.

Summer 2003 Session III

May 27- June 2 (Tuesday-Monday)	Registration For All Summer Sessions
June 3 (Tuesday)	Classes Begin
June 5 (Thursday)	Last Day to Add a Class
June 11 (Wednesday)	Census Date
July 3-7 (Thursday-Monday)	Independence Holiday Break (No Classes)
July 23 (Wednesday)	Last Day to Withdraw
August 6 (Wednesday)	Last Day of Classes
August 7 (Thursday)	Final Exams during regularly schedule class time
August 8 (Friday)	Grades due by 4:00 p.m.

ACADEMIC CALENDAR 2002-2004

Fall Semester 2003

August 12 (Tuesday)	Mid-Valley Campus Registration
August 14 (Thursday)	Starr County Campus Registration
August 18 (Monday)	Faculty Return: New Faculty Orientation
August 18-22 (Monday-Friday)	Pecan Campus Registration
August 19 (Tuesday)	Faculty Professional Development Day
August 22 (Friday)	Faculty Preparation Day
August 25 (Monday)	Classes Begin
August 28 (Thursday)	Last Day to Add a Class
September 1 (Monday)	Labor Day Holiday (College Closed)
September 10 (Wednesday)	Census Date
October 13 (Monday)	Columbus Day Holiday (College Closed)
October 14 (Tuesday)	Professional Development Day (College Closed)
November 19 (Wednesday)	Last Day to Withdraw
November 27-30 (Thursday-Sunday)	Thanksgiving Holiday (College Closed)
December 12 (Friday)	Study Day: No Classes
December 13-18 (Saturday-Thursday)	Final Exams
December 19 (Friday)	Grades Due By 4:00 p.m.
December 22-January 4 (Monday-Sunday)	College Closes for Break Between Semesters

Spring Semester 2004

January 5 (Monday)	College Opens: Faculty & Staff Return
January 5-9 (Monday-Friday)	Pecan Campus Registration
January 6 (Tuesday)	Mid-Valley Campus Registration
January 7 (Wednesday)	Faculty Professional Development Day
January 8 (Thursday)	Starr County Campus Registration
January 9 (Friday)	Faculty Preparation Day: New Faculty Orientation
January 12 (Monday)	Classes Begin
January 15 (Thursday)	Last Day to Add a Class
January 19 (Monday)	Martin Luther King, Jr. Holiday (College Closed)
January 28 (Wednesday)	Census Date
February 16 (Monday)	President's Day Holiday (College Closed)
February 17 (Tuesday)	Professional Development Day (College Closed)
March 14-20 (Sunday-Saturday)	Spring Break (College Closed)
March 31 (Wednesday)	Cesar Chavez Day (Classes Will Be Held)
April 8-11 (Thursday-Sunday)	Easter Holiday (College Closed)
April 15 (Thursday)	Last Day to Withdraw
May 7 (Friday)	Study Day: No Classes
May 8-13 (Saturday-Thursday)	Final Exams
May 15 (Saturday)	Graduation
May 17 (Monday)	Grades Due By 4:00 p.m.

ACADEMIC CALENDAR 2002-2004

Summer 2004 Session I

May 24-28 & June 1 (Monday-Friday, Tuesday)	Registration For All Summer Sessions
May 31 (Monday)	Memorial Day Holiday (College Closed)
June 2 (Wednesday)	Classes Begin
June 3 (Thursday)	Last Day to Add a Class
June 7 (Monday)	Census Date
June 23 (Wednesday)	Last Day to Withdraw
July 1 (Thursday)	Last Day of Classes
July 2 (Friday)	Final Exams during regularly scheduled class time
July 5 (Monday)	Independence Day Holiday (College Closed)
July 6 (Tuesday)	Grades Due by 4:00 p.m.

Summer 2004 Session II

July 6 (Tuesday)	Registration for Summer II
July 7 (Wednesday)	Classes Begin
July 8 (Thursday)	Last Day to Add a Class
July 12 (Monday)	Census Date
July 28 (Wednesday)	Last Day to Withdraw
August 5 (Thursday)	Last Day of Classes
August 6 (Friday)	Final Exams during regularly scheduled class time
August 9 (Monday)	Grades Due by 4:00 p.m.

Summer 2004 Session III

May 28 & June 1 (Friday, Tuesday)	Registration For All Summer Sessions
June 2 (Wednesday)	Classes Begin
June 4 (Friday)	Last Day to Add a Class
June 10 (Thursday)	Census Date
July 2-6 (Friday-Tuesday)	Independence Holiday Break (No Classes)
July 22 (Thursday)	Last Day to Withdraw
August 5 (Thursday)	Last Day of Classes
August 6 (Friday)	Final Exams during regularly schedule class time
August 9 (Monday)	Grades Due by 4:00 p.m.

Admissions Guidelines

- Students who transfer from an out-of-state or private institution may use transferred courses, which are given common course numbers corresponding to those on the approved "B" or better list to satisfy TASP requirements. If an enrolled student has not earned any "B" or better courses, all TASP rules would apply.
- A student who is on active duty military personnel, stationed in Texas, and enrolled in a Texas public institution would not have to take a test for TASP purposes. If an enrolled student serving on active military duty is exempt from the TASP, but is later discharged from active duty, all TASP rules would apply.
- Students who graduate from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale and have completed the recommended or advanced high school curriculum. The exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

WHEN MUST A STUDENT TAKE THE TASP TEST?

A student must have the TASP Test **before enrolling in any college-level credit coursework.**

REGISTRATION FOR THE TASP TEST

To register for the TASP Test, a student must fill out a registration form prior to the test administration. The *TASP Test Registration Bulletin* provides the student with all the information necessary to register and is available through the Testing Center and Student Information Centers. All registration is handled through the National Evaluation System, Inc. (NES) located in Austin, TX. STCC is a designated test site. Tests are administered several times during the year.

The Testing Center also provides "Quick" TASP test dates that are scheduled throughout the semesters. "Quick" TASP is available during the week, evenings, and Saturdays. A student that has already tested for a "Quick" TASP test and failed one or more sections of the test must wait 90 days before attempting the "Quick" TASP Test. "Quick" TASP is offered on a first-come, first-served basis. For scheduled dates, please call the Testing Center and/or the Student Information Centers or the web site at www.stcc.cc.tx.us/student_services/testing.html.

PAYMENT FOR THE TASP TEST

The TASP Test fee is \$29. Fee waivers are available for qualifying students. The number of fee waivers is limited. Please contact the Financial Aid Office or the Testing Center for more information.

PLACEMENT TESTING

Students enrolling for Certificate Level-One programs of one year or less (42 or fewer semester credit hours or the equivalent) must be tested for reading, writing, and mathematics skills. Placement tests that can be used are the TASP, "Quick" TASP, Pre-TASP Test, ACT, or SAT.

Students pursuing Associate and/or Bachelor's degrees who do not pass the TASP, "Quick" TASP, or Pre-TASP, ACT, or the SAT or meet the requirements, must participate in the appropriate prerequisite course(s) before being allowed to enroll in college-level courses.

TAKING AND PASSING THE TASP TEST

To be considered TASP Complete, a student must pass **all** three sections --reading, writing, and math. If the student does not pass one or more sections, the student may register for the TASP Test again and take only the section(s) of the test that he/she has not passed. A student must be in "continuous" developmental coursework for any section of the test not passed. A student is not required to take developmental courses in all areas he/she failed at the same time, but must be in developmental coursework for at least one section. Students not passing all sections of the TASP Test prior to completing 55 or more college-level semester credit hours, or the equivalent, will not be allowed to enroll in upper-division courses, including those contained in an associate degree program.

Students required to take the TASP Test may not graduate from a certificate program that has six or more semester credit hours or the equivalent outside of the **specified** curriculum, an associate degree program or a baccalaureate degree program until they have passed all three sections of the TASP Test and/or completed sections with "B" or Better option.

To obtain a copy of the TASP Registration Bulletin, contact the Student Information Center located at all STCC sites or the Testing Center.

THE TASP TEST

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

The TASP Test consists of the following sections:

Reading

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

Mathematics

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

Writing

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

TESTING TIME PROVIDED

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

STUDENTS WHO EARN A "B" OR BETTER IN FRESHMAN-LEVEL CREDIT COURSES

Students who initially fail one or more sections of the TASP Test must successfully complete the developmental program(s) prescribed by our Institutional Developmental Plan and must then retake the appropriate sections of the TASP Test. A student who fails the retake of the failed sections may then be allowed to take an approved collegiate-level course. Students attempting such courses are not required to be concurrently enrolled in a developmental activity; however, if a student failed more than one section of TASP, he/she must be in developmental activity for the one section he/she is not attempting the "B" or Better Option. A student who earns a grade of "B" (3.0 on a 4.0 scale) or better in such a course in the area in which a deficit was assessed shall not be required to achieve the minimum passing standard on the TASP Test. Moreover, the student shall not be prohibited from graduating or continuing with his/her program of study. Institutions shall clearly indicate on the official transcript the fact that a student has met the TASP test requirement.

The following are the freshman-level credit courses, approved by the Texas Higher Education Coordinating Board:

1. Writing
 - A. ENGL 1301 (Composition I); or
 - B. ENGL 1302 (Rhetoric)
2. Reading (Courses selected for reading at any institution must be reading intensive)
 - A. HIST 1301, 1302 (U.S. History);
 - B. ENGL 2321, 2322, 2323 (English Literature);
 - C. ENGL 2331, 2332, 2333 (World Literature);
 - D. ENGL 2326, 2327, 2328 (American Literature);
 - E. PSYC 2301 (General Psychology); or
 - F. GOVT 2301, 2302, 2305, 2306 (American Government)
3. Mathematics
 - A. MATH 1414 (College Algebra); or
 - B. MATH 1316 (Plane Trigonometry).

ADMISSIONS PROCEDURES

The steps for entering South Texas Community College are as follows:

1. Obtain a Student Data Form and Student Supplemental Information Form from the Office of Admissions and Records or any Student Information Center, complete both and return to the same office.
2. Provide an official transcript from your high school or each college attended, or GED scores, and have it submitted to the Office of Admissions & Records.
3. Submit test scores from one of the following: Pre-TASP, TASP, ACT, or SAT as part of the application process.
 - a. Students should submit these test scores which are used for placement and guidance purposes.
 - b. Applications for TASP may be made through the high school or college guidance offices. The Pre-TASP and the TASP tests are given at South Texas Community College at designated times. Call the Testing Center at (956) 668-6474.
 - c. Individual Approval students wishing to receive financial aid must also pass a test approved by the U.S. Department of Education (Ability to Benefit).
4. Prior to registration, all new incoming freshman and transfer students will be required to sign an acknowledgment form pertaining to the receipt of information on bacterial meningitis. Forms will accompany the STCC application. Please see page 50 under Immunization Requirements on more about bacterial meningitis.
5. Notification of admission-Students who do not complete all admission requirements listed above before the established deadlines will be notified of their status by the college.
6. Registration for classes will be held on the official registration dates as outlined in the school calendar/class schedule. Payment of tuition and fees is due at the designated deadline to complete the enrollment process.
7. Falsification of admission records may result in permanent suspension from the College.

Student admission procedures are the responsibility of the Dean of Enrollment Services and Registrar. Any questions, comments, or requests for assistance concerning the enrollment process or any other aspect of the admission procedure should be directed to the Dean of Enrollment Services and Registrar.

AUDITING A CLASS

Auditing a course provides the privilege of attending lecture classes only. Course tuition will be charged for auditing a course. Auditing students will not be permitted to attend laboratories, performing and/or activity courses. Auditing does not include the taking of examinations, submitting papers or reports, laboratory exercises, field work or receiving a grade in the course. Individuals with audit status will not be given semester hour credit and/or a grade after having enrolled on an audit basis.

Registration for an audit class is available on the seventh class date of the Fall or Spring semester and the third class date of each Summer session. Course tuition will be charged for auditing a course. Auditing a course will be determined on a space availability contingency.

CONCURRENT ENROLLMENT

Concurrent enrollment is a program that allows qualified 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 credit may be earned with the approval of the principal. Check with your high school counselor for verification. College credit will be earned upon successful course completion. Students must submit an application form and an official high school transcript in order to register for the college course(s). The application must be signed by their high school principal or counselor, their parent or legal guardian, and an STCC school official. Students must also have appropriate TASP scores, or be TASP exempt in order to enroll in academic courses. Students enrolling in certificate courses must have passed the Exit TAAS. Please check with the Office of Admissions and Records, or the Director of Public School Relations for further details.

TECH PREP

South Texas Community College is a participating member of the Lower Rio Grande Valley Tech-Prep consortium. Tech Prep is part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts enable high school students to enter STCC with college credits in a technical area and prepare them to enter the workforce in high demand technical courses.

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

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

Upon registering at STCC, the student should visit the Tech Prep advisor's office to ensure proper application of their credit.

INTERNATIONAL STUDENTS

International students making application to South Texas Community College must complete the following requirements:

1. Submit an application for admission and an evaluated and translated official transcript of graduation from high school or from each institution previously attended outside the U.S. A list of AACRAO approved evaluating agencies is available at the Office of Admissions and Records.
2. Upon receipt of this data, South Texas Community College will issue the student an I-20 form and a letter of acceptance for admission to the college. The applicant must then take these documents to the U.S. Embassy to obtain an F-1 student visa.
3. Submit an official copy of scores, if applicable, on the Test of English as a Foreign Language (TOEFL) before being considered for admission. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 U.S.A. (No student will be accepted who has a total TOEFL score below 500.)
4. Submit an affidavit of support guaranteeing ability to pay expenses and a statement from a bank or reliable institution documenting availability of funds. This form (affidavit) must have attached a conversion of monetary equivalencies in American dollars and cents, and it must be notarized by the country's equivalent of a notary public who should sign and stamp or impress his/her seal.

Foreign students must also abide by the following regulations:

1. Provide proof of medical and hospitalization insurance at the time of registration.
2. Be ineligible to receive financial aid or employment privileges.
3. Must be enrolled on a full-time basis and maintain satisfactory progress as defined under the Scholastic Progress Standards section of this catalog.
4. Comply with STCC regulations and all other laws governing United States citizens.
5. Provide a copy of the I-94 to be kept on file. Failure to comply with any of these regulations may result in expulsion from South Texas Community College and deportation from the United States.

STUDENTS RECORDS

DEFINITION OF A MAJOR

A "major" is a concentration of specialized coursework which leads to a certificate or degree. A current list of major codes is listed on the back of the Student Data Form (application) as well as on the Change of Major/Address form.

CHANGE OF ADDRESS

Students' current mailing and permanent address must be correctly listed on college records. Any changes in the mailing address should be promptly reported to the Office of Admissions and Records and a

Change of Information form completed. Students will not be excused from penalties on grounds of not receiving communications mailed from the College if the new address was not reported.

CHANGE OF NAME

College records of students' names are based upon the Student Data Form. Subsequent changes of name and address should be promptly reported to the Office of Admissions and Records. Students may change the full legal name on their permanent academic records by providing appropriate documentation and completing a Change of Information form in the Office of Admissions and Records.

CONFIDENTIALITY OF RECORDS

It is the policy of South Texas Community College to maintain confidentiality of its students' educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act and the Texas Open Records Act are respectively federal and state laws that provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. In accordance with these laws, STCC has adopted the following policy:

STCC will not permit access to or the release of personally identifiable information contained in student education records to any party without the written consent of the student except as follows:

1. To appropriate STCC officials who require access to educational records in order to perform their legitimate educational duties/interest;
"Legitimate educational interests" means (1) the information or records requested is relevant and necessary to accomplishment of some task or determination, and, (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility."
2. 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;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. 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 the request of The University of Texas-Pan American (UT-Pan Am), South Texas Community College will forward educational records to UT-Pan Am for students who seek or intend to enroll at UT-Pan Am.

DIRECTORY INFORMATION

At its discretion, STCC may release information that shall include:

- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized sports and activities
- Dates of attendance
- Most recent previous educational institution(s) attended
- Classification
- Degrees and awards received
- Enrollment status
- Date of graduation
- Name of the most recent previous institution attended

Students may withhold information by notifying the Office of Admissions and Records in writing each semester during the first 12 days of class of a Fall or Spring semester, or the first four class days of a Summer semester. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold information must be filed each semester or term in the Office of Admissions and Records.

FORMAL HEARING PROCEDURE

Formal hearing procedures may only be necessary when the informal means are not satisfactory to the student or the Custodian of Records/Registrar in question. If a formal hearing is requested, the Vice President for Student Services and Development or designee shall conduct the hearing and render a decision within a reasonable period of time following the request. The student and the Custodian of Records shall be afforded full and fair opportunity to present evidence relevant to the issue raised. The appeal shall not go beyond the Vice-President level. Forms are available at the Office of Admissions and Records.

RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas Community College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have lived in the State of Texas for 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable state

and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out-of-state as defined by the above-cited guidelines must pay non-resident tuition.

To be classified as a resident, a student must prove Texas residency for the 12 months immediately prior to the date of enrollment for the given semester with one or more of the following documents:

- Texas high school transcript (showing attendance for the last 12 months);
- Texas college or university transcript (showing attendance for the last 12 months);
- Texas voter registration (at least one year old);
- Permanent driver's license (at least one year old);
- Employer's statement of employment for last 12 months;
- Lease agreement for the last 12 months;
- Canceled checks for the last 12 months;
- Utility bills for the last 12 months;
- Other third party documentation.

To claim dependent residence status, a student must provide a copy of the parents' IRS 1040 (federal income tax return) with the parents' residence listed.

Resident Students have two classifications - those who live in the South Texas Community College District and those who live outside the district. The South Texas Community College District includes all of Hidalgo and Starr counties.

Persons, and their dependents, who do not live in the college district but who own property that is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties. It must be submitted with the application for admission to the College and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

The student is responsible for registering under the proper residence classification and for providing appropriate documentation as required by the College.

When completing the oath of residency portion of the application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as required by the College. If there is any question as to right to classification as a resident of the South Texas Community College District, it is the student's obligation, prior to, or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's

classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

"A student classified as a non-resident (out-of-state or international) is one who has not met the state requirements for establishing residency for tuition purposes prior to census date.

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 who has applied to or has petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law has the same privilege of qualifying for resident status for fee purposes under this Act as has a citizen of the United States..." (**Please contact the Office of Admissions and Records to determine if you have a visa that allows you 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 the individual's parent, guardian, or conservator while attending a public or private high school in this state and:

- (1) graduated from a public or private high school or received the equivalent of a high school diploma in this state;
- (2) resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
- (3) registers as an entering student in an institution of higher education not earlier than the 2001 Fall semester; and
- (4) provides to the institution an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so."

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

Tuition and Fees

TUITION

Fiscal Year 2002 - 2003

Number of Credit Hours	In-District	Out-of- District	Non-Residents of Texas
1	\$124.00	\$174.00	\$110.00
2	\$148.00	\$198.00	\$220.00
3	\$172.00	\$222.00	\$330.00
4	\$229.00	\$282.00	\$440.00
5	\$271.00	\$331.00	\$550.00
6	\$313.00	\$380.00	\$660.00
7	\$355.00	\$429.00	\$770.00
8	\$397.00	\$478.00	\$880.00
9	\$439.00	\$527.00	\$990.00
10	\$481.00	\$576.00	\$1,100.00
11	\$523.00	\$625.00	\$1,210.00
12	\$565.00	\$674.00	\$1,320.00
13	\$607.00	\$723.00	\$1,430.00
14	\$649.00	\$772.00	\$1,540.00
15	\$691.00	\$821.00	\$1,650.00
16	\$733.00	\$870.00	\$1,760.00
17	\$775.00	\$919.00	\$1,870.00
18	\$817.00	\$968.00	\$1,980.00
19	\$859.00	\$1,017.00	\$2,090.00
20	\$901.00	\$1,066.00	\$2,200.00
21	\$943.00	\$1,115.00	\$2,310.00

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.

Included in Tuition:

- Student Support Services Fee per credit hour*
- Facilities & Operations Fee per credit hour*
- Equipment and Technology Fee per credit hour*
- Graduation Fee*
- Transcripts Fee*
- Student Photo I.D.*
- Student I.D. Validation per semester*
- Replacement Student Identification*
- Parking Permit per semester*
- Per additional Vehicle*
- Campus Placement Test Fee*
- ASSET Exam (Ability to Benefit)*
- Career Assessment-Full Battery Fee*

Approved February 15, 2001.

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 Community College.

* See fee schedule for additional applicable fees on page 25.

FEES

2002 - 2003 Academic Year

Other Student Additional Fees

Continuing Education per contact hour	4.00
Drop/Add Fee (1st to 12th class day) one time fee	20.00
Late Registration Fee	25.00
Student Registration Fee	65.00
Non-Course Based TASP Remediation Fee	95.00
Audit Fee	Tuition
Credit by Examination (Technical Courses Only)	Tuition
Returned Check Fee	25.00
Reinstatement Fee	150.00
Parking Permit Violations	
First	10.00
Second	30.00
Third	40.00
Fourth	80.00
Fifth	100.00
Handicap Parking Violations	100.00
Vehicle Boot Removal Fee	80.00
Moving Traffic Violations	
First	30.00
Second	40.00
Third	50.00
Lost Library Book Fee - Cost of book plus processing fee	25.00
Installment Plan Fee	25.00
Late Installment Payment Fee	25.00
Emergency Loan Processing Fee	25.00
Late Emergency Loan Payment Fee	25.00
Allied Health Loan Application Fee	50.00
Insurance Fee	<i>(Obtain information from Cashier's Office)</i>
Liability Insurance Fee	<i>(Obtain information from your program chair)</i>
Studio Arts Class Fee	25.00
Culinary Arts Lab Fee	60.00
Telecourse Fee	25.00
Physical Education Special Activity Fee per course	
(Excluding Bowling, Golf, Racquetball, Swimming & Scuba Diving)	55.00
Physical Education (KINE Bowling) Course Fee	75.00
Physical Education (KINE Golf) Course Fee	75.00
Physical Education (KINE Racquetball) Course Fee	75.00
Physical Education (KINE Scuba Diving) Course Fee	95.00
Physical Education (KINE Swimming) Course Fee	75.00
Seminars/Summer Camps, Workshops, and other special activities	Recovery of cost

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. An installment payment plan is available.

PAYMENTS

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

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STCC does not re-deposit checks. These checks are forwarded directly to the Check Rite office for processing.
- To clear a returned check, the student must go to the Check Rite Office to pay for the check (515 Nolana, McAllen, TX 630-2878). Checks will not be accepted.
- Returned checks not promptly paid to Check Rite will be charged a \$25 fee and referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department and the student will be charged a \$25 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

SCHEDULE CHANGES

(Adding & Dropping Courses)

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

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis.
- Applications are available with the Cashiers and must be returned prior to census date with the initial payment.
- One-half of tuition and student registration fee, plus a \$25.00 installment fee, and any other fees that are not deferred are due on registration day.
- The remaining balance is subject to change in the event you withdraw, drop, or add a class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.
- Due dates are posted on the Student Installment Agreement:
During fall and spring there are two installment payment dates.
During the summer sessions, there is one installment payment date.

- A \$25.00 late payment fee will be assessed for each payment not paid by the scheduled due date.
- Instructors will be notified within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

Third Party contracts constitute written agreements between a third party (i.e., Texas Rehabilitation Commission, WIA) and South Texas Community College; wherein, payment for tuition and fees for a student is to be paid to STCC 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 STCC and the student is initially presented a scholarship award letter to STCC, it is the student's responsibility to present the check to STCC.

DUAL ENROLLMENT FEES

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

The total amount of tuition charged at STCC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Incidental fees are billed by each institution at its regularly authorized rates. The student in this situation is liable for full tuition payment at registration. Proof of dual enrollment in the form of a receipt is required at the Office of Admissions and Records on a semester basis. During the Fall and Spring semesters, proof must be submitted before the twelfth class day. During the summer sessions, proof must be submitted before the fourth class day for evaluation and necessary adjustments. Appropriate refunds will be determined and will be issued to the student's address on file at the Office of Admissions and Records.

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.

	Hope Credit	Lifetime learning credit	Coverdell ESA ¹	Traditional and Roth IRAs ¹	Student Loan Interest	State Tuition Programs	Education Savings Bond Program ¹	Employer's Educational Assistance Program ¹
What is your benefit?	Credits can reduce the amount of tax you must pay		Earnings are not taxed	No 10% additional tax on early withdrawal	You can deduct the interest	Earnings are not taxed	Interest is not taxed	Employer benefits are not taxed
What is the annual limit?	Up to \$1,500 per student	Up to \$1,000 per family	\$500 contribution per beneficiary	Amount of qualifying expenses	\$2500	None	Amount of qualifying expenses	\$5,250
What expenses qualify besides tuition and required enrollment fees?	None		Books, supplies, & equipment; Room and board if at least a half-time student; Payments to state tuition program	Books, supplies, & equipment; Room & board if at least a half-time student	Books, supplies, & equipment; Room & board; Transportation; Other necessary expenses	Books, supplies, & equipment; Room & board if at least a half-time student	Payments to Coverdell ESAs; Payments to state tuition programs	Books, supplies, & equipment
What education qualifies?	1st 2 years of undergraduate	All undergraduate and graduate						Undergraduate
What are some of the other conditions apply?	Can be claimed only for 2 years; Must be enrolled at least half-time in a degree program		Cannot contribute to Coverdell ESA and state tuition program in the same year; Must withdraw assets at age 30		Applies to 1st 60 months of required interest; Must have been at least a half-time student in a degree program	Beneficiary must pay tax on withdrawn earnings.	Applies only to qualified series EE bonds issued after 1989 or series I bonds	
At what income range do benefits phase out?	\$40,000 - \$50,000 \$80,000 - \$100,000 for joint returns		\$95,000- \$110,000; \$150,000- \$160,000 for joint returns	There is no phaseout	\$40,000- \$55,000; \$60,000- \$75,000 for joint returns	There is no phaseout	\$55,750- \$70,750; \$83,650- \$113,650 for joint returns	There is no phaseout

¹ Any nontaxable withdrawal is limited to the amount that does not exceed qualifying educational expenses.

Table from: Department of the Treasury Internal Revenue Service, Publication 970, *TAX Benefits for Higher Education*.

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 STCC's scheduled class days, not the students' class meeting days.

Drop or Withdraw from STCC - To officially withdraw or drop from the college, a student must go to the Office of Admissions and Records. STCC will refund a percentage of collected tuition and mandatory fees to students who **officially withdraw or drop** from the institution according to the following refund schedule established by the Texas Higher Education Coordinating Board. If you drop and add a course with the same credit hours before the twelfth class day (during the fall and spring) or fourth class day (during the summer sessions), it is considered an even exchange and you will not pay a percentage. If you drop and add a course with the same credit hours after the twelfth class day, you will pay a percentage (see below schedule) for the course you dropped.

Students who officially withdraw from courses at the college shall have their tuition and mandatory fees refunded according to the following schedule:

TUITION REFUNDS

FALL AND SPRING SEMESTERS

Prior to the first class day	100 percent
During the first fifteen class days	70 percent
During the sixteenth through twentieth class days ...	25 percent
After the twentieth class day	None

SUMMER I AND II SESSIONS

Prior to the first class day	100 percent
During the first five class days	70 percent
During the sixth class day	25 percent
After the sixth class day	None

SUMMER III SESSION

Prior to the first class day	100 percent
During the first nine class days	70 percent
During the tenth through twelfth class days	25 percent
After the twelfth class day	None

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

INCIDENTAL FEES

Other Fees

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

BOOKSTORE REFUNDS

Bookstore services are contracted with Follett Higher Education Group which determines the bookstore refund policy.

The policy listed below is, therefore, subject to change at the discretion of Follett:

100 percent refund with the following:

- Sales receipt
- Unmarked, if new/unopened, if shrink wrapped
- Within first fifteen calendar days after the first class day of the Fall or Spring semester
- Within first seven calendar days after the first class day of each summer session
- Within one day after the first class day for courses starting at times not consistent with the regular semester, or Summer sessions

* 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.

Scholastic Regulations

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COMMUNITY 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 Community College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course, cannot be used in determining grade point averages.

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COMMUNITY COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL - A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised September 1996). 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 CCNS codes 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 Community 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 Community College will forward educational records to UT-Pan American for students who seek or intend to enroll there.

SOUTH TEXAS COMMUNITY COLLEGE

ACADEMIC TRANSFERABLE COURSES

The following STCC academic courses are transferable in accordance to the Texas Common Course Numbering System.

(Last modified: December 20, 2001.)

Four-year institutions determine which courses will be required for degrees at their institution.

ACCT	2401	PRINCIPLES OF FINANCIAL ACCOUNTING	COMM	2315	NEWS GATHERING & WRITING II
ACCT	2402	PRINCIPLES OF MANAGERIAL ACCOUNTING	COSC	1301	MICROCOMPUTER APPLICATIONS
ANTH	2301	PHYSICAL ANTHROPOLOGY	COSC	1309	LOGIC DESIGN
ANTH	2346	GENERAL ANTHROPOLOGY	COSC	1315	FUNDAMENTALS OF PROGRAMMING
ANTH	2351	CULTURAL ANTHROPOLOGY	COSC	1420	C PROGRAMMING
ARTS	1301	ART APPRECIATION	COSC	1430	VARIABLE TOPIC PROGRAMMING LANGUAGE
ARTS	1303	ART HISTORY I	COSC	2315	DATA STRUCTURES
ARTS	1304	ART HISTORY II	COSC	2325	COMPUTER ORGANIZATION & MACHINE LANGUAGE
ARTS	1311	DESIGN I	COSC	2330	ADVANCED COMPUTER SCIENCE PROGRAMMING
ARTS	1312	DESIGN II	CRIJ	1301	INTRODUCTION TO CRIMINAL JUSTICE
ARTS	1316	DRAWING I	CRIJ	1306	COURT SYSTEMS AND PRACTICES
ARTS	1317	DRAWING II	CRIJ	1307	CRIME IN AMERICA
ARTS	2316	PAINTING I	CRIJ	1310	FUNDAMENTALS OF CRIMINAL LAW
ARTS	2317	PAINTING II	CRIJ	2313	CORRECTIONAL SYSTEMS AND PRACTICES
ARTS	2323	DRAWING III	CRIJ	2328	POLICE SYSTEMS AND PRACTICES
ARTS	2324	DRAWING IV	DANC	1241	BALLET
ARTS	2326	SCULPTURE I	DANC	1245	MODERN DANCE
ARTS	2327	SCULPTURE II	DANC	1247	JAZZ DANCE
ARTS	2333	PRINTMAKING I	DANC	1249	BALLET FOLKLORICO I
ARTS	2334	PRINTMAKING II	DANC	2303	DANCE APPRECIATION
ARTS	2346	CERAMICS I	DRAM	1310	INTRODUCTION TO THEATRE
ARTS	2347	CERAMICS II	DRAM	1351	ACTING I
BCIS	1332	COBOL PROGRAMMING	ECON	2301	PRINCIPLES OF ECONOMICS I-MACRO
BCIS	1431	PROGRAMMING WITH BASIC	ECON	2302	PRINCIPLES OF ECONOMICS II-MICRO
BCIS	2332	ADVANCED COBOL PROGRAMMING	EDUC	1301	INTRODUCTION TO EDUCATION
BIOL	1322	NUTRITION AND DIET THERAPY	EDUC	1325	PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION
BIOL	1408	GENERAL BIOLOGY I	ENGL	1301	COMPOSITION
BIOL	1409	GENERAL BIOLOGY II	ENGL	1302	COMPOSITION II - RHETORIC
BIOL	1411	GENERAL BOTANY	ENGL	2307	CREATIVE WRITING I
BIOL	1413	GENERAL ZOOLOGY	ENGL	2308	CREATIVE WRITING II
BIOL	2320	MICROBIOLOGY FOR THE FOOD SERVICES	ENGL	2311	TECHNICAL WRITING
BIOL	2389	ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES	ENGL	2321	BRITISH LITERATURE
BIOL	2401	ANATOMY & PHYSIOLOGY I	ENGL	2326	AMERICAN LITERATURE
BIOL	2402	ANATOMY & PHYSIOLOGY II	ENGL	2331	WORLD LITERATURE
BIOL	2406	ENVIRONMENTAL BIOLOGY	ENGL	2341	FORMS OF LITERATURE
BIOL	2416	GENETICS	ENGL	2342	STUDIES IN THEMES AND GENRES
BIOL	2421	MICROBIOLOGY	ENGL	2389	ACADEMIC COOPERATIVE IN ENGLISH
BIOL	2428	COMPARATIVE VERTEBRATE ANATOMY	ENGR	1101	INTRODUCTION TO ENGINEERING
BUSI	1301	INTRODUCTION TO BUSINESS	ENGR	1204	ENGINEERING GRAPHICS
BUSI	2301	BUSINESS LAW	ENGR	2301	STATICS
CHEM	1411	GENERAL CHEMISTRY I	ENGR	2302	DYNAMICS
CHEM	1412	GENERAL CHEMISTRY II	ENGR	2330	DIGITAL SYSTEMS ENGINEERING I
CHEM	2423	ORGANIC CHEMISTRY I	FREN	1311	BEGINNING FRENCH I
CHEM	2425	ORGANIC CHEMISTRY II			
COMM	2311	NEWS GATHERING & WRITING I			

FREN	1312	BEGINNING FRENCH II	KINE	1127	TENNIS I
FREN	2303	INTRODUCTION TO FRENCH LITERATURE I	KINE	1128	TENNIS II
FREN	2304	INTRODUCTION TO FRENCH LITERATURE II	KINE	1129	VOLLEYBALL I
FREN	2311	INTERMEDIATE FRENCH I	KINE	1130	VOLLEYBALL II
FREN	2312	INTERMEDIATE FRENCH II	KINE	1131	YOGA & FLEXIBILITY TRAINING
GEOG	1301	PRINCIPLES OF PHYSICAL GEOGRAPHY	KINE	1132	SELF DEFENSE AND PERSONAL SAFETY
GEOL	1403	GENERAL GEOLOGY I	KINE	1133	OUTDOOR ADVENTURE TRAINING
GEOL	1404	GENERAL GEOLOGY II	KINE	1136	SAILING I
GOVT	2301	AMERICAN GOVERNMENT I	KINE	1137	SAILING II
GOVT	2302	AMERICAN GOVERNMENT II	KINE	1140	HORSEBACK RIDING
GOVT	2304	INTRODUCTION TO POLITICAL SCIENCE	KINE	1141	FISHING AND HUNTING
GOVT	2389	ACADEMIC COOPERATIVE IN SOCIAL SCIENCE	KINE	1142	MOUNTAIN BIKING
HIST	1301	UNITED STATES HISTORY I	KINE	1143	ADAPTED PHYSICAL ACTIVITIES AND THERAPEUTIC RECREATION
HIST	1302	UNITED STATES HISTORY II	KINE	1166	BASIC LIFE SUPPORT (CPR)
HIST	2311	WESTERN CIVILIZATION I	KINE	1206	FIRST AID AND BASIC LIFE SUPPORT (CPR)
HIST	2312	WESTERN CIVILIZATION II	KINE	1210	AEROBIC DANCE I
HIST	2321	WORLD CIVILIZATIONS I	KINE	1211	AEROBIC DANCE II
HIST	2322	WORLD CIVILIZATIONS II	KINE	1212	AEROBIC DANCE TRAINING & CERTIFICATION
HIST	2380	MEXICAN AMERICAN HISTORY	KINE	1215	TAP DANCE
HUMA	1301	INTRODUCTION TO THE HUMANITIES I	KINE	1217	INTRODUCTION TO DANCE FORMS
HUMA	1302	INTRODUCTION TO THE HUMANITIES II	KINE	1238	PERSONAL TRAINER CERTIFICATION
HUMA	2319	AMERICAN MINORITY STUDIES	KINE	1251	BEGINNING SCUBA
HUMA	2323	WORLD CULTURES	KINE	1252	ADVANCED SCUBA
JAPN	1300	BEGINNING JAPANESE CONVERSATION I	KINE	1253	LIFEGUARD TRAINING
JAPN	1310	BEGINNING JAPANESE CONVERSATION II	KINE	1301	INTRODUCTION TO KINESIOLOGY
JAPN	2311	INTERMEDIATE JAPANESE I	KINE	1304	PERSONAL HEALTH AND WELLNESS
JAPN	2312	INTERMEDIATE JAPANESE II	KINE	1305	COMMUNITY AND ENVIRONMENTAL HEALTH
KINE	1101	FITNESS AND MOTOR DEVELOPMENT I	KINE	1306	ADVANCED FIRST AID AND SAFETY
KINE	1102	FITNESS AND MOTOR DEVELOPMENT II	KINE	1308	SPORTS OFFICIATING I
KINE	1103	WEIGHT TRAINING & CONDITIONING I	KINE	1309	SPORTS OFFICIATING II
KINE	1104	WEIGHT TRAINING & CONDITIONING II	KINE	1321	TECHNIQUES OF COACHING SPORTS I
KINE	1107	BASKETBALL I	KINE	1322	TECHNIQUES FOR COACHING SPORTS II
KINE	1108	BASKETBALL II	KINE	1331	KINESIOLOGY FOR ELEMENTARY SCHOOL
KINE	1109	BOWLING I	KINE	1336	INTRODUCTION TO RECREATION
KINE	1110	BOWLING II	KINE	1338	CONCEPTS OF PHYSICAL FITNESS
KINE	1111	FLAG FOOTBALL I	KINE	1346	DRUG USE AND ABUSE IN SOCIETY
KINE	1112	FLAG FOOTBALL II	KINE	2115	KARATE III
KINE	1113	GOLF I	KINE	2116	KARATE IV
KINE	1114	GOLF II	KINE	2255	WATER SAFETY INSTRUCTOR
KINE	1115	KARATE I	MATH	1325	BUSINESS CALCULUS
KINE	1116	KARATE II	MATH	1332	COLLEGE MATHEMATICS
KINE	1117	ORIENTEERING, MAP READING & LAND NAVIGATION I	MATH	1342	STATISTICS
KINE	1118	ORIENTEERING, MAP READING & LAND NAVIGATION II	MATH	1350	FUNDAMENTALS OF MATHEMATICS I
KINE	1119	RACQUETBALL I	MATH	1351	FUNDAMENTALS OF MATHEMATICS II
KINE	1120	RACQUETBALL II	MATH	1414	COLLEGE ALGEBRA
KINE	1121	SOCCER I	MATH	2412	PRECALCULUS ALGEBRA & TRIGONOMETRY
KINE	1122	SOCCER II	MATH	2413	CALCULUS I
KINE	1123	SOFTBALL I	MATH	2414	CALCULUS II
KINE	1124	SOFTBALL II	MATH	2415	CALCULUS III
KINE	1125	SWIMMING I	MATH	2418	LINEAR ALGEBRA
KINE	1126	SWIMMING II	MATH	2420	DIFFERENTIAL EQUATIONS
			MUAP	1201	APPLIED VIOLIN

MUAP	1202	APPLIED VIOLA	PSYC	2307	ADOLESCENT PSYCHOLOGY
MUAP	1203	APPLIED CELLO	PSYC	2308	CHILD PSYCHOLOGY
MUAP	1204	APPLIED DOUBLE BASS	PSYC	2314	LIFESPAN GROWTH AND DEVELOPMENT
MUAP	1205	APPLIED FLUTE	PSYC	2315	PSYCHOLOGY OF HUMAN ADJUSTMENT
MUAP	1206	APPLIED CLARINET	PSYC	2316	PSYCHOLOGY OF PERSONALITY
MUAP	1207	APPLIED SAXOPHONE	PSYC	2317	STATISTICAL METHODS IN PSYCHOLOGY
MUAP	1208	APPLIED TRUMPET	PSYC	2319	SOCIAL PSYCHOLOGY
MUAP	1209	APPLIED FRENCH HORN	QUMT	2340	QUANTITATIVE METHODS – BUSINESS STATISTICS I
MUAP	1210	APPLIED TROMBONE	ROTC	1201	MARKSMANSHIP AND FIRST AID
MUAP	1211	APPLIED BARITONE	ROTC	1202	SURVIVAL & LAND NAVIGATION TRAINING
MUAP	1212	APPLIED OBOE	ROTC	3202	ADVANCED ARMY PHYSICAL DEVELOPMENT
MUAP	1213	APPLIED BASSOON	SGNL	1301	BEGINNING AMERICAN SIGN LANGUAGE I
MUAP	1214	APPLIED TUBA	SGNL	1302	BEGINNING AMERICAN SIGN LANGUAGE II
MUAP	1215	APPLIED PERCUSSION	SGNL	2301	INTERMED. AMERICAN SIGN LANGUAGE I
MUAP	1216	APPLIED GUITAR	SGNL	2302	INTERMED. AMERICAN SIGN LANGUAGE II
MUAP	1217	APPLIED PIANO	SOCI	1301	INTRODUCTORY SOCIOLOGY
MUAP	1218	APPLIED VOICE	SOCI	1306	CONTEMPORARY SOCIAL PROBLEMS
MUEN	1121	BAND ENSEMBLE	SOCI	2301	MARRIAGE AND THE FAMILY
MUEN	1131	MARIACHI ENSEMBLE	SOCI	2319	MINORITY STUDIES
MUEN	1141	CHOIR ENSEMBLE	SOCW	2361	INTRODUCTION TO SOCIAL WORK
MUSI	1181	PIANO CLASS I	SOCW	2362	SOCIAL WELFARE AS A SOCIAL INSTITUTION
MUSI	1182	PIANO CLASS II	SPAN	1300	BEGINNING SPANISH CONVERSATION I
MUSI	1183	VOICE CLASS I	SPAN	1310	BEGINNING SPANISH CONVERSATION II
MUSI	1184	VOICE CLASS II	SPAN	1311	BEGINNING SPANISH I-NON SPANISH SPEAKERS
MUSI	1192	GUITAR CLASS	SPAN	1312	BEGINNING SPANISH II-NON SPANISH SPEAKERS
MUSI	1193	GUITAR CLASS II	SPAN	1505	INTENSIVE BEGINNING SPANISH
MUSI	1301	FUNDAMENTALS OF MUSIC	SPAN	2306	INTERMEDIATE CONVERSATIONAL SPANISH
MUSI	1306	MUSIC APPRECIATION	SPAN	2311	INTERMEDIATE SPANISH I
MUSI	1308	MUSIC LITERATURE I	SPAN	2312	INTERMEDIATE SPANISH II
MUSI	1309	MUSIC LITERATURE II	SPAN	2313	SPANISH FOR SPANISH SPEAKERS I
MUSI	1311	MUSIC THEORY I	SPAN	2315	SPANISH FOR SPANISH SPEAKERS II
MUSI	1312	MUSIC THEORY II	SPAN	2316	CAREER SPANISH I
MUSI	2181	PIANO CLASS III	SPAN	2317	CAREER SPANISH II
MUSI	2182	PIANO CLASS IV	SPAN	2321	INTRODUCTION TO SPANISH LITERATURE I
MUSI	2183	VOICE CLASS III	SPAN	2322	INTRODUCTION TO SPANISH LITERATURE II
MUSI	2184	VOICE CLASS IV	SPAN	2323	INTRO. TO LATIN AMERICAN LITERATURE
MUSI	2311	MUSIC THEORY III	SPAN	2324	SPANISH CULTURE
MUSI	2312	MUSIC THEORY IV	SPAN	2389	ACADEMIC COOPERATIVE
PHIL	1301	INTRODUCTION TO PHILOSOPHY	SPCH	1311	INTRO. TO SPEECH COMMUNICATION
PHIL	2303	INTRODUCTION TO LOGIC	SPCH	1315	PUBLIC SPEAKING
PHIL	2306	INTRODUCTION TO ETHICS	SPCH	1318	INTERPERSONAL COMMUNICATIONS
PHIL	2307	INTRODUCTION TO SOCIAL & POLITICAL PHILOSOPHY	SPCH	1321	BUSINESS & PROFESSIONAL SPEAKING
PHYS	1401	COLLEGE PHYSICS I	SPCH	2333	DISCUSSION & SMALL GROUP COMMUNICATION
PHYS	1402	COLLEGE PHYSICS II	SPCH	2335	ARGUMENTATION AND DEBATE
PHYS	1411	INTRODUCTION TO ASTRONOMY I	TECA	1303	THE FAMILY AND THE COMMUNITY
PHYS	1412	INTRODUCTION TO ASTRONOMY II	TECA	1311	INTRODUCTION TO EARLY CHILDHOOD
PHYS	1415	PHYSICAL SCIENCE I	TECA	1318	NUTRITION, HEALTH AND SAFETY
PHYS	1417	PHYSICAL SCIENCE II	TECA	1354	CHILD GROWTH AND DEVELOPMENT
PHYS	2425	UNIVERSITY PHYSICS I	WMNS	2301	INTRODUCTION TO WOMEN'S STUDIES
PHYS	2426	UNIVERSITY PHYSICS II			
PSYC	2301	GENERAL PSYCHOLOGY			
PSYC	2302	APPLIED PSYCHOLOGY			
PSYC	2306	HUMAN SEXUALITY			

TRANSFER DISPUTES

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

ORIENTATION 101 (COLLEGE SUCCESS)

This course helps the student to determine a personal learning style, manage time and money, memorize information, read textbooks for maximum learning, take effective class notes, take tests, think critically, communicate, develop a career plan, write a resume, and dress and interview successfully for employment. This course is a requirement for all first-time developmental students who have not passed all sections of the TASP. 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 TASP 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 \$20.00 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" (Withdrawn) may be received. Refer to the academic calendar for information concerning withdrawal dates.

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

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

WITHDRAWAL FROM SEMESTER CREDIT COURSES

Initiation of Withdrawal

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

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

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

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

COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours. The normal course load for each Summer term is two courses totaling 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 **TASP Test before enrolling in any college-level credit coursework**. For more information about placement testing and **TASP**, refer to the **TASP** 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 **TASP** Test not passed. Non-course based **TASP** developmental lab work is available for students who have successfully completed developmental coursework, but who have not yet passed all sections of the **TASP** test. Students who register for non-course based **TASP** developmental work must spend a minimum of 32 clock hours per semester in classroom instruction.

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.

CREDIT BY EXAMINATION

Credit given by examination may be earned in all technical divisions. Students who have been given grades other than "W" in the course are eligible for credit 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 STCC are held in escrow until the student earns six traditional credit hours at STCC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas Community 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 intend to attend 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 & Records.

Credit By Examination Approved Courses

South Texas Community College offers college credit to qualified students by examination for the approved courses listed here. Credit will not be posted on the student's permanent record (transcript) until the student has earned a minimum of six (6) hours at South Texas Community College.

A student may receive up to fifteen hours of undergraduate credit by examination through the following programs:

- College Entrance Examination Board Advance Placement (AP) Tests
- College Level Examination Program (CLEP)

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 are listed below:

SUBJECT	MIN. SCORE	STCC COURSE	HRS. CREDIT
Biology	3	BIOL 1408, 1409	8
Environ. Science	3	BIOL 2306	3
Chemistry Science (A)	3	CHEM 1411, 1412	5
Computer Science (A)	3	COSC 1301	3
Economics (Micro)	3	ECON 2301	3
Economics (Macro)	3	ECON 2302	3
Eng. Lang./Comp.	3	ENGL 1301, 1302	6
Eng. Lit./Comp.	3	ENGL 1301	3
Eng. Lit./Comp.	3	ENGL 1301, 2344	6
American History	3	HIST 1301, 1302	6
European History	3	HIST 2311, 2312	6
Math (AB Calc)	3	MATH 2413	3
Math (BC Calc)	3	MATH 2413, 2414	8
Physics	3	PHYS 1401, 1402	5
Political Science	3	GOVT 2301, 2302	3
Spanish Lang./Lit.	3	SPAN 2313	3
Spanish Lang./Lit.	4	SPAN 2311, 1315	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 STCC to take a CLEP test on campus; however, no STCC 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 are listed below:

SUBJECT	MIN. SCORE	STCC COURSE	HRS. CREDIT
Info. Systems & Computer Applications	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	3
Composition	50	ENGL 1302	3
French Language	50	FRFN 1311, 1312	6
Spanish	50	SPAN 2313, 2315	6
Analy. & Interp. of Literature	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	3
Western Civ.	50	HIST 2311, 2312	6
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413, 2414	8
Political Science	50	GOVT 2301	3
Psychology	50	PSYC 2301	3
Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1352	3

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

The following grades are used with the grade point value per semester credit hour.

GRADE MARK	GRADE MEANING	GRADE POINT PER SEMESTER HR
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	
N	Non-Credit	Not Computed
S	Passing	Not Computed

* 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 the objectives for the passing grade level attempted. 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. Students have until the end of the next full semester to complete requirements for the Incomplete.

SCHOLASTIC PROGRESS STANDARDS

Students are expected to meet certain minimal standards for coursework completed at South Texas Community College. Students who fail to maintain a cumulative grade point average of 2.0 (C average) are considered scholastically deficient and will be placed on academic probation or suspension as appropriate. All grades earned by a student, except for developmental courses, will be included in the computations of the grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The Academic Probation and Suspension Policy for students attending STCC is as follows:

Level of

Academic Status

- GOOD STANDING
- PLACED ON ACADEMIC PROBATION
- CONTINUED ON ACADEMIC PROBATION
- ACADEMIC SUSPENSION

GPA Criteria

- Cumulative GPA is 2.00 or above.
- Cumulative GPA has dropped below 2.00.
- Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above.
- Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00.

Academic probation or suspension will be determined each regular (fall or spring) semester on the basis of the student's current semester and cumulative grade point average. Academic suspension shall 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.

A student on academic suspension who raises the 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 low or 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 Office of Student Support Services.

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

DEVELOPMENTAL STUDIES PROGRAM

South Texas Community College offers unprepared students the opportunity to develop college-level skills in mathematics, reading, writing and college success. Based on the results of the Pre-TASP Test, the ACT, and the SAT, students are placed in the appropriate Developmental Studies courses if the courses are required. Students who do not pass the state-required Texas Academic Skills Program (TASP) Test must continue to remain in Developmental Studies courses (in which deficiencies have been identified) until they pass the TASP test. *Failure to remain in a Developmental Studies course will result in the students' compulsory withdrawal from all college courses.* Passing the TASP enables the students to bypass further remediation in mathematics, reading, and writing, once they have completed the Developmental Studies courses in which they are enrolled.

The Student Success Centers are another means by which Developmental Studies students receive individualized tutoring in most subject areas. The Student Success Centers are also equipped with computer, printers and software for those students who need to work on college papers or prepare for TASP.

ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. In some cases, an instructor will have additional attendance guidelines with administrative approval which will be consistent with the fundamental policy but will fulfill individual course requirements. The policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. The attendance policy is effective on the first official day of classes.

The South Texas Community College policy states:

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 soon as the student is aware that he/she will be absent or as soon as the student returns to class. Makeup work for class absences will be permitted only for sickness, serious emergency, or college-sponsored activities. The student must take the initiative and assume the responsibility for making up any missed work. In some cases, the student may be required to present evidence to support an absence.

Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility, however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within one week after the absence if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution no later than the fifteenth day of the fall or spring semester and the fifth day of the summer term. In some cases, a letter of verification of the observed holy day from the religious institution may be required. In addition, the student must adhere to the provisions of Section 51.911 of the Texas Education Code and to the institution's procedures. Forms are available in the Office of Admissions and Records.

STUDENT CODE OF CONDUCT

South Texas Community College considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the College.

South Texas Community College's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. For purposes of this policy, "campus" shall mean any and all STCC locations where courses are held or offered, whether classes are currently in session at such locations or not.

TYPES OF MISCONDUCT

Each student is expected to behave in a manner consistent with the College's functions as an educational institution. Specific examples of misconduct occurring on campus for which students may be subject to disciplinary action include, but are not limited to, the following:

1. Commission of any criminal offense under federal, state, or local law.
2. Failure to comply with the directive of a College official acting in the performance of his/her duties.
3. Failure to meet financial obligations to the College.

4. Misuse of fire or other safety equipment.
5. Giving false testimony or other evidence at any campus disciplinary proceeding.
6. Unauthorized use or possession of ammunition, firearms, or other weapons.
7. Conducting oneself in a manner that significantly endangers the health or safety of other persons on campus or at a duly authorized function sponsored by the College.
8. Stealing, destroying, defacing, damaging, or misusing campus property or property belonging to another.
9. Possession of, or making use of, College keys for unauthorized purposes.
10. Engaging in hazing or voluntarily submitting to hazing. (Hazing: To persecute or harass with meaningless, difficult, or humiliating tasks.)
11. Use or possession of an intoxicating beverage, or being intoxicated.
12. Illegal gambling in any form.
13. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance or being under the influence of said drug, narcotic, or controlled substance.
14. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
15. Forgery, alteration, or misuse of College documents, forms, or records, or of College-issued identification cards.
16. An initiation by an organization, which includes any dangerous, harmful, or degrading acts. Violation of this prohibition will subject both the students involved and the organization disciplinary action.
17. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or campus.
18. Unauthorized entry into or use of the campus.
19. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
20. Failure to maintain a current official mailing address with the Office of Admissions and Records or giving a false or fictitious address to such office.
21. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by any agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
22. Harassment by any means in which an individual intentionally threatens to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
23. Obstruction or disruption of teaching, administrative, or

disciplinary procedures or other authorized activities of the College.

24. Issuance of a check without sufficient funds.
25. Scholastic dishonesty.
26. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
27. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
28. Demonstrating disrespect to an instructor.
29. Loitering in the hallways or on the campus by persons who are not currently students or by students whose presence is not connected with any purpose directly related to the mission of the College.
30. Violation of any STCC policy, specifically including, but not limited to, these policies related to the conduct of students.

ADMINISTRATION OF STUDENT DISCIPLINE

The Director of Student Life shall have primary authority and responsibility for the administration of student discipline. When a student is alleged to have violated College policies that can result in disciplinary action by the College, the Director of Student Life shall investigate the allegation. Should the investigation determine the allegation to be confirmed, one or more of the following sanction(s) may be imposed:

- A. Oral or written warning.
- B. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a specified term.
- C. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
- D. Ineligibility from student or organizational office for a specific period of time.
- E. Removal from student or organizational office for a specific period of time.
- F. Prohibition from re-entering the College in any special honorary role.
- G. Withholding of an official transcript, degree, or certificate of completion.
- H. Bar against re-admission for a specific period of time.
- I. Restitution, whether monetary or by specific duties, or reimbursement for damage to or appropriation of College, student, or employee property.
- J. Denial or non-recognition of a degree.
- K. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities for a specific period of time.
- L. Withdrawing from a course with a grade of "W."
- M. Failing or lowering a grade on a test, course, or other academic work and/or performing additional academic

- work not required of other students in the course.
- N. Suspension from the College for a specified period of time. During such suspension a student shall not attend classes or participate in any College campus activities.
- O. Loss of eligibility for a student grant or loan.
- P. Expulsion from the College.

When a student is alleged to have violated the Code of Conduct, the Director of Student Life shall conduct an investigation. He or she will gather documentation, interview parties involved, consult with other students and staff as appropriate, and render a decision. The following process will be utilized:

- A. The student will be notified in writing of the charge against him/her.
- B. The student shall be afforded the opportunity to present information in support of his/her case and to admit or deny the accusation.
- C. The Director of Student Life may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the matter.
- D. Within a reasonable time after the allegation is made, the Director of Student Life shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student.
- E. The student may appeal the decision of the Director of Student Life to the Vice-President of Student Services and Development. This appeal must be made in writing and received in the Vice-President's office within one week of receiving notice of the decision.

Prior to imposition of the appropriate penalty, the Director of Student Life shall advise the student of his or her right to appeal the decision and/or penalty before the Student Judicial Appeals Committee as appropriate.

DISCIPLINARY APPEALS PROCESS

Upon receipt of a written request to appeal, the Vice-President of Student Services and Development shall appoint a committee comprised of a student, a classified staff member, an administrator, a professional/technical staff member, and a member of faculty who will review all pertinent documentation and records concerning the matter under appeal. These materials shall form the basis for the appeal unless the committee decides to hear witnesses. After appointment, the committee shall have thirty days in which to render a recommendation to the Vice-President. The decision of the Vice-President of Student Services and Development shall be final.

An Appeal to the Vice-President may result in one of the following:

- a. Affirm the action of the Director of Student Life.
- b. Reduce, modify, or increase the penalty or other sanction imposed by the Director of Student Life.
- c. Dismiss the charges.

- d. Refer the case back to the Director of Student Life or the disciplinary appeals committee for further consideration.

TEMPORARY DISCIPLINARY ACTIONS

When a college administrator or site coordinator receives information that a student has allegedly violated the student code of conduct, college regulation, or administrative rule he/she may impose immediate disciplinary action, including suspension, pending an investigation. The administrator or coordinator may suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of the student code of conduct or administrative rule when an emergency exists which requires immediate action to preserve safety and a conducive learning environment of the college.

Such temporary disciplinary action, including suspension, may occur when the continuing presence of the student poses danger to persons or property, or disrupts the educational process. When such action occurs, the suspending official shall, if possible, meet with the student prior to suspension to discuss reasons for the suspension and allow the student to explain reasons why he/she should not be suspended pending a formal hearing before the Director of Student Life.

STUDENT GRIEVANCE FOR APPEAL OF COURSE GRADES

Any student at STCC has the right to appeal academic decisions or actions which he/she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinative.

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade change must occur before the end of the semester following the semester in which the grade was issued. The student should first discuss the matter with the instructor of record during the instructor's office hours. If not resolved, the student should discuss the matter with the Academic Department or Career Program Chair who will attempt to resolve the grade dispute.

If these informal measures fail to satisfy the complainant and the student wishes to appeal, the following procedures should be observed:

- 1. The student should submit to the Division Dean, in writing, a request for a formal review along with a description of the concern, reasons for the review, and documents offered in evidence, and suggested remedy.
- 2. The Division Dean, on receiving the request, should inform the instructor of the case and request a response in writing from the instructor.

3. The Division Dean should then appoint a committee of three persons, consisting of one faculty member from within the division. The committee's responsibility will be:
 - a. to review the complainant's request and evidence;
 - b. to consider the instructor's response; and
 - c. to call any witnesses, if appropriate, to corroborate documentary evidence. If summoned to testify, either the complainant or the instructor, or both, may decline.
4. The Division Dean should communicate, in writing, the decision of the committee to the student and the instructor within 10 working days following the review.
5. If the complainant wishes to appeal the case further, he/she is free to present a request for review to the Vice-President for Instructional Services. The Vice-President will review the dossier with the Division Dean and will render a decision. In unusual circumstances, if necessary or desirable, the Vice-President may call witnesses to testify. The case will be resolved on the basis of the review documentation and not go beyond the Vice-President level.

COMPLAINT AND GRIEVANCE

(For areas other than course grade appeals)

Any student at STCC has the right to file a complaint or grievance when they feel unjustly or improperly treated by the College, College employee(s), or other students. It is recommended that the student bring forth the complaint within 30 days from the date that the action of complaint occurred. Students must assume responsibility for complying with the College's complaint and grievance procedures; the College is not responsible for students' misinterpretation. However, students may direct any questions concerning their rights to the Office of Student Life and/or the Ombudsperson.

INFORMAL COMPLAINT PROCEDURES

(Ombudsperson)

A student with a complaint should first attempt to informally resolve the matter with the person(s) directly involved. The Ombudsperson may be contacted for assistance during this stage of the complaint. The Ombudsperson will attempt to resolve the matter at the lowest possible administrative level.

FORMAL GRIEVANCE PROCEDURES

(Department/Program Chair or Supervisor)

The following procedures should be observed if the student is unable to informally resolve the complaint and wishes to file a formal grievance: The student should contact department/program chair or supervisor of the person(s) they are having an issue with. A written statement or grievance form (see Attachment A) should be submitted that incorporates as much detail as possible such as dates, circumstances, and witnesses (if any) along with any relevant or supporting documentation and the proposed remedy or action being sought. Grievance forms may be obtained from any Campus Coordinator, Student Information Centers, or Division office.

FORMAL GRIEVANCE PROCESS

(Division Dean)

If after the efforts of the department/program chair or supervisor the complainant wishes further proceedings, he or she should:

1. Submit an appeal to the appropriate Division Dean.
2. The Division Dean receiving the grievance must conduct an investigation which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance.
3. Witnesses may be called, if appropriate, to corroborate documentary evidence. If the person summoned is an employee, he/she must testify.
4. The Division Dean should communicate the decision and any recommended action in writing to all individuals involved within ten working days following the review.

FORMAL GRIEVANCE PROCESS

(Student Grievance Committee)

If the complainant wishes to appeal the case further, the complainant is free to present a request for review to the Student Grievance Committee by following chain of command through the office of the appropriate Vice-President. The student/complainant must submit their written request to the Vice-President within 10 working days following the review and decision by the Division Dean.

The Grievance Committee shall include a representative from each of the following areas: Administration, Faculty, Professional/Technical Staff, Classified Staff, and Student Government Representative.

After receiving the case file the Grievance Committee will review all documents pertaining to the grievance. The Grievance Committee has full authority to interview witnesses and/or individuals involved in the issue. An appeal to the Grievance Committee may result in one of the following:

- a. Conclude the complaint is without merit and that no further action is warranted;
- b. Attempt to bring about a negotiated settlement;
- c. In extreme cases, recommend censure or reprimand depending on the seriousness of the matter.

The Grievance Committee Chair will communicate the decision and recommended action to the Vice-President who will then forward the notice to all the parties involved.

FORMAL GRIEVANCE PROCESS

(Final Review-Vice-President)

If following the review and subsequent recommended action by the Student Grievance Committee and after all measures have run their course; the complainant is still unsatisfied he/she may be given the opportunity to ask for a final review from the appropriate Vice-President. The request for final review shall contain a clear and concise statement detailing the reason(s) the Student Grievance Committee's decision was unacceptable to the complainant. The Vice-President

shall, within 20 working days following the receipt of request for final review, issue a written decision to the student/complainant. This final case appeal will be resolved based on documentation and shall not go further than the Vice-President level.

Note: No student shall be subjected to any retaliation or involuntary reassignment as a result of filing a good-faith grievance for harassment or discrimination.

COMPLAINT RECORD

All proceedings and records shall be confidential to the extent permitted by law.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee serves as a decision-making body and is intended to provide STCC students with an opportunity to formally appeal an enrollment or registration issue (non-academic) that is perceived as unjust or incorrect.

To ensure a fair and informed decision a representative from the Student Government Association and personnel experienced in dealing with matters from the following offices will review all pertinent documentation or evidence provided:

- 1.) Office of Admissions & Records
- 2.) Financial Aid Office
- 3.) Business Office/Cashiers
- 4.) Ombudsperson
- 5.) Counseling and Advising

* In the event of a tie vote, the Director of Student Life will be asked to review the student appeal, contribute to the outcome of the decision, and break the tie. Students are strongly recommended to follow the procedures stated below:

- 1.) Student appeals begin initially with the student's encounter of an act, omission, or issue that is deemed unjust or unfair. The student will have two regular semesters from the date the act, omission, or issue occurred to submit a formal student appeal to the Ombudsperson. The student may request a Student Appeals Form to the Ombudsperson.
- 2.) The Student Appeals Committee will meet every Wednesday to discuss and decide on student appeals. The committee will render a decision no later than ten working days from the Wednesday that the appeal is scheduled for review. The Ombudsperson reserves the right to notify students on the outcome of their appeal but it is not required.
- 3.) A student wishing to appeal to the next highest level will have ten working days from receiving a committee decision. The student will appeal the decision in writing which will be forwarded to the appropriate Dean, Director or Coordinator of the department in which the act, omission, or issue took place. The Dean, Director or Coordinator will render a decision to the appeal within ten working days from receiving written notification.

- 4.) A student wishing to appeal to the next highest level will have ten working days from receiving a decision from the appropriate Dean, Director or Coordinator. The student will appeal the Director or Coordinator's decision in writing to the appropriate Vice President. The Vice-President will render a decision within ten working days from receiving written notification. The decision of the Vice-President is final.

It is the student's responsibility to contact the Office of the Ombudsperson for the outcome of their appeal and any outcome on an appeal to a higher level. A fee of \$150.00 will be assessed to students requesting a reinstatement.

**Students appealing from sites other than the Pecan Campus may begin their appeal with Student Information Center (SIC's) representatives or the Site Coordinator. All documents will be faxed to the Office of the Ombudsperson. The SIC's and the Site Coordinators will act as liaisons between the student and the Ombudsperson.

ACADEMIC HONORS

HONORS PROGRAM

The South Texas Community College Honors Program is designed to provide progressive opportunities for study and innovative challenges to students who are highly motivated, intellectually gifted, academically well-prepared, and/or exceptionally creative. The program offers unique opportunities for enrichment that will enhance and encourage intellectual curiosity, good citizenship, and leadership skills. Students participating in the challenging standards of this program will be formally recognized and will receive assistance with transfer opportunities.

Specific goals of the program include:

- Providing realistic experiences and applications that enhance learning.
- Providing an expanded arena for establishing transfer, scholarship, and articulation opportunities with four-year colleges and universities.
- Providing opportunities for comparative studies, community service, and leadership.

Admission Requirements

Students must apply for admission to the Honors Program. Applications may be obtained from the Honors Program Chair. Each application will be reviewed and admission determined by the Honors Program Chair. Students may apply at any time during the academic year. For further information about the Honors Program, contact the Honors Program Chair, Wally Johnson at 618-8342 or 1-800-742-STCC, or by email to wally@stcc.cc.tx.us.

To be eligible to apply for the STCC Honors Program, a student must be TASP complete and must meet at least one of the following requirements:

1. An ACT score of 24
2. An SAT composite score of 1140
3. A cumulative college GPA of 3.25
4. A ranking in the top 10 percent of high school class

To apply, the student must submit the following:

1. Official data demonstrating scores on the ACT, SAT, or GPA
2. TASP complete verification
3. A complete application form

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

Continuing Eligibility Standards

To remain in the Honors Program, the student must maintain a 3.25 G.P.A. with a minimum of 12 hours credit while attending South Texas Community College. If a student falls below that average, the student will be placed on probationary status for one semester. Removal from probationary status is achieved by raising the cumulative G.P.A. to 3.25 or higher. A student who continues to maintain a G.P.A. lower than 3.25 beyond the probationary period will be dismissed from the Honors Program.

Curriculum Structure

Honors Instruction

The Honors Curriculum is concentrated in coursework designated as Core Curriculum at South Texas Community College. The Honors Program provides each student with an Advising Plan, the outline of which is determined by the program of study chosen by the student. Each Advising Plan is outlined by semester and suggests Core Curriculum and field of study coursework to be taken prior to graduation.

The Honors Curriculum will be presented to students in specially designed Honors class sections. Each Honors section is limited in enrollment, instructed by specifically chosen instructors, and incorporates enrichment activities or thematic exploration, such as those themes highlighted each year by the Phi Theta Kappa International Honor Society.

Structure for Honors coursework will be provided by scheduling Honors sections according to the semester outline of each student's Advising Plan.

Year I

First Semester, Second Semester, and Summer Session

Each student in the Honors Program will be encouraged to register for Honors sections in the Core Curriculum. This includes, but is not limited to: Honors sections in English; History; Government; Natural Science; Speech; Computer Science; Math, and the Fine Arts. Honors

sections will be scheduled according to morning offerings or afternoon offerings on Monday, Wednesday, and Friday during the first and second semesters.

Year II

Third Semester and Fourth Semester

Students enrolled in their second year of study at STCC will be encouraged to enroll in any courses in the Core Curriculum which they have not completed. Honors sections of the third and fourth semester Core Curriculum courses, as outlined in an Advising Plan, are scheduled to be offered primarily on Thursday and Friday.

HONOR GRADUATES

Honors at graduation are based on a student's grade point average for the total hours completed at South Texas Community College, excluding developmental or repeated courses. Students who have completed at least 30 semester hours at STCC with a grade point average of 3.5 or above will graduate with honors.

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 semester invitation to membership is extended by the Beta Epsilon Mu Chapter to credit students without advanced degrees who are currently enrolled, have completed at least 12 hours of course work leading to an associate degree, and have a cumulative GPA of 3.5 or higher. For further information, contact STCC's chapter advisor Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

VALLEY SCHOLARS PROGRAM

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College. Valley Scholars must maintain enrollment in the Honors Program at STCC (see Honors Program section for requirements). For further information about this program, contact Mary De Leon at 683-2621 or 1-800-742-STCC.

PRESIDENTIAL INSPIRATIONAL

ACHIEVEMENT AWARD

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

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

EDUCATIONAL PROGRAMS

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. award but allows the student to focus on a specific area within their chosen field.

General Education Requirement

All workforce education students at STCC are required to complete 15-semester-credit-hours in general education courses before receiving an A.A.S. degree. These 15 hours of general education courses must include at least one course in each of the following three areas: humanities/fine arts; social/behavioral sciences; and mathematics/natural sciences.

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 TASP-waived although all certificate programs require a basic skills assessment. Level Two Certificates consist of 43-59 semester credit hours and require completion of TASP for graduation.

TRANSFER PROGRAMS

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

The Associate of Arts and Associate of Science degrees are designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution. The curricula in this catalog will satisfy the requirements of most four-year institutions. However, students must consult the catalog of the institutions to which they wish to transfer to determine the specific requirements of the receiving institution. Formal articulation agreements have been established with several other institutions to facilitate the transfer of credit. For more information, consult your advisor.

Core Curriculum

The Core Curriculum includes the courses in liberal arts, humanities, sciences, and political, social and cultural history that all students are required to complete before receiving an A.A. or A.S. degree. If a student successfully completes the 45-semester-credit-hour core curriculum at STCC, 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 Community College, but plans on transferring to a senior college or university, should follow the appropriate degree plan.

GRADUATE GUARANTEE

Subject to the conditions listed below, South Texas Community College guarantees that students earning the Associate of Applied Science Degree or the Certificate of Completion 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 Associate of Applied Science Degree or Certificate of Completion 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 percent of credits earned at the College) and must have completed the graduation

requirements within a five-year time span.

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 student's 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 Community College awards the Associate of Applied Science, Associate of Art and Associate of Science Degrees and the Certificate of Completion.

CATALOG RESTRICTIONS

A student who enrolls at South Texas Community College during any academic year and who earns credit for work done during that year may graduate under the college requirement provision of the current catalog or the catalog in force during the student's first semester of enrollment. In any case the catalog used to determine the degree requirements must not be more than five years old for an associate degree and three years old for a certificate degree. However, a student must complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.

COURSE SUBSTITUTION

All course substitutions must be initiated at the department level. The Program Chair of the student's major will complete the Course Substitution Form and forward it to the Program Chair or the course owner for evaluation. Once this is complete, the Division Director of the course owner will review the substitution request for final approval and forward it to the Office of Admissions and Records for

processing. The Course Substitution Form is available in the Office of Admissions and Records.

DUAL DEGREE

A student holding an Associate Degree or Certificate of Completion and seeking an additional Associate Degree or Certificate of Completion must first gain written approval from the Division Director of the desired major. Secondly, the student must complete a minimum of 15 semester hours in residence at STCC beyond the original degree. In addition, the student must meet all of the specified requirements for the second degree as outlined in the catalog.

GRADUATION CEREMONY

The ceremony for graduation is held in May. An application for graduation must be submitted to the Office of Admissions and Records 12 weeks prior to the end of the fall or spring semester, or 30 days prior to the end of the summer term in which the degree/certificate is to be conferred. A preliminary degree check will be made at the time. Although participation is optional, graduates are strongly encouraged to participate in the ceremony so that the faculty and staff may publicly express their congratulations to each student. Those who have satisfied the following requirements may be graduated:

ASSOCIATE OF APPLIED SCIENCE DEGREE

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 two-year Associate of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College, as well as at least one-half of the required specialized courses.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: humanities-fine arts; the social behavioral sciences; the natural sciences-mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
4. Maintain a minimum average of "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).
5. Pay all debts to the College prior to graduation.

ASSOCIATE OF ARTS DEGREE

To be awarded the Associate of Arts Degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a two-year Associate of Arts program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.

2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
4. Maintain a minimum average of "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).
5. Pay all debts to the College prior to graduation.

ASSOCIATE OF SCIENCE DEGREE

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

1. Complete the appropriate course of study for a two-year Associate of Science program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
4. Maintain a minimum average of "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).
5. 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 is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.
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).
4. Pay all debts to the College prior to graduation.

NOTE: Certain programs may have more stringent requirements

Support Services

STUDENT SUPPORT PROGRAMS

The Office of Counseling and Advising reflects South Texas Community College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. The staff at the Office of Counseling and Advising help achieve academic success through the following services: new student orientation, basic skills assessment, 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 Community College counselors provide many services designed to help students attain educational, career, and personal goals.

INDIVIDUAL AND GROUP COUNSELING

Academic Counseling

- Help in preparing academic time-lines and course selection, if needed.
- Periodic checks of degree or certificate completion are encouraged.
- Help in choosing a major/minor.
- Academic Probation/Suspension.

Career Counseling and Transfer Assistance

- Help in choosing a career that is compatible with your interests, personality traits, work values, and abilities.
- Vocational assessment is available on a computerized system called DISCOVER, as well as other instruments.
- Assist students in selecting courses and gaining information about transferring to other institutions. Representatives from other institutions visit through the Transfer Track program.

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 your life.
- Reducing stress.
- Managing your time.
- Setting goals.
- Eliminating self-defeating behavior.
- Esteeming yourself and others.
- Asserting yourself.
- 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.

Special Topic Presentations and Workshops

- Academic Study Skills Workshops.
- Life Skills Workshops.
- Career Planning Workshops.

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

Counselors are available during the day on a walk-in or appointment basis; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Downtown Center, Center for Advanced and Applied Technology (CAAT), Mid-Valley Campus, and Starr County Campus locations. Schedules vary at each location so students should call (956) 688-2131 or 1-800-742-7822 to inquire about office hours and appointments.

ACADEMIC ADVISEMENT

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

Division Advisors

All STCC students with a declared major are encouraged to meet with their respective division advisor before registering to discuss course selection and preparation of degree plans. The division advisors provide faculty assistance, specialized divisional advising, off-site advising, degree plans specific to the division, and graduation. The following is a list of divisions for which an advisor will assist you in:

- Business
- Communication, Fine Arts & Humanities
- Developmental Studies
- Math & Sciences
- Nursing & Allied Health
- Social & Behavioral Sciences
- Technology

Some of the services offered by the Advisement Center:

- One-on-one attention
- Assessment, goal setting and orientation
- Point of contact for new and transfer students
- Referrals to appropriate services
- Selection of appropriate courses & other educational experiences

NOTICE:

The student is responsible for seeking academic advisement, for knowing and complying with STCC's assessments and the State of Texas TASP 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) 618-8372 / 1-800-742-7822

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

dis-ABILITY SERVICES

Students or prospective students requiring special accommodations should contact the DSS Office at (956) 618-8372. 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 TASP 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 STCC or outside service providers.

STCC 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 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.

SPECIAL PROGRAMS

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

In fulfillment of this mission, this office administers the PASS, JOB, and Upward Bound programs and seeks out other funding sources to establish programs that will promote retention of STCC students and provide them with other services which may assist them in

receiving a certificate or degree, or in transferring to a four-year institution.

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 PASS provides specialized case management services for students with vocational/technical majors, Associate of Applied Science majors, or Certificate majors. Participants are evaluated upon entering the program and placed into one of three risk categories based on their TASP status.

The PASS program is able to assist eligible students in the following areas:

- Case Management
- Registration
- Tutoring/Mentoring
- Child Care Assistance
- Career/Academic Advising
- Referral Services
- Textbook Assistance

For more information, visit Pecan Campus, D101, or call (956) 688-6489.

Upward Bound and GEAR UP

South Texas Community College actively seeks to promote post secondary education as an option for high school and middle school students. As part of this initiative, the College is an active participant in the federally funded Upward Bound and GEAR UP programs.

STCC's Upward Bound Program offers a six-week summer academic program, supplemental instructional classes on twenty Saturdays during the school year for qualified students at Roma High School. These classes are designed to help prepare students for college.

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

Jumping Over Barriers (JOB)

The JOB program is a placement service for the DISABLED provided by the Placement that helps qualified vocational/technical students find jobs in their field of study.

The project targets disabled vocational/technical students in their last 15 credit hours of coursework, or disabled vocational/technical students who have graduated from STCC within the past 12 months

from the start date of the project, but who have not found jobs relevant to their former field of study.

The JOB program will also assist qualified students by providing them with a four-week workforce preparation program which will include workshops on interviewing skills, resume writing skills, and worksite learning experiences. Once participants have completed the job preparation curriculum, they will be matched with an employer who has agreed to provide an unpaid six-week internship for the disabled participant. For more information, contact the Placement Office at (956) 668-6424.

STUDENT I.D. CARDS

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

HEALTH SERVICES

South Texas Community 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.

STUDENTS RIGHTS, PRIVILEGES AND EXPECTATIONS

South Texas Community College's primary function is to provide an educational environment which will include the opportunity for academic, social, and personal growth. Enrollment in an educational institution of higher learning is not compulsory. It is optional and voluntary. The voluntary entrance of a student in such institutions is an entrance into the academic community by individual choice. With such admission, the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes, and functions.

The College assumes that the student has an earnest educational purpose and a level of maturity that assumes reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to all federal, state, and local laws. Any student who violates any provision of those laws is subject to disciplinary action including expulsion, regardless of any action taken by civil authorities. The privilege of exercising rights of citizenship as defined under the Constitution of the United States is reaffirmed by the College to each student. The College strives to assure due process and to outline specific ways to appeal in case of disagreement with administered discipline.

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

South Texas Community 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 STCC 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 Community College faculty, staff and students is confidential. Contact the Office of Counseling and Advising for additional information or call (956) 618-8372.

CLINICAL REQUIREMENTS OF THE NURSING AND ALLIED HEALTH PROGRAMS

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

- Results of a prescribed physical examination conducted by a physician licensed in Texas
- Proof of required immunizations
- Proof of Health and Accident Insurance
- Current Infant-Child-Adult CPR certification
- Current (no older than 5 months) T.B. test results
- Current Malpractice Insurance of at least \$1 million available through STCC. Contact the Program Chairperson 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: Proof of "booster" dose administered within the last ten years.
- Hepatitis B Virus (HBV): Written certification of serological immunity to HBV or completed series of HBV vaccinations or

signed waiver, (strongly recommended)

- Childerex (provides proof of immunity by disease or immunization)

Students enrolled at STCC will assume full cost of any immunizations. Inquiries concerning any exemptions to these requirements should be directed to the Director of the Nursing and Allied Health Programs.

BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever, severe headache, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea, lethargy or seizures.
- There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is Bacterial Meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting Bacterial Meningitis?

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

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to death)
- Learning Disability
- Gangrene
- Convulsions
- Coma
- Permanent Brain Damage
- Kidney Failure
- Hearing Loss, blindness
- Limb Damage that requires amputation (fingers, toes, arms, legs)

Can the disease be treated?

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

How can I find out more information?

- Contact your own health care provider
- Contact web site: www.cdc.gov/ncidod/dlmd/diseases/mf

VOLUNTARY STUDENT HEALTH INSURANCE

South Texas Community College makes available to all enrolling students health and accident insurance coverage. Such coverage is voluntary and must be purchased by the student by the ninth class day of 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
- b. Purchase one of the STCC coordinated policies
- c. Accept full financial responsibility for expenses from an accident and/or sickness.

For further information please contact the Cashier's Office.

FINANCIAL AID

FEDERAL FINANCIAL AID

Education after high school costs you time, money, and effort. It's a big investment, and you should carefully evaluate the school you are choosing. South Texas Community College has elected to participate in the following U.S. Department of Education Title IV programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-study

Grants are financial aid you do not have to repay.

The Work-study Program lets you work and earn money to help pay for school.

GENERAL INFORMATION

Student Eligibility

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

1. Have financial need.
2. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit).
See Admissions Requirements.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. Be a U.S. citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]).
8. Register with the Selective Service, if required.
9. All transcripts from previously attended colleges and universities must be evaluated for transfer credit before any federal title IV aid can be awarded and/or credited to a student's account.

Financial Need

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

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

$$\begin{array}{r} \text{Cost of attendance} \\ - \text{Expected Family Contribution (EFC)} \\ \hline = \text{Financial Need} \end{array}$$

The Office of Financial Aid calculates your cost of attendance and subtracts the amount you and your family are expected to contribute toward that cost. If there's anything left over, you are considered to have financial need. In determining your need for aid from the SFA Programs, your financial aid administrator must first consider other aid you are expected to receive.

Dependency Status

When you apply for federal student aid, your answers to certain questions will determine whether you are considered dependent on your parents. Therefore, whether you must report their income and assets as well as your own or whether you are independent and must report only your own income and assets (and those of your spouse, if you're married).

Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post-secondary education. Students who have access to parental support (dependent students) should not receive need-based federal funds at the expense of students who do not have such access (independent students).

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

- You were born before January 1, 1979 for the 2002-2003 (July 1, 2002 to June 30, 2003) Federal Award Year, or January 1, 1980 for the 2003-2004 (July 1, 2003 to June 30, 2004) Financial Aid Award Year; or January 1, 1978 for 2002 Fiscal Year.
- You are married;
- You are enrolled in a graduate or professional educational program (Beyond a bachelor's degree);
- You have legal dependents other than a spouse;

- You are an orphan or ward of the court (or were a ward of the court until age 18); or
- You are a veteran of the U.S. Armed Forces.

If you claim to be an independent student, STCC's Office of Financial Aid may ask you to submit proof before you can receive any federal student aid. If you think you have unusual circumstances that would make you independent even though none of the above criteria apply to you, talk to a financial aid counselor. He or she will advise you on how to put together your case for review by the Financial Aid Appeal Committee. The committee will review all requests from students for changes in dependency status. All decisions made by the committee are final.

APPLYING

What form do I use?

If you have not applied for financial aid, you can do so by completing and mailing the Free Application for Federal Student Aid (FAFSA), by applying electronically (through our STCC Financial Aid Workshops), or online at <http://www.fafsa.ed.gov>.

Filing Electronically at the STCC Financial Aid Office

1. Let Us File For You

As a service to you, at no charge, STCC's Office of Financial Aid will file your Free Application for Federal Student Aid (FAFSA).

An estimate of federal aid eligibility can be completed immediately allowing you to know whether you are eligible for federal, state, or institutional aid.

2. File Using FAFSA On The WEB

Personal computers are located in the STCC Labs where you can file the form yourself online at <http://www.fafsa.ed.gov>.

Generally, both of these services allow faster processing from the Department of Education. The Office of Financial Aid can notify you concerning your eligibility status within two weeks of your application date.

The Department of Education will not accept any applications without either a signature page with original signatures from the student and a parent (if required), or the transmission of an individualized PIN number that the Department of Education mails to select applicants. If you plan to use FAFSA on the WEB, please be sure to provide the Department of Education with either the PIN or original signatures or your application will not be processed.

Renewal FAFSAS

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). You will either receive it at your home address or from your school. You may also be able to file a Renewal FAFSA electronically.

If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information you gave in last year (plus any of your corrections that were processed). You will only have to write in some new information and information that has changed (for example, family size). Check with the financial aid office if you have questions about the Renewal FAFSA.

For most of the federal student aid programs, the FAFSA (or Renewal FAFSA) is the only form you need to file.

Remember, applying for federal student aid is FREE.

Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area.

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

If verification is required, you must provide the required documentation or you will not receive aid from the SFA Programs. You also may not receive aid from other sources. You should make a photocopy of your application (or print out a copy of your FAFSA Express application) before you submit it. This way, you have a copy of the data you submitted for your own records. So be sure you keep all documents and that the information you report is accurate.

WHEN DO I APPLY?

Apply as soon as possible AFTER January 1. (You can not apply before this date.) It is easier to complete the application when you already have your federal income tax return forms completed, so you may want to consider filing your taxes as early as possible.

Do not sign, date, or send your application before January 1. If you apply by mail, send your completed application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

NOTE: You must reapply for federal aid every year. If you change schools, your aid does not transfer with you. Check with your new school to find out what steps you must take to continue receiving aid.

WHAT HAPPENS AFTER I APPLY?

If you apply by mail, your application will be processed in approximately four weeks. You will receive a Student Aid Report (SAR) in the mail. At that time, the SAR will report the information from your application. If there are no questions or problems with your application, your SAR will contain your Expected Family Contribution (EFC). The EFC number is used in determining your eligibility for federal student aid. Each school you listed on the application may also receive your application information if the school can receive the information electronically.

Each paper version of the FAFSA and the Renewal FAFSA contain a postcard that may be used to track the processing of your application. You must fill in the postcard with the required information, attach a stamp to the postcard, and mail it with your application. When your application is received by the Department of Education's central processing system, the postcard will be stamped with the date that it is received. You will receive the date-stamped portion of the postcard for your files. If you do not receive your SAR within four weeks of the date stamped on the postcard, you may call 1-319-337-5665 to see when your application was processed.

If you apply electronically through STCC, your application will be processed in about two weeks. The results will be sent electronically to STCC. You will receive a Student Aid Report Acknowledgment Form (SAR).

When you receive the SAR you must review it carefully to make sure it is correct.

If any changes are necessary, STCC will be able to submit the corrections electronically.

If you applied by mail, STCC can make the corrections for you, or you can make corrections on Part 2 of the SAR and return it to the address given at the end of Part 2.

If the data you reported are correct and you do not need to make changes, you can receive financial aid on the basis of that information. If your school has not received your application information electronically, you must take your SAR to the school.

If it has been more than four weeks since you mailed in your application and you have not received a response, visit the STCC Office of Financial Aid and we can check on your application, or you can check yourself by calling 1-319-337-5665 (Monday - Friday, 8 a.m. to 8 p.m., Eastern Time). Please note that you will have to pay for this call. Collect calls cannot be accepted and these services are not available through a toll free number. Or you can write to:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

If you write, make sure you include in your letter your full name, permanent address, Social Security Number, date of birth, and signature.

PROFESSIONAL JUDGMENT: INCOME REDUCTION OR LOSS OF INCOME

Although the process of determining a student's eligibility for federal student aid is basically the same for all applicants, there is some flexibility. For instance, if STCC Office of Financial Aid believes it is appropriate, based on the documentation you provided, we can change your status from dependent to independent.

In some cases, STCC may adjust your cost of attendance or the information used to calculate your Expected Family Contribution (EFC) to take into account circumstances that might affect the amount you and your family is expected to contribute toward your education.

These circumstances could include a family's unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school. Also, an adjustment may be made if you, your spouse, or either of your parents (if applicable) have been recently unemployed. If conditions such as these apply to you or your family, contact the STCC Office of Financial Aid.

Check with the STCC Office of Financial Aid 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.

DEADLINES

Application Submission

Whether you apply electronically or by mail, the application processor must receive your application by June 30, 2002 for the 2002-2003 school year and June 30, 2003 for the 2003-2004 school year.

THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

Apply as soon AFTER January 1, as you can. (Do not sign, date, or send your application before this date.)

STCC Office of Financial Aid has set no deadlines by which students must apply for financial aid. As soon as the student's eligibility has been determined, the Office of Financial Aid will set up a student account and credit to his/her account the amount of financial aid that the student has been awarded. If the charges are less than the amount awarded, the Business Office will issue a check for the balance to the student.

SAR Submission

Your correct, complete application information must be at STCC Office of Financial Aid by your last day of enrollment or by August 31, whichever is earlier (see your Financial Aid Administrator). If your school has not received your application information electronically, you must submit your SAR to the school by the appropriate deadline. Make sure you know your last day of enrollment -- it may be earlier than August 31.

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

Frequently Requested Telephone Numbers and Web Sites

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)
This is a toll-free number.

1-800-730-8913 TDD (for hearing impaired)

The Federal Student Aid Information Center can

- Assist you in 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 federal student aid publications to you.
- Find out if your federal student financial aid application has been processed.
- Request a copy of your Student Aid Report (SAR)/ISIR.
- Provide notification of a change in your address.
- Have your application information sent 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), a toll-free number, which is the hotline to the U.S. Department of Education's Inspector General's Office. You may remain anonymous, if you wish.

The Student Guide is also available online, on the Department of Education's World Wide Web site through the Internet. The site address is www.ed.gov/prog_info/SFA/StudentGuide.

Help in completing the FAFSA is available online too. The address is www.ed.gov/offices/OPE/express.html

A list of Title IV school codes that you may need to complete the

FAFSA is available at www.ed.gov/offices/OPE/t4_codes.html or write to: Deferral Student Aid Information Center, P.O. Box 84, Washington, DC 20044.

FAFSA on the Web Customer Service
1-800-801-0576

- Technical Assistance
- Web browser set-up and downloading
- Modem and printer set up
- Connectivity and access

Student Financial Assistance (SFA) Customer Support Inquiry Center

- Title IV policy questions 1-800-433-7327
- Application processing questions, e-mail: csb@ed.gov
- Help contacting ED staff, fax (202) 260-4199

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. 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.) For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

How do I qualify?

To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report SAR/ISIR contains this number and will tell you if you are eligible.

How much money can I get?

You can receive only one Pell Grant in an award year. How much you receive will depend not only on your EFC but on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time.

How will I be paid?

STCC will credit the Pell Grant funds to your school account, pay you directly (usually by check), or combine these methods.

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

Yes, if you are otherwise eligible. You will not receive as much as if you were enrolled full time, but STCC will disburse your Pell Grant funds in accordance with your enrollment status and cannot refuse you an award simply because you're enrolled less than half time.

FEDERAL STUDENT LOANS

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

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

If you have a subsidized loan, you will not be charged interest during the deferment. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment. 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 can not 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.

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family Contributions (EFCs) - and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

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

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students.

There is no guarantee every eligible student will be able to receive a FSEOG; students at STCC are paid based on the availability of funds, first applied, first complete basis.

How much money can I get?

Because of changing and limited federal funding of the SEOG program, STCC's SEOG award amounts change from year to year. Please reference STCC's Financial Aid Frequently Asked Questions Flyer for the current year to see maximum award amounts.

How will I be paid?

STCC will credit your account, pay you directly (usually by check), or combine these methods.

Federal Work-Study

What is Federal Work-Study?

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

How much will I make?

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

How will I be paid?

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

Are Federal Work-Study jobs on campus or off campus?

Both. You may be assigned to work at any of the locations of the STCC campus. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

Can I work as many hours as I want?

No. The amount you earn can not exceed your total Federal Work-Study award. When assigning work hours, STCC Office of Financial Aid will consider your class schedule and your academic progress.

STATE PROGRAMS

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

Grants and Scholarships

Educational Aide Exemption Program

The purpose of the Education Aide Program is to encourage elementary and secondary school district employees to complete full teacher certification by providing need-based tuition and mandatory fee exemptions at Texas public institutions of higher education.

Who can apply?

Individuals may apply if they:

- have applied for financial aid through the college to be attended, including filing the Free Application for Federal Student Aid through the college to be attended or by qualifying on the basis of adjusted gross income (see Coordinating Board rules).
- are residents of Texas.
- have at least one school year experience as certified educational aides working in a Texas public school classroom directly with students.
- are employed by an elementary or secondary Texas public school during the period of enrollment for which the exemption is given.
- will be enrolled in classes leading to teacher certification at the time they receive the exemption, and
- meet academic progress requirements of the college's financial aid office.

Toward Excellence, Access, & Success (TEXAS) Grant Program

The purpose of the program is to provide a grant of money to enable well-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas.

Who can compete for an award?

A student who:

- is a Texas resident;
- graduated from a public or accredited private high school in

Texas no earlier than fall 1998:

- completed the recommended or advanced high school curriculum or its equivalent;
- has applied for any available financial aid or assistance;
- enrolls at least 3/4 time in an undergraduate degree or certificate program;
- has not been convicted of a felony or a crime involving a controlled substance; and
- must have financial need (Cost of Attendance - EFC - Other Financial Aid = Need).

Toward Excellence, Access, & Success (TEXAS) Grant Program II

The purpose of the program is to provide grants of money to enable eligible students to attend community, junior, and technical colleges in the state of Texas. The continuation of the Texas Grant II is subject to the approval of the state legislature, and funding levels are determined yearly.

Who can compete for an award?

- must be a Texas resident;
- must complete and submit a FAFSA (Free Application for Federal Student Aid);
- enroll at least half time in an associate/certificate program of study;
- must not have completed more than 30 credit hours earned towards their certificate/degree plan;
- have a Federal Expected Family (EFC) of 3000 or less;
- must have financial need (Cost of Attendance - EFC - Other Financial Aid = Need);
- may not be convicted of a felony of crime involving a controlled substance;
- must not have an associate's or bachelor's degree;
- must not be eligible for a TEXAS Grant.

Texas Public Educational Grant (TPEG).

- For residents, nonresidents or foreign students.
- For undergraduates or graduates.
- For students attending public colleges in Texas.
- Maximum award based on individual student financial need.
- Students are awarded based on the availability of funds.

Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP).

- For residents or nonresidents.
- For undergraduates or graduates enrolled at least half time.
- For students attending public colleges in Texas.
- Cannot be in default on a student loan.
- Cannot owe a refund on a student grant.
- If male, must meet draft registration requirement.

Scholarships for Ethnic Minorities in Nursing

LVN (Licensed Vocational Nurse); ADN (Associate Degree in Nursing); BSN (Bachelor's Degree in Nursing).

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN, or in an associate, bachelor or graduate degree program in professional nursing.
- Student must be a member of an ethnic minority group in Texas.
- Must enroll in an LVN or professional nursing program in Texas.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN students; \$3,000 for BSN or graduate students.

General Scholarships for Nursing Students

LVN (Licensed Vocational Nurse); ADN (Associate Degree in Nursing); BSN (Bachelor Degree in Nursing).

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN or in an associate, bachelor or graduate degree in professional nursing.
- For students attending a Texas public or independent nonprofit institution.
- ADN and BSN student must not be licensed to practice as a licensed vocational nurse.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN, BSN or graduate nursing students.

Early High School Graduation Scholarships

- For Texas residents only.
- For students enrolled on a full- or a part-time basis.
- Student must have completed the requirements for graduation from a public high school in no more than 36 consecutive months.
- For students who have attended high school in Texas only.
- Total award is \$1000 that may be applied to the cost of tuition for college coursework at Texas colleges and universities.

Persons who believe they are eligible should contact the Texas Higher Education Coordinating Board for a copy of the form letter to be submitted to the Board by the students' high school counselor. The Board then writes to the relevant institution, certifying the students' eligibility.

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 STCC Office of Admissions and Records.

WORK-STUDY PROGRAMS

Texas College Work-Study Program.

- For students attending public or non-profit independent colleges in Texas.
- For Texas residents.
- For undergraduate and graduate students enrolled at least half time.
- Student may not be on an athletic scholarship.
- Student may not be enrolled in a seminary or other program leading to ordination or licensure to preach.
- The number of hours of part-time work is based on the student's financial need.
- Maximum award is based on a student's need.

TUITION AND/OR FEE EXEMPTIONS

Veterans and Dependents (Hazelwood Act)

Exemption from tuition and some fees at public colleges and universities in Texas.

To be eligible:

- 180 days active service.
- Resident of Texas when entered service.
- Honorable discharge or general discharge under honorable conditions.
- Resident of Texas at time of registration.
- Limited federal education benefits.

Exemptions may also apply to children whose parent(s) died while in the Armed Forces or who died as a result of illness or injury connected with service and to children of members of the Texas National Guard and Texas Air National Guard who died since Jan. 1, 1946, while on active duty. Prior to enrollment, the student should provide proof of eligibility to registrar of college to be attended. Time should be allowed to determine eligibility at the institution for other federal education benefits.

Students who wish to apply for this program at STCC must:

- Have completed a Hazelwood application.
- Submit VA form DD214.
- Submit a non-entitlement letter from the VA.
- Submit a financial aid SAR.

For Highest Ranking High School Graduates

Exemption from tuition only for two semesters of first regular session at public colleges and universities in Texas following high school graduation. The Texas Education Agency (TEA) mails out valedictorian certificates to public school superintendents each spring to distribute to qualifying students. For more information, contact TEA at (512) 463-9637.

To be eligible:

Must be the highest ranking graduate of an accredited high school in the state. Student should provide proof of eligibility to the registrar of the college to be attended.

Blind, Deaf Students

Exemption from tuition and fees at public colleges and universities in Texas.

To be eligible:

- Must present certification of deafness or blindness from the appropriate state vocational rehabilitation agency.
- Student must provide written statement of educational purpose, indicating the educational goal to be pursued.
- Must have a high school diploma or its equivalent.
- Must furnish proof of high moral character and meet entrance requirements of the educational institution.
- Student should provide relevant documentation to the registrar's office of the institution to be attended.

Children of Disabled Firemen and Peace Officers

Exemption from tuition and fees at public colleges and universities in Texas.

To be eligible:

- Must be the child of deceased or disabled firemen, peace officers, custodial employees of the Department of Corrections, or game wardens, whose death or disability was sustained in the line of duty while serving in Texas.
- Must be applied for prior to 21st birthday.
- May not be transferred, unless to a senior college upon completion of a community/junior college course of study.

Persons who believe they are eligible should contact the Texas Higher Education Coordinating Board for a copy of the form letter to be submitted to the Board by the supervisor of the injured or deceased parent. The Board then writes to the relevant institution, indicating the student is eligible.

Children of Prisoners of War, Persons Missing in Action

Exemption from tuition and fees at public colleges or universities in Texas.

To be eligible:

- Must be a dependent child of Texas resident who is either a prisoner of war or missing in action.
- Must provide proof of parent's status from the Department of Defense.
- Must be under 21 years of age, or a person under 25 years of age who received the majority of his support from his parent(s).

Fire Fighters Enrolled in Fire Science Courses

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

To be eligible:

- Must be fire fighter enrolled in fire science courses offered as a part of a fire science curriculum.
- For residents and nonresidents.

Foster Care Students

Exemption from tuition and fees (other than building use fees) at public colleges and universities in Texas.

To be eligible:

- Must have been in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday.
- Must enroll in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

Temporary Assistance for Needy Families (TANF)

Exemption from tuition and fees (other than building use fees) at Texas public colleges and universities for up to one year.

To be eligible:

- Must have graduated from public high school in Texas.
- During last year of high school must have received financial assistance under Chapter 31, Human Resources Code (TANF) for not less than six months.
- Must be less than 22 years of age at the time of enrollment in college.
- Must enroll in college within 24 months of high school graduation.
- Must be a Texas resident.

The Texas Tomorrow Fund

The Texas Tomorrow Fund 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 at 1-800-445-GRAD or check with the Office of Financial Aid.

OTHER ASSISTANCE PROGRAMS

Scholarships

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

Valley Scholars

Valley Scholars are Hidalgo and Starr County high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College and are allowed to participate in a special honors curriculum. For further information, contact Mary De Leon at 683-2621 or 1-800-742-STCC.

National Hispanic Scholarship Fund

The purpose of the National Hispanic Scholarship Fund (NHSF) scholarships is to assist Hispanic American students in completing their higher education. NHSF scholarships are available on a competitive basis to undergraduate and graduate students of Hispanic background. Awards normally range from \$500 to \$1000. Applications are usually available at the financial aid locations throughout the district during the months of August and September.

Veteran's Educational Benefits

STCC 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 and number of dependents. 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 STCC Veteran Affairs Office. Students receiving V.A. educational benefits must adhere to V.A. Satisfactory Progress Standards. More information on these standards is available from the Veteran Affairs Office. Please visit the Veteran Affairs office or call Chris Flores at (956) 688-2109 or at 1-800-742-STCC.

Texas Rehabilitation Commission (TRC)

The Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Texas Rehabilitation Commission.

Workforce Investment Act (WIA) -

Formerly Job Training Partnership Act (JTPA)

Students may qualify for help in meeting their educational expenses through the Workforce Investment Act. Prior to enrollment at STCC, a student should contact their local WIA office to determine eligibility and types of assistance available to them. Students needing more information on WIA may contact the STCC Office of Financial Aid.

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 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 STCC Office of Financial Aid.

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. For more information on this program, call 1-800-942-2677 or write to: The Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

Tax Benefits for Higher Education-

The HOPE Scholarship

The "HOPE Scholarship" tax credit helps make the first two years of college or vocational school universally available. Students will receive a 100 percent tax credit for the first \$1,000 of tuition and required fees and a 50 percent credit on the second \$1,000. This credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance and will be available for payments made after December 31, 1997, for college enrollment after that date. A high school senior going into his or her freshman year of college in September 1998 for example, could be eligible for as much as a \$1,500 HOPE tax credit. Students needing more information on the HOPE Scholarship may contact the STCC Office of Financial Aid.

The Lifetime Learning tax credit

This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college juniors, seniors, graduate and professional degree students. A family will receive a 20 percent tax credit for the first \$5,000 of tuition and required fees paid each year through 2002, and for the first \$10,000 thereafter. Just like the "HOPE Scholarship" tax credit, the Lifetime Learning tax credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance; families may claim the credit for amounts paid on or after July 1, 1998, for college or vocational school enrollment beginning on or after July 1998. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-secondary students in the family, and is phased out at the same income levels as the "HOPE Scholarship" tax credit. Families will be able to claim the Lifetime Learning tax credit for some members of their family and the "HOPE Scholarship" tax credit for others who qualify in the same year. Students needing more information on the Lifetime Learning tax credit may contact the STCC Office of Financial Aid.

VAMOS-Valley Alliance of Mentors for Opportunities & Scholarships

VAMOS is an 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.

SATISFACTORY ACADEMIC PROGRESS

Financial Aid Satisfactory Academic Progress Policy

Federal regulations mandate that a student receiving financial assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. South Texas Community College's financial aid satisfactory academic progress policy must be applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Satisfactory Academic Progress is measured with the following standards as mandated by federal and state regulations:

- Qualitative (Cumulative Grade Point Average).
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs/Earned hrs measured by semester).

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the STCC 2002 - 2004 Catalog. STCC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 average after each semester.

Quantitative Standard

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

1. 67% completion rate requirement: Students must complete 67% of the course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement.

67% Rule (Attempted Semester Hours x 67%)

Attempted Semester Hours	67 Percentage Rule	Earned Sem. Hrs Must Be >or=
18 Credit Hours	67%	12
17 Credit Hours	67%	11
16 Credit Hours	67%	11
15 Credit Hours	67%	10
14 Credit Hours	67%	9
13 Credit Hours	67%	9
12 Credit Hours	67%	8
11 Credit Hours	67%	7
10 Credit Hours	67%	7
9 Credit Hours	67%	6
8 Credit Hours	67%	5
7 Credit Hours	67%	5
6 Credit Hours	67%	4
5 Credit Hours	67%	3
4 Credit Hours	67%	3
3 Credit Hours	67%	2
2 Credit Hours	67%	1
1 Credit Hour	67%	1

2. Maximum Time Frame (MTF): Maximum time frame is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent, then they have reached maximum time frame. The graph below contains two examples.

Maximum Time Frame Rule (Required Grad Hours X MTF%)

Graduation Requirement Hours	Maximum Time Frame Percentage	Attempted Hrs Permitted
60 Credit Hours	150%	90
42 Credit Hours	150%	63

In the first example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit hours would be 150%. In the second example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 credit hours attempted at STCC in that program they would reach maximum time frame.

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

- Grades of "A", "B", "C", "D" and "P" will be considered in determining credit hours earned.
- Grades of "F", "W", "NP", "WP", "WF", "DP", "DF", or "I" will not be considered as credit hours earned for the 67% rule and MTF rule, but, will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67% rule and MTF rule.

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

- Following the first semester in which the satisfactory academic progress and/or enrollment status are not met, the student will be placed on financial aid probation/warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on probation.
- Students *who are on probation/warning* 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 probation/warning* who **fail to meet** the satisfactory academic progress policy will be placed on financial aid suspension and denied further funding until he/she meets qualitative and quantitative standards again.
- A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- Change of Program (for financial aid purposes): Students will be allowed to change programs once. The Maximum Time Frame will be adjusted based on the new program. Changing programs due to scholastic suspension does not waive financial aid suspension.
- Students on academic probation/warning or academic suspension will automatically be placed on financial aid probation or financial aid suspension. If a student successfully appeals their **academic** probation or suspension, they must also go through the appeal process with the Financial Aid Office.
- If a student has received an associate degree, and would like to enroll in a new undergraduate program he would continue to be considered for Title IV Aid at South Texas Community College as long as the degree is below the baccalaureate level.
- Students placed on financial aid probation or financial aid suspension will be notified in writing of their status at the end of the semester.

APPEALS PROCESS

Students who fail to meet STCC's financial aid satisfactory academic progress policy because of unusual circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

- A Financial Aid Appeal form must be obtained and submitted to the STCC Office of Financial Aid.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved/disapproved by the Financial Aid Committee.
- All decisions made by the Financial Aid Committee are final.

ADDITIONAL INFORMATION

Financial aid will not be provided for:

- Courses taken by audit
- Credit hours earned by placement tests
- Non-credit course work

Transfer credit applied to a program of study will **NOT** count in the attempted hours.

- Developmental/ remedial course work may receive funding up to a minimum of 30 credit hours according to federal regulations.
- Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid received.
- Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled if student is on financial aid suspension.

When South Texas Community College has a consortium agreement with a participating institution, the student must meet the satisfactory academic progress policy of the institution that is awarding aid.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

There are four types of Title IV funds available at STCC. They are the Federal Pell Grant, Federal SEOG Grant, Federal LEAP Grant, and Federal SLEAP Grant. 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 STCC'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 in the following paragraphs.

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 and the Return of Title IV Funds section with the examples please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at (956) 928-3424, and the Cashier's Office may be reached at (956) 618-8309 or both may be reached at (800) 742-STCC.

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

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 ceases enrollment. 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% point in a semester, they have earned 100% of their Federal aid and no adjustment is required.*

The process for students who are withdrawn or dropped by STCC:

The process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. The Department of Education states that students who do not follow the official withdrawal process have earned 50% of the Federal Student Aid that they were awarded for the term that they were withdrawn from. When the Financial Aid office is notified that a student has been dropped from school, a letter will be sent to the student informing them of the results of the calculation and of their responsibilities.

Students may owe funds in excess of what they earned to the U.S. Department of Education, to STCC, and the U.S. Department of Education.

If students withdraw 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, STCC will not adjust the cost of tuition and fees (Please reference the Tuition Refunds Policy, which is located in the Financial Information Section of this Catalog). If the withdrawal results in some of the financial aid funds that were used to pay for the cost of tuition and fees being sent back to the U.S. Department of Education (USDOE), students will be responsible to pay STCC the amount that had to be refunded to the USDOE.

In many cases, students will owe the Department of Education for amounts from Title IV funds that they received that were in excess of the costs of tuition and fees. **This is a debt that is separate from any amount that a student may owe STCC as a result of their withdrawal from the semester.** When a student owes money to the Department of Education, he or she has 45 days from the date STCC notifies them of the debt to pay the Department of Education through STCC. Students who want to repay the Department of Education through STCC should make a payment to the Cashier's office and then notify the Financial Aid office that payment was made to be sure that it is sent to the Department of Education.

If the student does not pay STCC within 45 days, STCC will turn the student over to the Department of Education for collections. Students who have been turned over for collections may call ED Collections at 1-800-621-3115, email them at DCS_HELP@ed.gov, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

Two Examples:

Example #1

Jane Student enrolled for 16 credit hours in the Spring semester at STCC. She withdrew from her classes 55 days into the semester. Her bill for tuition and fees was \$1385.00. There are a total of 110 days in the semester, so Jane earned 50.4% of her Title IV aid. Jane received a total of \$1875.00 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 how much Pell Grant Jane earned, we must multiply the percentage earned by the amount she was eligible to receive.

$$50.4\% \times \$1875.00 = \$945.00$$

Since Jane was enrolled for 50.4% of the Fall semester, according to U.S. Department of Education regulations, she has earned \$945.00 of her Pell Grant. The Department of Education requires that STCC return \$686.96 of the unearned funds from the funds that Jane used to pay for her tuition and fees. Because Jane withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Jane will be responsible to repay STCC \$686.96 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

Jane is also responsible to repay the U.S. Department of Education \$121.52. She will have 45 days from the day that the STCC Office of Financial Aid notifies her of her debt to repay the Department of Education through STCC. If she chooses not to repay the debt within 45 days, STCC will turn her over to the Department of Education for collection. The Department of Education will suspend her financial aid eligibility until she makes satisfactory repayment arrangements.

Example #2

Joe Student enrolled for 12 credit hours in the Fall semester, attended a few weeks of his classes and decided to leave school. He was eligible for \$400.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. He did not inform STCC 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. Since he was withdrawn from school after the 20th day of class, the Cashier's office did not make any changes to the cost of tuition and fees on his student account.

According to U.S. Department of Education records, Joe earned 50% of his Pell Grant. $\$400.00 \times 50\% = \200.00 . STCC was required to return \$200.00 for him because the Pell Grant funds were used to pay for his tuition and fees. After the money was returned, Joe owed STCC \$200.00 to pay for the aid that had to be returned.

CAMPUS SECURITY

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis. The following are statistics concerning numbers and types of crimes committed at all STCC centers for the period from 1998 to 2000.

CRIME	1998	1999	2000	2001
Murder	1	0	0	0
Sexual Offenses	0	0	0	0
Robbery	3	0	0	0
Aggravated Assault	4	2	1	1
Burglary	17	10	9	10
Motor Vehicle Theft	3	0	4	2
Liquor Law Violations	2	1	3	0
Drug Abuse Violations	1	0	0	0
Weapons Possession	2	2	0	0

To report crimes, please call 1-911 from Pecan Campus line, or 688-2589 for Campus Dispatch then follow established Safety & Emergency Plan Procedures.

CAMPUS PARKING

Traffic regulations and public safety on campus are monitored by Campus Security. If you plan to park a motor vehicle on campus, you must register your vehicle at registration. You will receive a copy of campus traffic regulations and a valid parking sticker which must be properly displayed on the rear bumper of the vehicle or as otherwise directed.

STUDENT LIFE

STUDENT ACTIVITIES

The Office of Student Life promotes lifelong individual excellence through leadership, educational, cultural, recreational and civic programs, opportunities and services which support and enhance students and their education outside the classroom.

STUDENT ORGANIZATIONS/CLUBS

Student organizations and clubs provide students with the opportunity to supplement classroom work with activities that meet personal needs for recognition, growth, companionship, civic involvement and creative effort, and promote leadership development and effective group participation. Faculty and staff serve as advisors and mentors for student organizations and clubs.

STUDENT GOVERNMENT ASSOCIATION

Through this organization, students are given an opportunity to promote student issues and concerns and to assist in planning and managing a well-rounded program of student activities.

INTRAMURAL AND RECREATIONAL SPORTS

Participation in recreational activities is designed to promote friendship, sportsmanship, and a commitment to lifelong leisure, fitness and/or recreational activities. The Office of Student Life is committed to promoting both men's and women's activities and teams.

SPECIAL EVENTS

A variety of activities and special events are planned throughout the academic calendar for the purposes of enriching the lives of students and promoting student fellowship and leisure. Special events include: guest speakers, picnics, music concerts, movies, plays, workshops, and many other student led events.

CONTACT INFORMATION

For more information about student activities, contact the Office of Student Life at:

- Pecan Campus (Main Office) (956) 928-3530
- Mid-Valley Campus (956) 447-6608
- www.stcc.cc.tx.us/studentactivities

It is the goal of the Office of Student Life to provide equitable services to all students at all campuses/centers.

STUDENT JUDICIAL AND VETERAN AFFAIRS

The Office of Student Life is committed to the just and fair treatment of all students district-wide and to providing support and guidance to veteran students attending South Texas Community College.

Student Judicial and Veteran Affairs provides services in the following areas:

- Student Complaints/Appeals
- Student Grievances/Concerns
- Veteran Affairs Service/Referrals
Veteran Workstudy Program
- Promotion of College Programs to Prospective Students

Students may contact this office by calling (956) 688-2180 or 1-800-742-STCC.

OMBUDSPERSON

An ombudsperson is an impartial party appointed to receive student complaints, provide general information, guidance, and assistance in problem resolution. The Ombudsperson is dedicated to assisting students with concerns in any area of the college.

Some of the issues that the Ombudsperson may help with are:

1. Assistance with a problem at STCC.
2. Information about STCC policies and procedures.
3. Need someone to help resolve or mediate a dispute.
4. Feel that you have been treated unfairly.
5. Want information about grievance procedures and your student rights at STCC.
6. Sexual harassment and/or discrimination involving a student or students.

For more information, contact Student Judicial and Veteran Affairs at (956) 688-2180 or the college Ombudsperson at (956) 928-3526, 1-800-742-STCC, or at TDD# 1-800-735-2988 for the hearing impaired.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STCC community. Library facilities are located on the Center for Advanced and Applied Technology, Downtown Center, Mid-Valley Campus, Nursing/Allied Health Center, Pecan Campus, and Starr Campuses. Librarian assistance is available at these sites. The Pecan Campus Library, now at over 30,000 square feet, will more than double its size when a building expansion is completed in January 2003.

By Fall 2002, STCC libraries will hold over 100,000 cataloged items in its collection, including books, video, and audio recordings. The Library catalogs its collections using SIRSI's *Unicorn* library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 300 print periodicals and over 20 web-based on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases allows direct retrieval of the full-text of the contents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers, and distance learning students with network dial-in access. 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 STCC community has access to the collections of several hundred academic and public libraries across the United States. STCC Library patrons can borrow materials directly from participating TexShare libraries with their current STCC ID card and a TexShare card available from the STCC library. Participating TexShare libraries in the region include: University of Texas Pan American, University of Texas at Brownsville, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and University of San Antonio.

Student-access computers are available at all Library facilities. A Student I.D. is required.

STUDENT SUCCESS CENTERS

In the Student Success Centers, students receive assistance in most subject areas from tutors and instructors. The purpose of the Student Success Centers is to help students to achieve academic and professional success. The Student Success Centers are at the Pecan, Starr County, and Mid-Valley Campuses and the Center for Advanced and Applied Technology and Downtown Center. The Student Success Centers also provide Plato and Peachtree Courseware, Office 2000 Software, and Internet usage. In addition, the Success Centers provide students with an ideal setting to study with their friends. All Student Success Centers are open 8 A.M. - 8 P.M., M - Th; 8 A.M. - 4 P.M., F; and 9 A.M. - 1 P.M., S.

PLACEMENT OFFICE

The Placement Office is available to assist STCC students and alumni in developing the skills necessary to locate and secure employment. Assistance is available regarding resume preparation, job search techniques interview skills, and writing job search letters. Throughout the year, the Placement Office sponsors several activities including the STCC Annual Job Fair in April, a variety of employers and are invited to recruit and hire students from STCC, workshops are provided in the classrooms on job related topics, internship information, and resources are readily available for students at the Placement Office. For additional information, please call 668-6424 or visit the web site at www.stcc.cc.tx.us/placement.

STCC SITES

McALLEN:

Center for Advanced and Applied Technology
Downtown Center
Dr. Ramiro R. Casso Nursing and Allied Health Center
Pecan Campus
Pecan Plaza Extension
Ware Road Location

PHARR:

Pharr Regional and Educational Training Plaza

MID-VALLEY:

Mid-Valley Campus, Weslaco

STARR COUNTY:

Starr County Campus, Rio Grande City

OUTREACH DEPARTMENT

The Outreach Department provides off-site assistance to residents in our two county service area. Outreach Specialists distribute enrollment, financial aid, and program information at various career days; promote the college through presentations at schools and community agencies; and assist prospective students with their transition into the college by helping to complete enrollment and financial aid forms. Outreach Specialists maintain a unique relationship with community agency representatives, high school counselors and other school district personnel to ensure that they are providing the most efficient and effective service possible. For further information, please call (956) 618-8311 or 1-800-742-STCC.

STUDENT INFORMATION CENTERS

The Student Information Center serves as a "One-Stop Shop" for accurate and up-to-date information. There is a Student Information Center located at all STCC campus/centers throughout the college district. Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at one location.

Information available includes the following: catalogs, class schedules, admissions applications, financial aid applications, testing information, individual program briefs, continuing education course schedules, college viewbooks, and newsletters.

Services provided include the following: campus tours, switchboard operations, telemarketing efforts, point of contact for activities held district-wide, lost and found, maintenance of the master calendar of events, temporary parking permits, and general public mail-outs.

For more information call the Student Information Center at (956) 618-8311 or 1-800-742-STCC.

ELECTRONICALLY DELIVERED DISTANCE LEARNING

Since 1996, South Texas Community College has offered a number of its courses using distance learning technologies such as Internet, two-way interactive video-conferencing, and broadcast television. Since they allow a greater degree of flexibility, these courses benefit students for whom regular classroom attendance is inconvenient. Internet-based courses can be taken from any Internet-connected computer in the world. Broadcast TV courses, which are viewed on the local PBS affiliate, are also a flexible alternative to traditional coursework. The recordings of these broadcasts are also available on videotape at the Pecan Campus, Mid-Valley Campus, and Starr County Campus libraries. Two-way interactive videoconferencing

allows students at a certain select locations throughout Hidalgo and Starr counties to attend classes without having to travel to the main campus. For more information about STCC's Distance Learning program, please call (956) 683-2593 or visit our website at: <http://www.stcc.cc.tx.us/distance>.

THE OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

The Office of Institutional Research & Effectiveness (OIRE) collects, analyzes and reports on information about STCC, its faculty, staff, and students. This information is used to understand trends and identify ways the College can provide its services to students and increase student success. OIRE is careful to protect all personally identifiable information and operates in accord with the Code of ethics of the Association of Institutional Research.

THE PARTNERSHIP FOR WORKFORCE TRAINING AND CONTINUING EDUCATION

Workforce Education offers a diverse assortment of courses that satisfy employer needs for customized training to upgrade current employees and prepare new employees for the workforce. Continuing Education programs are offered for personal enrichment and professional development. Continuing Education Units (CEUs) meeting licensing requirements for certified professionals are provided, in accordance with the Southern Association of Colleges and Schools (SACS) standards.

Workforce and Continuing Education training opportunities are organized around Learning Institutes. These institutes include, but are not limited to, the following cluster of courses.

WORKFORCE TRAINING & CONTINUING EDUCATION

Locations

Pharr: 1100 E. Business 83

McAllen: STCC CAAT,
3700 W. Military Highway

Weslaco: STCC Mid-Valley Campus

Starr County: Highway 83 & Haunschild Rd.

Arts Institute

- Ceramics
- Floral Design
- Interior Design
- Music
- Photography

Building Trades Institute

- CADD
- Commercial/Residential Landscaping
- Construction Technology
- Customized Construction Upgrading (i.e. Electrical, Pipefitting, Safety, etc.)
- Industrial Construction Maintenance
- Journeyman Electrician Review
- Master Electrician Review
- Roofing

Business Institute

- Bilingual Office Clerk
- Business Conferences
- Career Bank Teller
- Convenience Store Clerk
- Dry Cleaning Professionals
- Early Childhood Associate
- Hotel Front Desk
- Travel and Tourism
- Supervisory and Management Skills
- Communication Skills

Culinary Arts Institute

- Cake Decorating
- Food Handling and Preparation
- Food Management Certification

Health Professions Institute

- Activity Director and Update
- CPR/First Aid Certification
- EMS Instructor Course
- EMT Update
- Insurance Coding
- Medical Office Assistant
- Medical Terminology
- Medical Transcriptionist
- Medications Administration and Update
- Pharmacy Technician
- *Promotoras* (Community Health Outreach Workers)

Information Technology Institute

- 10-Key
- Computer Applications (word processing, spreadsheets, databases)
- Desktop Publishing & WebPage Design
- Keyboarding

Language Institute

- American Sign Language
- Spanish
- Workplace Literacy
- English as a Second Language

Manufacturing and Telemarketing Institute

- Customized Training for Manufacturing (e.g. Plastic Technology, ISO/QS-900, Statistical Process Control, Design of Experiments, PPAP, APQP, FMEA, Hydraulics, Pneumatics, Programmable Logic Controls, Machining, Blueprint Reading, Refrigeration.)
- Telecommunications
- Telemarketing

Safety Institute

- Firefighters
- Juvenile Corrections Officer
- Law Enforcement Upgrading
- OSHA

Real Estate Institute

- Appraisals
- Computer Technology Upgrades
- Contracts
- Finance
- Law of Agency
- Mandatory Continuing Education
- Marketing
- Principles
- Real Estate Math
- Real Estate Review

Transportation Institute

- Professional Driver Training Program
- Forklift Truck Driver
- Bus Driver Training Program

Automotive Institute

- Shop Safety
- Employer Specific
- Mechanics
- Automotive Service

Apprenticeship Program

- Industrial Maintenance
- Tool and Die
- Software Development
- Plastics Technology

Self-Sufficiency Program - training opportunities for

- TANF Population
- Food-Stamp Recipients

Youth Institute - preparation for

- Certificate Program
- Industry-specific Training
- Employment

For more information, call the Partnership at (956) 283-3812 or (956) 283-3813. Visit our website at www.stcc.cc.tx.us/partners.

Curriculum

South Texas Community College

CORE CURRICULUM

The Core Curriculum at South Texas Community 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.

STCC is committed to the preparation of intellectually flexible, creative, and productive citizens. Through exposure to a varied range of disciplines and technologies, students will develop:

- an understanding of the importance of lifelong learning
- broad global and social perspectives
- essential skills for tomorrow's workforce

The *purpose* of the Core Curriculum is to provide the foundation through which STCC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking. This common body of essential knowledge and skills is taught and reinforced through courses selected in six *Core Components*: **Communication, Mathematics, Natural Sciences, Humanities and Visual and Performing Arts, Social and Behavioral Sciences, and Computer Science.**

COMMUNICATION

Composition/Written Communication

6 credits

- ENGL 1301 Composition
ENGL 1302 Composition II - Rhetoric

Speech

3 credits

- SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communications
SPCH 1321 Business and Professional Speaking

The objective of a Composition/Written Communication and Speech Components of the Core Curriculum is to enable the student to write clear, correct prose and communicate in a style appropriate to the subject, occasion, and audience.

Through the Composition/Written Communication and Speech Components of the Core Curriculum, competencies the student will

be able to demonstrate are to:

- demonstrate writing as a process: this includes pre-writing and invention, writing, revision, editing and proofreading;
- demonstrate the importance to specify audience and purpose and to select appropriate communication choices;
- identify and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- apply principles of writing as a process and the analysis of audience and purpose to writing assignments;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;
- apply critical analysis to a piece of literature;
- develop the ability to research and write an MLA style documented paper and give an oral presentation;
- demonstrate the speaking process through invention, organization, drafting, revision, editing, and presentation;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

MATHEMATICS

4 credits

- MATH 1414 College Algebra
MATH 2412 Precalculus Algebra & Trigonometry
MATH 2413 Calculus I

The objective of the Mathematics Component of the Core Curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Through the Mathematics Components of the Core Curriculum, competencies the student will be able to demonstrate are to:

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world situations;
- access and evaluate basic mathematical information verbally, numerically, graphically, and symbolically;
- demonstrate mathematical reasoning skills and formal logic to develop convincing mathematical arguments;
- use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and justify the reasonableness of the results;
- interpret mathematical models such as formulas, graphs, tables,

- and schematics, and draw inferences from them;
- determine the limitations of mathematical and statistical models;
- develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

NATURAL SCIENCES

8 credits

BIOL	1408	General Biology I
BIOL	1409	General Biology II
CHEM	1411	General Chemistry I
CHEM	1412	General Chemistry II
PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	1411	Introduction To Astronomy I
PHYS	1412	Introduction To Astronomy II
PHYS	2425	University Physics I
PHYS	2426	University Physics II
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
GEOL	1403	General Geology I
GEOL	1404	General Geology II

The objective of the Natural Sciences Component of the Core Curriculum is to enable the student to understand, construct, and evaluate empirical relationships in the natural science and to understand the basis for theory-building and testing.

Through the Natural Sciences Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- relate and apply method and appropriate technology to the study of natural sciences;
- identify scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing;
- demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics and values and public policies;
- demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to modern culture.

HUMANITIES & VISUAL AND PERFORMING ARTS

Visual and Performing Arts

3 credits

ARTS	1301	Art Appreciation
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ARTS	1303	Art History
ARTS	1304	Art History II
MUSI	1306	Music Appreciation
DRAM	1310	Introduction to Theatre

The objective of the study of the Visual and Performing Arts Component of the Core Curriculum is to enable the student to understand and employ creative processes in the production of visual arts, the production of performing arts and to develop an aesthetic awareness and appreciation of the arts.

The objective of the Humanities and Visual and Performing Arts is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society.

Through the Visual and Performing Arts Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- explain the aesthetics that govern the arts;
- explain historical developments of the arts and their roles as catalyst and transmitter of cultural values; analyze artworks;
- produce artworks or interpretive performances and comprehend the physical and intellectual demands required of the artist;
- explain the influence that literature, philosophy, and the arts have on multiculturalism.

Humanities

3 credits

ENGL	2321	British Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2341	Forms of Literature
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction to Social & Political Philosophy
HUMA	1301	Introduction to the Humanities I
SPAN	2313	Spanish for Spanish Speakers I

The objective of the Literature Component of the Core Curriculum is to introduce the student to the systematic study of literary texts in a context that emphasizes both critical reading and writing and introduces students to areas of study that enlarge their knowledge and appreciation of the multicultural and multiracial world in which they live.

It also expands the students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to health and survival of any society.

- identify the characteristics of major genres;
- demonstrate the critical contexts within which literature is created and evaluated; e.g., biographical, cultural and historical;
- distinguish among the genres of non-fiction, fiction, poetry and drama;
- apply literary criticisms to texts;
- explain literature works in the arts and humanities in writing.
- demonstrate knowledge of those elements and processes that create and define culture;
- define the bases of values, beliefs, and practices found in human societies;
- develop basic cross-cultural understanding, empathy and communication;
- define the responsibilities of living in a multi/cultural world;
- demonstrate knowledge of the development of language(s) and their influences on cross-cultural interactions;
- distinguish the underlying unity of diverse cultural expressions;
- develop a basis for critically examining differing view points.

SOCIAL AND BEHAVIORAL SCIENCES

The objective of the Social and Behavioral Science Component is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

U. S. History

6 credits

HIST 1301 U. S. History I
HIST 1302 U. S. History II

The objective of studying history is to analyze the past. Through the Core Curriculum Component in History, students will learn to understand past events and patterns of historical development by engaging historical evidence and the interpretations of historians.

Through the History Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- interpret and appraise different types of historical evidence (documentary and scientific) and differing historical points of view;
- weigh and explain reasonable criteria for the acceptability of historical evidence;
- summarize and appraise historical texts (primary and

secondary) critically and synthesize them for oral and written discussion;

- appraise historical, social, political, economic, cultural, diplomatic and global forces in the area under study;
- comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, civil and human rights;
- demonstrate an understanding of the evolution and current role of the U.S.;
- demonstrate an understanding of the roles of choices and of cause and effect in history;
- assess the use and the potential misuse of historical analogies in contemporary situations; analyze, critically assess, and develop creative solutions to public policy problems.
- practice, recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy;
- appraise and identify differences and commonalities with diverse cultures.

Political Science

6 credits

GOVT 2301 American Government I
GOVT 2302 American Government II

Social & Behavioral Sciences

3 credits

PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth and Development
SOC1 1301 Introductory Sociology
SOC1 1306 Contemporary Social Problems
SOC1 2301 Marriage and the Family
CRIJ 1301 Introduction to Criminal Justice
CRIJ 1307 Crime in America
SOCW 2361 Introduction to Social Work
GOVT 2304 Introduction to Political Science
GOVT 2389 Academic Cooperative in Social Science
ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
ECON 2301 Principles of Economics I - Macro

The objective of the Social and Behavioral Science Component of the Core Curriculum is to increase students' knowledge of human behavior, interaction, and the political, psychological, and sociological factors influencing both individual and social growth and development. Such knowledge should include: an understanding of the scientific methods used in studying human behavior and interaction; relationships among individuals, groups, institutions, events, and ideas; as well as the occupations and careers awaiting those who choose a major in the social and behavioral sciences.

Through the Social and Behavioral Sciences Component of the Core Curriculum, competencies the student will be able to demonstrate are to:

- use appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition, including critical analysis of the validity and reliability of historical evidence and research concerning the various stages and types of psychological and sociological development;
- differentiate the influence of social institutions and processes across a range of historical periods, social structures, and cultures on the evolution of individuals and societies;
- identify significant differences between diverse cultural groups in our society;
- compare and contrast the strengths and weaknesses of alternative systems or theories;
- interpret alternative explanations or solutions for contemporary social and public policy issues;
- explain the influence of historical, social, political, economic, cultural, and global forces on an area of study;
- illustrate the origins, evolution, and operation of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil rights;
- explain the evolution and current role of the U.S. in the world;
- recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, engaging in public discourse, and using state-of-the-art information gathering systems to stay aware of current public policy.

COMPUTER SCIENCE

3 credits

COSC 1301 Microcomputer Applications

The objective of the Computer Science component of the Core Curriculum is to enable students to identify and use microcomputer hardware and software.

Through the Computer Science component of the Core Curriculum, competencies the student will demonstrate are to:

- determine the appropriate choice of software and word processors, electronic spreadsheets, databases, operating systems and the Internet for workplace and educational applications;
- apply the appropriate software to produce reports, presentations, etc., by the use of analytical thinking and the integration of different software applications;
- identify and demonstrate appropriate uses of computer hardware including peripheral devices;
- explain the functions of microcomputer systems components which include memory, the CPU, hard drive, monitor, etc.

- research computer-related topics using the Internet and the library and, by using critical thinking and technical proficiency skills, write a documented research paper.

Total credits: 45

HUMANITIES ELECTIVE OPTIONS

The following list of courses may be taken to fulfill the Humanities Elective requirement in the Associate of Applied Science degrees.

Literature*

ENGL 2341 Forms of Literature
 ENGL 2321 British Literature
 ENGL 2326 American Literature
 ENGL 2331 World Literature

Foreign Language

SPAN 2313 Spanish for Spanish Speakers I
 SPAN 2315 Spanish for Spanish Speakers II

Drama

DRAM 1310 Introduction to Theatre

Art

ARTS 1301 Arts Appreciation
 ARTS 1303 Art History I
 ARTS 1304 Art History II

Music

MUSI 1306 Music Appreciation

Philosophy

PHIL 1301 Introduction to Philosophy
 PHIL 2303 Introduction to Logic
 PHIL 2306 Introduction to Ethics
 PHIL 2307 Introduction to Social and Political Philosophy

Humanities

HUMA 1301 Introduction to the Humanities I
 HUMA 1302 Introduction to the Humanities II

* Check for prerequisites

Division of Business, Math and Sciences

Biology	75
Biology	Associate of Science Field of Study
Business Administration	77
Accounting Clerk	Certificate
Banking	Certificate
E-Commerce	Certificate
Import/Export	Certificate
Investment/Insurance	Certificate
Logistics	Certificate
Management	Certificate
Marketing	Certificate
Business Administration	Associate of Applied Science
Specialization: Accounting	
Specialization: Banking	
Specialization: E-Commerce	
Specialization: Import/Export	
Specialization: Investment/Insurance	
Specialization: Logistics Management	
Specialization: Management	
Specialization: Marketing	
Business Administration - Transfer Plan	Associate of Arts Field of Study
Business Computer Systems	97
Business Computer Systems	Associate of Applied Science
Specialization: Computer Specialist	
Specialization: Database Administrator	
Specialization: Minicomputer Specialist	
Specialization: Multimedia Specialist	
Specialization: Networking Specialist	
Specialization: Webmaster Specialist	
Chemistry	110
Chemistry	Associate of Science Field of Study
Computer Science	112
Computer Information Systems	Associate of Science Field of Study
Computer Science	Associate of Science Field of Study

Culinary Arts	116
Commercial Cooking	Certificate
Culinary Arts	Associate of Applied Science
Engineering	119
Engineering	Associate of Science Field of Study
Hospitality and Tourism	121
Hotel/Motel Specialist	Certificate
Travel/Tourism Specialist	Certificate
Legal Assisting	124
Legal Assisting	Associate of Applied Science
Mathematics	126
Mathematics	Associate of Science Field of Study
Physics	128
Physics	Associate of Science Field of Study
Professional Office Technology	130
Secretary	Certificate
Word Processing Specialist	Certificate
Administrative Assistant	Associate of Applied Science
Legal Secretary	Associate of Applied Science

Biology

Biology, Associate of Science Field of Study

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 on 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
- Health Sciences
- Biotechnology
- Dentistry
- Dietary Research
- Environmental Science
- Genetic Engineering
- Marine Science
- Medicine
- Medical Research
- Microbiological Research
- Pharmacology
- Physical Therapy
- Science Education
- Toxicology
- Veterinary Science
- Wildlife Biology

ASSOCIATE OF SCIENCE Field of Study in Biology

TASP Eligible

FIELD OF STUDY

15-17 Credits minimum

The student is required to take the following two courses (8 credit hours):

- BIOL 1408 General Biology I
- BIOL 1409 General Biology II

* The student is required to take a minimum of 7 credit hours from the following list of courses:

- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2389 Academic Cooperative in the Biological Life Sciences
- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- BIOL 2406 Environmental Biology
- BIOL 2416 Genetics
- BIOL 2421 Microbiology
- BIOL 2428 Comparative Vertebrate Anatomy

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **Biology majors must take CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II in order to satisfy the Natural Sciences requirements of the core curriculum.**

FIELD OF STUDY: 15-17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60-62

BIOLOGY

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
BIOL	1408	General Biology I	4
CHEM	1411	General Chemistry I	4

SECOND SEMESTER

ENGL	1302	Composition II - Rhetoric	3
COSC	1301	Microcomputer Applications	3
BIOL	1409	General Biology II	4
CHEM	1412	General Chemistry II	4
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3

THIRD SEMESTER

HIST	1301	United States History I	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3
		*Biology Elective - Field of Study	4

FOURTH SEMESTER

HIST	1302	United States History II	3
GOVT	2302	American Government II	3
		Humanities Elective - Core Curriculum	3
		*Biology Elective - Field of Study	3 or 4

*Course to be chosen from Field of Study

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.

E-Commerce, Certificate

The E-Commerce certificate is designed to prepare students for an entry-level position in the field of electronic commerce. Graduates of this program will have the basic knowledge to perform general e-commerce 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.

Investment/Insurance, Certificate

The Investment and Insurance Certificate prepares students for an entry-level position. Graduates of this program will have preparation to perform general duties in an investment and insurance office.

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

The Management Certificate prepares students for an entry-level position. Graduates of this program will have preparation in basic management techniques including communication skills, accounting and supervision.

Marketing, Certificate

The Marketing Certificate is designed to 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

The Associate of Applied Science Degree with a specialization in Accounting prepares students to enter the accounting profession at an entry-level position. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

Specialization: Banking, Associate of Applied Science

The Associate of Applied Science Degree with a specialization in Banking prepares students for entry into the financial services industry where there are many opportunities for advancement. This program also offers continuing professional education for individuals already employed in the financial services industry.

Specialization: E-Commerce, Associate of Applied Science

The Associate of Applied Science Degree with a specialization in E-Commerce is designed to prepare students for a career in the field of Electronic Commerce (E-Commerce). Graduates of this program will have the technical knowledge, skills, and preparation to move traditional businesses into E-Commerce. This program will prepare students to create web pages, tie Internet forms into business data bases, obtain data from the Internet, and to plan and execute an E-Commerce business transaction.

Specialization: Import/Export, Associate of Applied Science

The Associate of Applied Science Degree with a specialization in Import/Export prepares students for entry into the import/export business as custom brokers, freight forwarders, commercial carriers, or in international business. It is designed to update and expand the skills of those already working in the import/export field as well as to assist individuals who are considering the import/export field, as a profession by introducing fundamentals of the industry. This program will also assist individuals in starting their own import/export business.

Specialization: Investment/Insurance, Associate of Applied Science

This program is designed to prepare students for entry into the Investment and Insurance industry with many opportunities for advancement. The Investment and Insurance program also offers continuing professional development education for individuals already employed in the investment and insurance industry.

Specialization: Logistics Management, Associate of Applied Science

The Associate of Applied Science Degree with a specialization in Logistics Management is designed to prepare students for a career in the growing field of warehousing logistics. Program emphasis is on physical distribution, warehouse management, traffic coordination, hardware and software operations, bar codes, and just-in-time manufacturing.

Specialization: Management, Associate of Applied Science

The Associate of Applied Science Degree with a specialization in Management is designed to prepare students for various managerial positions such as entry-level supervisor or 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**

The Associate of Applied Science Degree with a specialization in Marketing is designed to prepare students for a career in marketing and sales. Graduates of this program will have the skills, knowledge, and abilities to gain entry into the field of marketing. The program prepares students for careers in research management, product design and retail business.

**Business Administration
(Transfer Plan)**

Associate of Arts Field of Study

The Associate of Arts Degree with a field of study in Business Administration prepares 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.

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Mr. Jim Pax

Edward Jones Investments

Ms. Susan McWright

Waddell & Reed

Ms. Sophia Sewell

International Bank of Commerce

Mr. Juan F. Trevino

Merrill Lynch

ACCOUNTING CLERK CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
ENGL	1312	Business Writing	3
BNKG	1301	Money and Banking (TP)	3

SECOND SEMESTER

ACNT	1304	Introduction to Accounting II (TP)	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll & Business Tax Accounting	3
ITSW	1304	Introduction to Spreadsheets	3
HRPO	1311	Human Relations	3

THIRD SEMESTER

BMGT	2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 31

BANKING CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BNKG	1301	Money and Banking (TP)	3
BNKG	1303	Principles of Bank Operation	3

SECOND SEMESTER

PBAD	2335	Ethics in the Workplace	3
BMGT	1305	Communications in Management	3
BNKG	1343	Law and Banking or BUSI 2301	3
BNKG	1347	Bank Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

E-COMMERCE CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
BUSG	1371	Introduction to E-Commerce	3
PBAD	2335	Ethics in the Work Place	3

SECOND SEMESTER

BNKG	1301	Money and Banking (TP)	3
BMGT	1305	Communications in Management	3
ITSC	1313	Internet / Web Page Development	3
BUSG	1375	E-Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

IMPORT / EXPORT CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
IBUS	1301	Principles of Imports - Exports I	3
IBUS	1305	Introduction to International Business/Trade (TP)	3

SECOND SEMESTER

BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
IBUS	2345	Import Customs Regulations I	3
BUSI	2301	Business Law	3

THIRD SEMESTER

IBUS	2371	Import Customs Regulations II	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

INVESTMENT / INSURANCE CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

BUSI	1301	Introduction to Business	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
BUSA	1315	Investment and Securities	3

SECOND SEMESTER

BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
INSR	1349	Delivering Insurance Services	3
HRPO	1301	Customer Service	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

LOGISTICS CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
LMGT	1319	Introduction to Business Logistics	3

SECOND SEMESTER

BUSI	1301	Introduction to Business	3
BMGT	1305	Communications in Management	3
LMGT	1321	Principles of Material Management	3
LMGT	1325	Warehouse and Distribution Center Management	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

MANAGEMENT CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing (TP)	3
BMGT	1305	Communications in Management	3
BMGT	2303	Problem Solving & Decision Making	3
HRPO	2301	Human Resources Management	3
MRKG	1311	Principles of Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 31

MARKETING CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
MRKG	1311	Principles of Marketing	3

SECOND SEMESTER

BUSI	1301	Introduction to Business	3
BMGT	1305	Communications in Management	3
HRPO	1301	Customer Service	3
BMGT	1333	Principles of Selling	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Accounting**

Tasp Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
BNKG	1301	Money and Banking (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	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
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3

THIRD SEMESTER

ACNT	2303	Intermediate Accounting I	3
		<u>Humanities Elective</u>	3
BUSI	1301	Introduction to Business	3
		<u>Mathematics / Natural Sciences Elective</u>	4
ACCT	2402	Principles of Managerial Accounting	4

FOURTH SEMESTER

ACNT	2309	Cost Accounting	3
		###Accounting Elective	3
ACNT	2304	Intermediate Accounting II	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
BUSI	2301	Business Law	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

###ACCOUNTING ELECTIVES

ACNT	1331	Federal Income Tax: Individual	3
ACNT	2330	Government & Not-for-Profit Accounting	3
ACNT	2331	Internal Control and Auditing	3

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Banking**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	1301	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
BNKG	1301	Money & Banking (TP)	3
BNKG	1303	Principles of Bank Operation	3

SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
ACNT	1303	Introduction to Accounting I (TP)	3
BUSI	1301	Introduction to Business	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
ITSW	1304	Introduction to Spreadsheets	3
		<u>Mathematics / Natural Sciences Elective</u>	4
BNKG	1345	Consumer Lending	3
BNKG	1351	Selling Bank Products and Services	3

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
<u>ECON</u>	2301	<u>Principles of Economics I-Macro</u>	3
BNKG	1349	Commercial Lending	3
BNKG	1356	Analyzing Financial Statements	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: E-Commerce**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
BUSG	1371	Introduction to E-Commerce	3
PBAD	2335	Ethics in the Work Place	3

SECOND SEMESTER

BNKG	1301	Money and Banking (TP)	3
BMGT	1305	Communications in Management	3
ACCT	2401	Principles of Financial Accounting	4
ITSC	1313	Internet / Web Page Development	3
BUSG	1375	E-Marketing	3

THIRD SEMESTER

SPCH	1321	Business & Professional Speaking	3
ITSE	2317	Java Programming	3
		<u>Social / Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3
ITSE	2347	Advanced Database Programming	3
ECON	2301	<u>Principles of Economics I-Macro</u>	3

FOURTH SEMESTER

		<u>Mathematics / Natural Sciences Elective</u>	4
BUSG	2371	Electronic Traffic Analysis	3
ACCT	2402	Principles of Managerial Accounting	4
BUSG	2374	E-Customer Care	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Import/Export**

TASP Eligible

Credit Hours

FIRST SEMESTER

ENGL	1301	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
IBUS	1301	Principles of Imports - Exports I	3
IBUS	1305	Introduction to International Business/Trade (TP)	3
PBAD	2335	Ethics in the Workplace	3
BMGT	1301	Supervision (TP)	3

SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
ACNT	1303	Introduction to Accounting I (TP)	3
ITSW	1304	Introduction to Spreadsheets	3
BMGT	1305	Communications in Management	3
IBUS	1341	International Purchasing	3
BNKG	1301	Money and Banking (TP)	3

THIRD SEMESTER

ACNT	2309	Cost Accounting	3
BUSI	1301	Introduction to Business	3
		<u>Mathematics / Natural Sciences Elective</u>	4
IBUS	2345	Import Customs Regulations I	3
IBUS	1354	International Marketing Management	3

FOURTH SEMESTER

		<u>Social / Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3
BUSI	2301	Business Law	3
ECON	2301	<u>Principles of Economics I - Macro</u>	3
IBUS	2371	Import Customs Regulations II	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 68

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Investment / Insurance

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	1301	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
BUSA	1315	Investment and Securities	3

SECOND SEMESTER

BUSI	1301	Introduction to Business	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
INSR	1349	Delivering Insurance Services	3
HRPO	1301	Customer Service	3

THIRD SEMESTER

SPCH	1321	Business & Professional Speaking	3
		<u>Humanities Elective</u>	3
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3
BMGT	1333	Principles of Selling	3
BMGT	2303	Problem Solving and Decision Making	3

FOURTH SEMESTER

BUSG	2376	Client Contact Management Systems	3
BUSG	2377	Investment and Insurance Regulations	3
QUMT	2340	Quantitative Methods - Business Statistics I	3
		<u>Social / Behavioral Sciences Elective</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 64

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Logistics Management**

TASP Eligible

			Credit Hours
FIRST SEMESTER			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
LMGT	1319	Introduction to Business Logistics	3
SECOND SEMESTER			
BUSI	1301	Introduction to Business	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
LMGT	1321	Principles of Material Management	3
HRPO	1301	Customer Service	3
THIRD SEMESTER			
SPCH	1321	Business and Professional Speaking	3
		<u>Humanities Elective</u>	3
		<u>Math / Natural Sciences Elective</u>	4
LMGT	1345	Economics of Transportation & Distribution	3
LMGT	1325	Warehouse and Distribution Center Management	3
FOURTH SEMESTER			
LMGT	2334	Principles of Traffic Management	3
BUSI	2301	Business Law	3
		<u>Social / Behavioral Sciences Elective</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			62

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Management**

TASP Eligible

Credit Hours

FIRST SEMESTER

ENGL	1301	Composition	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3

SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
ITSW	1301	Introduction to Word Processing (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
HRPO	2301	Human Resources Management	3
BNKG	1301	Money and Banking (TP)	3

THIRD SEMESTER

ITSW	1304	Introduction to Spreadsheets	3
		<u>Math / Natural Sciences Elective</u>	4
BUSI	2301	Business Law	3
ACNT	1329	Payroll & Business Tax Accounting	3
BUSG	2309	Small Business Management	3

FOURTH SEMESTER

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

Total Credit Hours: 65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Marketing**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	1301	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
PBAD	2335	Ethics in the Workplace	3
MRKG	1311	Principles of Marketing	3

SECOND SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
SPCH	1321	Business and Professional Speaking	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
HRPO	1301	Customer Service	3
BMGT	1333	Principles of Selling	3

THIRD SEMESTER

BUSI	1301	Introduction to Business	3
		<u>Math / Natural Sciences Elective</u>	4
BMGT	1304	Visual Merchandising	3
BMGT	1349	Advertising and Sales Promotion	3
BMGT	1348	Marketing Research and Strategies	3

FOURTH SEMESTER

TRVM	1327	Hospitality and Special Events	3
		<u>Humanities Elective</u>	3
		<u>Social / Behavioral Sciences Elective</u>	3
BMGT	2303	Problem Solving & Decision Making	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ASSOCIATE OF ARTS
Field of Study in Business Administration (Transfer Plan)

TASP Eligible

FIELD OF STUDY

17 Credits

ACCT	2401	Principles of Financial Accounting
ACCT	2402	Principles of Managerial Accounting
ECON	2302	Principles of Economics II - MICRO
BUSI	1301	Introduction to Business
MATH	1325	Business Calculus

STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the catalog. **Business Administration majors must take ECON 2301-Principles of Economics I - Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.**

FIELD OF STUDY: 17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 62

BUSINESS ADMINISTRATION - TRANSFER PLAN RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
BUSI	1301	Introduction to Business	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
ACCT	2401	Principles of Financial Accounting	4

THIRD SEMESTER

GOVT	2301	American Government I	3
		Natural Sciences Elective - Core Curriculum	4
ACCT	2402	Principles of Managerial Accounting	4
ECON	2301	Principles of Economics I - MACRO	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
ECON	2302	Principles of Economics II - MICRO	3
MATH	1325	Business Calculus	3
		Humanities Elective - Core Curriculum	3

Business Computer Systems

**Business Computer Systems,
Associate of Applied Science
Specialization: Computer Specialist**

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheets, word processing, and desktop publishing. Students will learn technical skills such as operating systems data structure, networking, telecommunications, and microcomputer concepts. Students will also learn management skills such as system management, database design techniques, logic, speech, and technical writing. Graduates will be equipped for entry into the workforce in small business, school districts, local companies, and hospital departments.

**Business Computer Systems,
Associate of Applied Science
Specialization: Database Administrator**

Database administrators are responsible for the oversight of a company's computer database files, such as inventory, accounting, payroll, mailing lists, and customer account files. They design, maintain, and repair these databases, which may require the knowledge of a computer programming language like COBOL or a proprietary database platform like dBase or Oracle.

**Business Computer Systems,
Associate of Applied Science
Specialization: Minicomputer Specialist**

In this program the student will learn about the IBM AS/400 computer system. Upon completion of the program, the student will have skills in RPG programming, helpdesk, AS/400 operations, groupware, etc. The student will also learn some basic networking skills and operating system theory. Employment opportunities will be available in various medium to large companies, banks, hospitals, and ISDs that use the AS/400 system.

**Business Computer Systems,
Associate of Applied Science
Specialization: Multimedia Specialist**

Graduates of this emerging occupation will have the technical knowledge, skills, and preparation to combine the use of audio, video, graphics, and text to provide and disseminate information to others in an aesthetic manner. Often, their final output is distributed on CD ROM's as catalogs, training sessions, books on disk, and tutorials. By combining graphics, audio files, animation, and video components, the product of multimedia specialists can often make stronger impacts than printed guides or tutorials.

**Business Computer Systems,
Associate of Applied Science
Specialization: Networking Specialist**

In this program, the student will learn the same basic information as the Computer Specialist, but will receive additional courses in networking. Upon completion of the program, the student will be able to design and quote a network, set up and maintain, and manage and upgrade the network. Employment opportunities will be available with businesses that use or anticipate setting up a network.

**Business Computer Systems,
Associate of Applied Science
Specialization: Webmaster Specialist**

Graduates of this program will have the technical knowledge, skills,

and preparation for employment in the growing field of computer graphic design, animation and multimedia to prepare web pages for individual clients or as part of an electronic commerce division of a company. Program emphasis is on programming scripts and graphics using Internet-specific code such as hypertext markup language, Perl, or Java, and Web page maintenance. Future career positions include Computer Programmer, Graphic Designer, Web Page Designer and Electronic Publishing Support Specialist.

ADVISORY COMMITTEE

Matt Crocker

New Media Manager, The Monitor

Ward Price

Webmaster, University of Texas-Pan American

Lynde Roberts

Web Designer, The Monitor

Jeff Shoostari

CEO, TWIN Wireless, Inc.

Diana Berger

Director of Technology, Region 1

Tomas Perez

Dir. Of Technology, McAllen I.S.D.

Less Rydl, Ph.D.

Chairman CIS, School of Business Administration
University of Texas-Pan American

Sonia Mata-Lozano

Data Processing Manager, McAllen I.S.D.

Steve Winger

Production Manager, The Monitor

Adrian Garcia

Director of Technology Support, Region 1

Hector Gonzalez

MIS Director, City of McAllen

Hector Reyna

Technology Director, Sharyland I.S.D.

Joe Gonzalez

Main Programmer, Region 1

John Willars

MIS Director, Mission Hospital

Luis Bazan

Dir. Of Business Development,
McAllen Chamber of Commerce

Mike Crews, Ph.D.

Associate Professor, School of Business Administration,
University of Texas-Pan American

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Computer Specialist**

TASP Eligible

			Credit Hours
FIRST SEMESTER			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
ITNW	1325	Fundamentals of Networking (TP)	3
ITSC	1301	Introduction to Computers (TP)	3
SECOND SEMESTER			
		<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309	Integrated Software Applications I (TP)	3
ITNW	2321	Networking with TCP/IP	3
ITSC	1325	Personal Computer Hardware (TP)	3
ITNW	2301	Administering Microsoft Windows NT	3
SUMMER SESSION I			
		<u>Social / Behavioral Sciences Elective</u>	3
		#Computer Specialist Elective	3
THIRD SEMESTER			
ACNT	1303	Introduction to Accounting I (TP)	3
SPCH	1311	Introduction to Speech Communication	3
ITSW	1310	Presentation Media Software (TP)	3
ITSE	1331	Introduction to Visual Basic Programming	3
ITNW	2335	Network Troubleshooting and Support	3
FOURTH SEMESTER			
		<u>Humanities Elective</u>	3
ITSW	2334	Advanced Spreadsheets	3
ITSE	2309	Introduction to Database Programming	3
ITSC	2339	Personal Computer Help Desk	3
ITSC	2165	CAPSTONE: Systems Administration Practicum	1
Total Credit Hours:			65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours

#Electives for Computer Specialist

ITSC	1313	Internet/Web Page Development (TP)	3
POFI	2331	Desktop Publishing for the Office	3

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective

Literature

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ART</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Database Administrator**

TASP Eligible

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITNW	1325	Fundamentals of Networking (TP)	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
SECOND SEMESTER			
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
ITNW	2321	Networking with TCP/IP	3
ITSC	1313	Internet/Web Page Development (TP)	3
ITSE	1302	Introduction to Computer Programming (TP)	3
ITSC	1309	Integrated Software Applications I (TP)	3
SUMMER SESSION I			
		<u>Social / Behavioral Sciences Elective</u>	3
ITSE	2309	Introduction to Database Programming	3
THIRD SEMESTER			
ITSE	1331	Introduction to Visual Basic Programming	3
ITNW	2317	Networking Security	3
ITNW	2354	Internet/Intranet Server	3
ITSE	1345	Introduction to Oracle SQL & PL/SQL	3
ITNW	2301	Administering Microsoft Windows NT	3
FOURTH SEMESTER			
		<u>Humanities Elective</u>	3
ITSW	2337	Advanced Database	3
ITSE	2356	Oracle Database Administration I	3
INEW	2334	Advanced Web Page Programming	3
ITSE	2333	Implementing a Database on Microsoft SQL Server 7.0	3
ITSC	2165	Capstone: Systems Administration Practicum	1
Total Credit Hours:			68

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours**Social/Behavioral Sciences Electives**

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective**Literature**

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Minicomputer Specialist**

TASP Eligible

			Credit Hours
FIRST SEMESTER			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
ITNW	1325	Fundamentals of Networking (TP)	3
ITSC	1311	AS/400 Operating Systems I	3
SECOND SEMESTER			
		<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309	Integrated Software Applications I (TP)	3
ITNW	2321	Networking with TCP/IP	3
ITSE	1314	Introduction to RPG Programming	3
ITNW	2301	Administering Microsoft Windows NT	3
SUMMER SESSION I			
		<u>Social / Behavioral Sciences Elective</u>	3
SPCH	1311	Introduction to Speech Communication	3
THIRD SEMESTER			
ACNT	1303	Introduction to Accounting I (TP)	3
ITSE	1318	Introduction to COBOL Programming	3
ITSW	1310	Presentation Media Software (TP)	3
ITSE	1331	Introduction to Visual Basic Programming	3
ITNW	2335	Network Troubleshooting and Support	3
FOURTH SEMESTER			
		<u>#Minicomputer Elective</u>	3
		<u>Humanities Elective</u>	3
ITSW	2337	Advanced Database	3
ITSC	1302	Computer Control Language	3
ITSC	2346	Computer Center Management	3
ITSC	2164	CAPSTONE: Minicomputer Practicum	1
Total Credit Hours:			68

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours

#Electives for Minicomputer Specialist

ITNW	2305	Network Administration for Novell Netware	3
ITSC	1327	Multiuser Operating Systems	3
ITSE	2317	Java Programming	3

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective

Literature

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Multimedia Specialist**

TASP Eligible

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3
MATH	1411	College Algebra	4
ITSC	1309	Integrated Software Applications I (TP)	3
SECOND SEMESTER			
ITSE	1302	Introduction to Computer Programming (TP)	3
ITSW	1310	Presentation Media Software (TP)	3
GRPH	1322	Electronic Publishing	3
ARTC	1345	3-D Modeling and Rendering	3
ITSC	1313	Internet/Web Page Development (TP)	3
SUMMER SESSION I			
		<u>Social / Behavioral Sciences Elective</u>	3
ARTS	1316	Drawing I	3
THIRD SEMESTER			
FLMC	2331	Computers in Video Production II	3
ITSC	1331	Introduction to Visual Basic Programming	3
ITSE	2309	Introduction to Database Programming	3
ARTV	1301	Animation 2-D	3
IMED	1345	Interactive Multimedia I	3
FOURTH SEMESTER			
		<u>Humanities Elective</u>	3
IMED	2315	Web Page Design II	3
ITSE	2317	JAVA Programming	3
IMED	2305	Multimedia Authoring II	3
GRPH	1359	Object Oriented Computer Graphics	3
IMED	2166	Capstone: Multimedia Practicum	1

Total Credit Hours: 68

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective

Literature

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Networking Specialist**

TASP Eligible

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication	3
COSC	1301	<u>Microcomputer Applications</u>	3
ENGL	1301	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
ITNW	1325	Fundamentals of Networking (TP)	3

SECOND SEMESTER

		<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309	Integrated Software Applications I (TP)	3
ITNW	2321	Networking with TCP/IP	3
ITNW	2305	Network Administration for Novell Netware	3
ITNW	2301	Administering Microsoft Windows NT	3

SUMMER SESSION I

		<u>Social / Behavioral Sciences Elective</u>	3
		#Networking Specialist Elective	3

THIRD SEMESTER

ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1313	Internet/Web Page Development (TP)	3
ITSW	1310	Presentation Media Software (TP)	3
ITNW	2335	Network Troubleshooting and Support	3
ITNW	2317	Network Security	3

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
ITSE	2309	Introduction to Database Programming	3
ITNW	2343	Advanced Network for Novell Intra-Netware	3
ITSC	2346	Computer Center Management	3
ITNW	2164	CAPSTONE: Network Practicum	1

Total Credit Hours: 65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours

#Electives for Networking Specialist

ITSW	2334	Advanced Spreadsheets	3
*ITNW	2354	Internet/Intranet Server	3

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Electives

Literature

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Webmaster Specialist**

TASP Eligible

			Credit Hours
<u>FIRST SEMESTER</u>			
SPCH	1311	Introduction to Speech Communication	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITNW	1325	Fundamentals of Networking (TP)	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
<u>SECOND SEMESTER</u>			
		<u>Mathematics / Natural Sciences Elective</u>	4
ITNW	2321	Networking with TCP/IP	3
ITMC	1301	Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	3
ITSC	1313	Internet/Web Page Development (TP)	3
ITSE	1302	Introduction to Computer Programming (TP)	3
<u>SUMMER SESSION I</u>			
		<u>Social / Behavioral Sciences Elective</u>	3
ITSE	2309	Introduction to Database Programming	3
<u>THIRD SEMESTER</u>			
MRKG	1311	Principles of Marketing	3
ITNW	2317	Network Security	3
ITMC	1341	Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	3
IMED	2315	Web Page Design II	3
ITSE	1331	Introduction to Visual BASIC Programming	3
<u>FOURTH SEMESTER</u>			
		<u>Humanities Elective</u>	3
ITNW	2359	Creating and Managing a Web Server Using Microsoft Internet Information Server	3
ITSE	2317	JAVA Programming	3
ITSE	2347	Advanced Database Programming	3
ITSE	2353	Advanced Web Authoring for NetWare 5	3
ITSE	2286	Internship - Computer Programming	2
Total Credit Hours:			69

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Credit Hours

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective

Literature

<u>ENGL</u>	<u>2341</u>	<u>Forms of Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>British Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Introduction to Theatre</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

Chemistry

Chemistry, Associate of Science Field of Study

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 on 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:

- Plastics manufacturing
- Medical Technology
- Biochemistry
- Oil Refining
- Forensic Science
- Mineral Processing
- Civil Engineering
- Chemical Engineering
- Pharmacy
- Molecular Biology
- Education, secondary and post-secondary
- Water Treatment
- Environmental Science
- Petroleum Engineering

ASSOCIATE OF SCIENCE Field of Study in Chemistry

TASP Eligible

FIELD OF STUDY

16 Credits

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

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **Chemistry majors must take the sequence PHYS 1401 (College Physics I) and PHYS 1402 (College Physics II) or the sequence BIOL 1408-General Biology I and BIOL 1409-General Biology II in order to satisfy the natural sciences requirement of the core curriculum.**

FIELD OF STUDY: 16

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 61

CHEMISTRY

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
CHEM	1411	General Chemistry I	4

SECOND SEMESTER

HIST	1301	United States History I	3
ENGL	1302	Composition II - Rhetoric	3
		Social & Behavioral Science Elective - Core Curriculum	3
CHEM	1412	General Chemistry II	4
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3

THIRD SEMESTER

		Visual & Performing Arts Elective - Core Curriculum	3
HIST	1302	United States History II	3
GOVT	2301	American Government I	3
PHYS	1401	College Physics I or BIOL 1408	4
CHEM	2423	Organic Chemistry I	4

FOURTH SEMESTER

GOVT	2302	American Government II	3
PHYS	1402	College Physics II or BIOL 1409	4
		Humanities Elective - Core Curriculum	3
CHEM	2425	Organic Chemistry II	4

Computer Science

Computer Information Systems, Associate of Science Field of Study

This program is designed for students who plan to specialize in Business Computer Applications at a four-year college or university. In addition to completing the General Education requirements as outlined in this catalog, students take business classes in accounting, economics and business programming languages which will fulfill the Computer Information Systems degree. 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 STCC 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 STCC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Associate of Science Field of Study

This program is designed for students who plan to specialize in Computer Software Engineering and Computer Science at a four-year college or university. 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 STCC 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 STCC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities:

The Bureau of Labor Statistics estimates that from 1994 to 2005, computer-related employment will increase by 60 percent nationally. Software and computers are a significant part of business, therefore, the demand for professionals with computer skills has increased. With the pace of growth in high-tech fields, companies are struggling to find technical talent to fill their needs.

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines as Software Engineers, Programmer-Analyst, System Analyst, Systems Programmer, Information Security Coordinator.

Academic Advisement:

Students are assigned to an advisor in the department upon declaring a major in Computer Science. 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.

ASSOCIATE OF SCIENCE

Field of Study in Computer Information Systems

TASP Eligible

FIELD OF STUDY

17 Credits

COSC	1315	Fundamentals of Programming
BCIS	1431	Programming in BASIC
BCIS	1332	Cobol Programming
BCIS	2332	Advanced Cobol Programming
ACCT	2401	Principles of Financial Accounting

STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 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.**

FIELD OF STUDY: 17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 62

COMPUTER INFORMATION SYSTEMS RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
ACCT	2401	Principles of Financial Accounting	4
BCIS	1431	Programming in BASIC	4

THIRD SEMESTER

GOVT	2301	American Government I	3
ECON	2301	Principles of Economics I - MACRO	3
		Natural Sciences Elective - Core Curriculum	4
COSC	1315	Fundamentals of Programming	3
BCIS	1332	Cobol Programming	3

FOURTH SEMESTER

		Visual & Performing Arts Elective - Core Curriculum	3
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
BCIS	2332	Advanced Cobol Programming	3

ASSOCIATE OF SCIENCE

Field of Study in Computer Science

TASP Eligible

FIELD OF STUDY

16 - 17 Credits

The student is required to take following 4 courses (13 credits):

- COSC 1309 Logic Design
- COSC 1420 C Programming
- COSC 2315 Data Structures
- COSC 2325 Computer Organization & Machine Language

The student is required to take 1 course (3-4 credits) from the following list:

- COSC 1430 Variable Topic Programming Language
- COSC 2330 Advanced Computer Science Programming

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog.

FIELD OF STUDY: 16-17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 61-62

COMPUTER SCIENCE

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

HIST	1301	United States History I	3
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Natural Sciences Elective - Core Curriculum	4
COSC	1420	C Programming	4
GOVT	2301	American Government I	3

THIRD SEMESTER

COSC	1309	Logic Design	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
		Social & Behavioral Science Elective - Core Curriculum	3
		Natural Sciences Elective - Core Curriculum	4
COSC	2315	Data Structures	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
COSC	1430	Variable Topic Programming Language or COSC 2330	3-4
COSC	2325	Computer Organization & Machine Language	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Humanities Elective - Core Curriculum	3

Culinary Arts

Commercial Cooking, Certificate

This certificate prepares students to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers.

Culinary Arts, Associate of Applied Science

The program will prepare students through lecture and lab courses in culinary arts, nutrition, supervision, a practicum, and general education courses. This degree leads to careers in restaurants, catering, hotels and resorts, and other commercial food services. Graduates take positions as sous-chefs, professional assistants to chefs or culinary managers, supervisors of food production and service, stewards, banquet managers, purchasing agents, or restaurant supervisors.

ADVISORY COMMITTEE

Joe Demarino

Salvation Army Foodservice Program

Dr. Bahram (Bob) Faraji

The University of Texas Pan American, Biology Dept.

Marcel Fortuin

Food & Beverage Manager, Casa Del Palmas

Maion Miller

Weslaco HS Foodservice Program

Jeffery Sahadi

La Bistro Restaurant Owner

Diane Shea

Shea Catering

Dago Rivera

Food & Beverage Manager, Cimmaron Country Club

Mario Roman

Executive Chef, Cimmaron Country Club

Luis Zambrano

Food & Beverage Manager, Embassy Suites Hotel

Ruben Flores

Executive Chef, Embassy Suites Hotel

Eva Pascal

Food & Beverage Manager, McAllen Country Club

Michael Matz

Executive Chef, McAllen Country Club

Russell Walker

General Manager, Tower Club

Tim Berg

Executive Chef, Tower Club

COMMERCIAL COOKING CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CULA	1305	Safety and Sanitation	3
CULA	1301	Basic Food Preparation	3
PSTR	1301	Fundamentals of Baking	3
BIOL	1322	Nutrition and Diet Therapy	3

SECOND SEMESTER

RSTO	2307	Catering	3
RSTO	2301	Principles of Food & Beverage Controls	3
CULA	1345	International Cuisine	3
CULA	1264	CAPSTONE: Practicum I	2

Total Credit Hours: 23

CULINARY ARTS ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			Credit Hours
FIRST SEMESTER			
CULA	1305	Safety and Sanitation	3
CULA	1301	Basic Food Preparation	3
PSTR	1301	Fundamentals of Baking	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
SECOND SEMESTER			
CULA	2301	Intermediate Food Preparation	3
RSTO	2307	Catering	3
RSTO	2301	Principles of Food & Beverage Controls	3
HAMG	1324	Hospitality Human Resources Management	3
TECM	1303	Technical Mathematics	3
		<u>Humanities Elective</u>	3
THIRD SEMESTER			
CULA	1345	International Cuisine	3
<u>BIOL</u>	<u>2320</u>	<u>Microbiology for Food Service</u>	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ACNT	1303	Introduction to Accounting I or MRKG 1311	3
FOURTH SEMESTER			
PSTR	2331	Advanced Pastry Shop	3
CULA	2331	Advanced Food Preparation	3
RSTO	1301	Beverage Management	3
BUSG	2309	Small Business Management	3
SPCH	1311	Introduction to Speech Communication or SPCH 1321	3
CULA	2264	CAPSTONE: Practicum II	2
Total Credit Hours:			65

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Engineering

Engineering, Associate of Science Field of Study

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, over two-thirds of all the technical and a large percentage of the 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 such disciplines as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Science Engineering
- Electrical Engineering
- Forest Engineering
- Industrial Engineering
- Mechanical Engineering
- Nuclear Engineering
- Ocean Engineering
- Petroleum Engineering
- Radiological Health Engineering

ASSOCIATE OF SCIENCE Field of Study in Engineering

TASP Eligible

FIELD OF STUDY

17 Credits

The student is required to take a minimum of 17 credits from the following list of courses.

The student must take the following five courses (14 credit hours):

MATH 2412 Precalculus Algebra & Trigonometry
MATH 2413 Calculus I
ENGR 1101 Introduction to Engineering
ENGR 1204 Engineering Graphics
ENGR 2301 Statics

The student must take one of the following courses (3 credits):

ENGR 2302 Dynamics
ENGR 2330 Digital Systems Engineering I

STCC CORE CURRICULUM

45 credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **Engineering majors may take the following courses to fulfill the Natural Sciences component of the Core Curriculum: PHYS 2425-University Physics I & PHYS 2426-University Physics II.**

FIELD OF STUDY: 17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 62

ENGINEERING

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4
ENGR	1101	Introduction to Engineering	1

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
MATH	2412	Precalculus Algebra and Trigonometry	4
ENGR	1204	Engineering Graphics	2

FIRST YEAR - SUMMER

MATH	2413	Calculus I	4
PHYS	2425	University Physics I	4

THIRD SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
GOVT	2301	American Government I	3
ENGR	2301	Statics	3
PHYS	2426	University Physics II	4

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Humanities Elective - Core Curriculum	3
ENGR	2302	Dynamics or ENGR 2330	3
		Social & Behavioral Science Elective - Core Curriculum	3

Hospitality and Tourism

Hotel/Motel Specialist, Certificate

The one-year track certificate program is vigorous and professionally oriented. Students who complete the curriculum are prepared to be leaders and decision makers in the hospitality industry, an industry that encompasses hotels, resorts, restaurants, and many other service recreational oriented facilities.

Travel/Tourism Specialist, Certificate

The Travel and Tourism Certificate prepares students for entry-level positions with travel industry entities such as retail travel agencies; corporate travel departments; tour operations; airlines; cruise lines; auto rental agencies; and tourist information bureaus.

ADVISORY COMMITTEE

Ms. Debbie Brooks
Shands - Brooks Travel

Mr. Joe Colunga
Embassy Suites Hotel

Ms. Rachel Davis
American Airlines

Ms. Gloria Diaz
Glo Travel Service

Ms. Gloria Doyle
Drury Inn

Mr. Darrel Duarte
Chili's Grill & Bar

Ms. Fawn Foudray-Golich

Mr. Martin Garza
La Quinta

Mr. Rick Guerra
Tony Roma's

Mr. Alex Lamela
Hilton Hotel

Ms. Tina Martin
Scottie's Tours N Travel

Ms. Nancy Millar
McAllen Chamber of Commerce

Ms. Dee Montalvo
Cruises by Dee

Ms. Rosa Maria Soberon
Aristos International Travel Agency

Jim Stiles
Microtel Inn

HOTEL/MOTEL SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ENGL	1312	Business Writing	3
HAMG	1321	Introduction to the Hospitality Industry	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2307	Hospitality Marketing and Sales	3
HAMG	1313	Front Office Procedures	3

SECOND SEMESTER

HAMG	1311	Sanitation and Safety	3
HAMG	1319	Computers in Hospitality	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2301	Principles of Food and Beverage Operations	3
TRMV	1371	Travel Tourism Destinations - Rio Grande Valley	3

THIRD SEMESTER

SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311)	3
HAMG	1266	CAPSTONE: Hospitality, Administration & Management Practicum	2

Total Credit Hours: 35

TRAVEL/TOURISM SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ENGL	1312	Business Writing	3
TRVM	1300	Introduction to Travel & Tourism	3
SPAN	2313	Spanish for Spanish Speakers I	3
TRVM	1349	Travel Operations I	3
TRVM	1308	Travel Destinations I - Western Hemisphere	3

SECOND SEMESTER

TRVM	1217	Cruises	2
TRVM	1323	Group Tour Operations	3
TRVM	1341	Travel Destinations II - Eastern Hemisphere	3
TRVM	1345	Travel & Tourism Sales & Marketing Techniques	3
TRVM	2337	Travel Industry Operations II	3

THIRD SEMESTER

SPAN	2315	Spanish for Spanish Speakers II	3
TRVM	1166	CAPSTONE: Travel & Tourism Practicum	1

Total Credit Hours: 33

Legal Assisting

Legal Assisting,

Associate of Applied Science

The Legal Assisting program is designed to provide the skills and knowledge necessary for entry-level employment as a Legal Assistant. This program is intended to serve adults currently employed who wish to upgrade their skills, recent high school students, unemployed and underemployed adults wishing to advance their education to enter this field of employment. This program will also serve as a means for those employed as Legal Assistants to formalize and/or update their skills. STCC is committed to providing the latest technology in computer software management and research. Students will not only be able to do case management and legal research manually, but will also have extensive training in the latest computer software programs being utilized in the workplace today.

ADVISORY COMMITTEE

Micaela Alvarez

Attorney, Law Office of Hole and Alvarez, McAllen

Frederick J. Biel

Attorney, Atlas & Hall, L.L.P., McAllen

Luanna Castellano

Legal Assistant

Steven M. Gonzalez and Associates, P.C.

Preston Hendrichson

Law Office of Preston Hendrichson, P.C.

Robert Herrera

Counselor, McAllen High School

Sidney Meadows

Law Office of Sidney Meadows

Kathryn Nelson

Legal Assistant, Griffith, Saenz and Ochoa

Mary Ellen Stocker

Legal Assistant*

McAllen City Attorney's Office

**Board Certified Legal Assistant Personal Injury Trial
Law Texas Board of Legal Specialization*

A. Peter Thaddeus

Adv. Comm. Vice President

Law Office of Peter Thaddeus, L.C., McAllen

LEGAL ASSISTING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

LGLA	1311	Introduction to Law	3
<u>PHIL</u>	<u>2303</u>	<u>Introduction to Logic</u>	3
ITSW	1301	Introduction to Word Processing (TP)	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3

SECOND SEMESTER

LGLA	1346	Civil Litigation I	3
LGLA	1355	Family Law	3
LGLA	2307	Law Office Management	3
ITSW	2331	Advanced Word Processing	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SUMMER SESSION

ITSW	1307	Introduction to Database	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

THIRD SEMESTER

LGLA	1347	Civil Litigation II	3
LGLA	1353	Wills, Trusts & Probate Administration	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	1301	Legal Research & Writing	3
		<u>Mathematics / Natural Sciences Elective</u>	4

FOURTH SEMESTER

LGLA	2309	Real Property	3
LGLA	1341	Administrative Law	3
LGLA	1391	Survey of Individual Rights under Federal Law	3
LGLA	2311	Business Organizations	3
<u>GOVT</u>	<u>2301</u>	<u>American Government I</u>	3

SUMMER SESSION

LGLA	2380	CAPSTONE: Cooperative Education - Legal Assistant	3
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Total Credit Hours: 70

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Mathematics

Mathematics, Associate of Science Field of Study

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 on 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
- Statistician
- Teacher
- Consultant
- Operations Researcher

ASSOCIATE OF SCIENCE Field of Study in Mathematics

TASP Eligible

FIELD OF STUDY

15 - 16 Credits

The student is required to take the following 3 courses (12 credits):

MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

The student is required to take a minimum of 1 course (3-4 credits) from the following list:

MATH 1342 Statistics
MATH 2412 Precalculus Algebra & Trigonometry (pre-requisite for MATH 2413)
MATH 2418 Linear Algebra
MATH 2420 Differential Equations

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog.

FIELD OF STUDY: 15-16

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60-61

MATHEMATICS

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4
MATH	1342	Statistics (Optional/ Recommended)	3

SECOND SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
MATH	2412	Precalculus Algebra & Trigonometry	4

SUMMER SESSION

MATH	2413	Calculus I	4
		Social & Behavioral Science Elective - Core Curriculum	3

THIRD SEMESTER

GOVT	2301	American Government I	3
		Natural Science Elective - Core Curriculum	4
MATH	2414	Calculus II	4
MATH	2418	Linear Algebra (Optional/ Recommended)	4

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Science Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
MATH	2415	Calculus III	4
MATH	2420	Differential Equations (Optional/ Recommended)	4

Physics

Physics, Associate of Science Field of Study

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 on 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
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology
- Geophysics
- Hydrogeology

ASSOCIATE OF SCIENCE Field of Study in Physics

TASP Eligible

FIELD OF STUDY

16 Credits

MATH	2412	Precalculus Algebra and Trigonometry
MATH	2413	Calculus I
PHYS	2425	University Physics I
PHYS	2426	University Physics II

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **Students must take PHYS 1401-College Physics I and PHYS 1402-College Physics II to fulfill the Natural Sciences component of the Core Curriculum.**

FIELD OF STUDY: 16

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 61

PHYSICS

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4

SECOND SEMESTER

ENGL	1302	Composition II - Rhetoric	3
PHYS	1401	College Physics I	4
MATH	2412	Precalculus Algebra and Trigonometry	4
		Visual & Performing Arts Elective - Core Curriculum	3

SUMMER SESSION

MATH	2413	Calculus I	4
PHYS	1402	College Physics II	4

THIRD SEMESTER

HIST	1301	United States History I	3
GOVT	2301	American Government I	3
PHYS	2425	University Physics I	4
		Social & Behavioral Science Elective - Core Curriculum	3

FOURTH SEMESTER

HIST	1302	United States History II	3
GOVT	2302	American Government II	3
		Humanities Elective - Core Curriculum	3
PHYS	2426	University Physics II	4

Professional Office Technology

Secretary, Certificate

The Secretarial Certificate builds entry level skills for men and women seeking private and public business rewards through 21st century market place expertise. This one-year track certificate program prepares students to assume secretarial and clerical responsibilities. Students will develop computer expertise as well as professional office skills. Additionally, this one-year certificate will prepare interested students for matriculation into either the administrative assistant or a legal secretary associate of applied science degree.

Word Processing Specialist, Certificate

The Word Processing Specialist Certificate builds mastery of computer application skills for men and women seeking private and public business professional rewards through 21st century market place expertise. This one-year certificate program prepares students to acquire computer application skills in word processing, spreadsheets, presentation media, desktop publishing, Internet, and database. Additionally, this one-year certificate will prepare interested students for matriculation into either the administrative assistant or a legal secretary associate of applied science degree.

Administrative Assistant, Associate of Applied Science

The Administrative Assistant Associate of Applied Science Degree builds mastery skills for men and women seeking private and public business professional rewards through 21st century market place expertise. This two-year career track degree program prepares students to assume administrative assistance responsibilities for a chief executive officer (CEO), vice president, and directors of businesses, agencies, and institutions. This professional career track also develops computer application expertise in word processing, spreadsheets, presentation media, and the Internet, as well as professional business acumen.

Legal Secretary, Associate of Applied Science

The Legal Secretary Associate of Applied Science Degree builds mastery skills for men and women seeking paraprofessional rewards through 21st century market place expertise in the legal profession. This two-year career track degree program prepares men and women to assume legal secretarial responsibilities for sole practitioners, specialized firms, and small and large firms. Also, this professional career track develops legal secretary expertise in office procedure, legal terminology, legal documentation processing and legal research as well as computer application expertise in word processing, spreadsheets, presentation media, and Internet.

ADVISORY COMMITTEE

Pat Blum

Events by Pat Blum

Clarita Cardenas

City of La Grulla

Amanda Elizondo

City of Weslaco

Bob Elliott

Boggus Ford

Toni Flores

Mercedes High School

Robert V. Garcia

Donna High School

Holly Guerrero

City of Rio Grande

Josie Hinojosa

City of Roma

Richard Irizarry

Rio Grande CISD

Mary Munoz

City of Pharr

Buck Pettitt

Flores, Casso, Romero, and Pettitt

Vicki Ramirez

City of San Juan

Julia Ramon

City of La Joya

Michelle Reyes

Options High School @ Lamar Academy

Nancy Schultz

Texas State Bank

Reveriano Torres, III

Texas Rural Legal Aid

Leticia Vacek

City of McAllen

Maria Villarreal

City of Edinburg

SECRETARY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFT	1302	Business Communications I	3
POFT	1321	Business Math	3
POFT	1329	Keyboarding and Document Formatting	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing	3
ITSC	2321	Integrated Software Applications II	3
POFT	1309	Administrative Office Procedures I	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3

SUMMER SESSION I

ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

WORD PROCESSING SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I (TP)	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I (TP)	3
POFT	1329	Keyboarding and Document Formatting	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing (TP)	3
ITSC	1313	Internet / Web Page Development (TP)	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	1310	Presentation Media Software (TP)	3

SUMMER SESSION I

ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I (TP)	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I (TP)	3
POFT	1329	Keyboarding and Document Formatting	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

POFT	1349	Administrative Office Procedures II	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
ITSW	1301	Introduction to Word Processing (TP)	3
		<u>###Mathematics / Natural Sciences Elective</u>	4

THIRD SEMESTER

POFI	2331	Desktop Publishing for the Office	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	2331	Advanced Word Processing	3
<u>SPAN</u>	<u>2313</u>	<u>Spanish for Spanish Speakers I</u>	3

FOURTH SEMESTER

ITSW	1310	Presentation Media Software (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

###Students must take a 4 credit hour course in order to fulfill the MATH / Natural Sciences Elective.

LEGAL SECRETARY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFL	1305	Legal Terminology	3
POFT	1302	Business Communications I	3
POFT	1329	Keyboarding and Document Formatting	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

POFL	1303	Legal Office Procedures I	3
POFL	1355	Legal Issues for Medical Documents	3
ITSW	1301	Introduction to Word Processing	3
		### <u>Mathematics / Natural Sciences Elective</u>	4
<u>SPAN</u>	<u>2313</u>	<u>Spanish for Spanish Speakers I</u>	3

THIRD SEMESTER

POFL	2301	Legal Document Processing	3
POFL	1359	Legal Transcription	3
POFL	1340	Legal Office Procedures II	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	2331	Advanced Word Processing	3

FOURTH SEMESTER

ITSW	1307	Introduction to Database	3
ACNT	1303	Introduction to Accounting I	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
POFL	2264	CAPSTONE: Practicum	2

TOTAL CREDIT HRS: 60

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

###Students must take a 4 credit hour course in order to fulfill the Math / Natural Sciences Elective.

Division of Liberal Arts and Social Sciences

Child Care and Development	137
Child Care and Development	Certificate
Specialization: Infant and Toddler	
Specialization: Pre-school	
Child Care and Development	Associate of Applied Science
Child Development / Early Childhood Education	141
Child Development / Early Childhood Education	Associate of Arts Field of Study
Criminal Justice	143
Criminal Justice	Associate of Arts Field of Study
English	145
English	Associate of Arts Field of Study
Fine Arts	147
Fine Arts	Associate of Arts Field of Study
Concentration: Visual Arts	
Concentration: Music	
Health and Human Services	151
Health and Human Services	Associate of Applied Science
History	153
History	Associate of Arts Field of Study
Interdisciplinary Studies	155
Interdisciplinary Studies	Associate of Arts Field of Study
Kinesiology	157
Language and Cultural Studies	158
Language and Cultural Studies	Associate of Arts Field of Study
Concentration: American Sign Language	
Concentration: Bilingual/Bicultural Studies	
Concentration: French	
Concentration: Mexican-American/Latin American Studies	
Concentration: Spanish	
Concentration: Spanish/English Translation	

Philosophy	170
Philosophy	Associate of Arts Field of Study
Political Science (Government)	172
Political Science (Government)	Associate of Arts Field of Study
Public Service Administration	174
Public Service Administration	Certificate
Public Service Administration	Associate of Applied Science
Social Sciences	177
Social Sciences	Associate of Arts Field of Study
Concentration: Psychology	
Concentration: Sociology	
2+2 Teacher Preparation	180
2+2 Teacher Preparation	Associate of Arts Field of Study
Concentration: Elementary School Education	
Concentration: High School Education	
Concentration: Middle School Education	
Women's Studies	187
Women's Studies	Associate of Arts Field of Study

Child Care and Development

Child Care and Development, Certificate

Specialization: Infant and Toddler

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Care and Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth through age three. TASP is waived for certificate plans. Upon completion of this certificate, students are eligible to apply for direct assessment for Child Development Associate (CDA) credential. All credit hours earned under this certificate plan transfer to the Associate of Applied Science Degree in Child Care and Development.

Child Care and Development, Certificate

Specialization: Pre-school

The pre-school certificate prepares students for entry-level positions in the field of Child Care and Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to age five. TASP is waived for certificate plans. Upon completion of this certificate, students are eligible to apply for direct assessment for Child Development Associate (CDA) credential. All credit hours earned under this certificate plan transfer to the Associate of Applied Science Degree in Child Care and Development.

Child Care and Development, Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Care and 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. Students will be prepared to work in child care centers, preschool programs, family day homes, Head Start programs, or other early childhood programs. Prior to field site placement, students are required to have a clear felony record and record of a negative TB test.

ADVISORY COMMITTEE

Dana L. Anthony

Licensing Resource Consultant, Edinburg

Paul Hernandez

Director, Counseling and Advising Center, STCC

Armando Ledesma

Child Care and Development student, STCC

Isauro Medina

Education Specialist, Region One Center, Edinburg

Nora Silva-Muñoz

Director, Education Services, Hidalgo County Head Start

Raquel Oliva

Advisory Committee Chair

Executive Director, AVANCE RGV, McAllen

Cynthia Peña

Director/Owner, Education Learning Center, Edinburg

Veronica Rodriguez

Program Associate, The Center for Child and Family Studies, West Edinburg

**CHILD CARE AND DEVELOPMENT
CERTIFICATE
Specialization: Infant and Toddler**

TASP Waived

Credit Hours

FIRST SEMESTER

CDEC	1319	Child Guidance (TP)	3
CDEC	1166	Field Study I **	1
TECA	1311	Introduction to Early Childhood	3
TECA	1318	Nutrition, Health & Safety	3

SECOND SEMESTER

CDEC	1167	CAPSTONE: Field Study II**	1
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1321	The Infant & Toddler	3
CDEC	2326	Administration of Programs for Children I	3

Total Credit Hours: 20

** By arrangement, all Field of Study will be conducted at a pre-approved site.

**CHILD CARE AND DEVELOPMENT
CERTIFICATE
Specialization: Pre-school**

TASP Waived

Credit Hours

FIRST SEMESTER

CDEC	1319	Child Guidance	3
CDEC	1166	Field Study I**	1
TECA	1311	Introduction to Early Childhood	3
TECA	1318	Nutrition, Health & Safety	3
CDEC	2341	The School-Age Child (TP)	3

SECOND SEMESTER

CDEC	2166	CAPSTONE: Field Study III**	1
CDEC	1359	Children with Special Needs or CDEC 1340	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	1313	Curriculum Resources for Early Childhood Programs (TP)	3

Total Credit Hours: 23

** By arrangement, all Field of Study will be conducted at a pre-approved site.

CHILD CARE AND DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

TECA	1354	Child Growth and Development	3
TECA	1311	Introduction to Early Childhood	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
CDEC	1166	Field Study I**	1

SECOND SEMESTER

TECA	1318	Nutrition, Health and Safety	3
TECA	1303	The Family and the Community	3
SPCH	1311	Introduction to Speech Communication	3
EDUC	1325	Principles and Practices of Multi-Cultural Education	3
		<u>Math / Natural Science Elective</u>	3
CDEC	1167	Field Study II**	1

THIRD SEMESTER

CDEC	1319	Child Guidance (TP)	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	2341	The School Age Child (TP)	3
CDEC	1359	Children with Special Needs or CDEC 1340	3
CDEC	2166	Field Study III**	1

FOURTH SEMESTER

CDEC	1321	The Infant and Toddler	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1313	Curriculum Resources for Early Childhood Programs (TP)	3
CDEC	2326	Administration of Programs for Children I	3
		<u>Humanities Elective</u>	3
CDEC	2167	CAPSTONE: Field Study IV**	1

Total Credit Hours: 61

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

** By arrangement, all Field Study will be conducted at a pre-approved site.

Child Development/ Early Childhood Education

Child Development / Early Childhood Education, Associate of Arts

This field of study has been approved by the Texas Higher Education Coordinating Board. The completed field of study curriculum in Child Development/Early Childhood Education transfers as a block leading to a Bachelor of Science in Interdisciplinary Studies or a Bachelor of

Science in Human Sciences (concentration Child and Family Studies).

The curriculum prepares students to work in child and family services agencies. Students can find employment as teachers/center managers, and family/child advocates in the Head Start Program, nursery schools, and private childcare centers.

ASSOCIATE OF ARTS

Field of Study in Child Development / Early Childhood Education

TASP Eligible

FIELD OF STUDY

15 credits

TECA	1354	Child Growth and Development
TECA	1311	Introduction to Early Childhood
TECA	1318	Nutrition, Health and Safety
TECA	1303	The Family and the Community
EDUC	1325	Principles and Practices of Multicultural Education

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

CHILD DEVELOPMENT / EARLY CHILDHOOD EDUCATION RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
TECA	1354	Child Growth and Development	3
TECA	1311	Introduction to Early Childhood	3
ENGL	1301	Composition	3
		Social & Behavioral Science Elective - Core Curriculum	3
COSC	1301	Microcomputer Applications	3
SECOND SEMESTER			
TECA	1318	Nutrition, Health and Safety	3
TECA	1303	The Family and the Community	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
EDUC	1325	Principles and Practices of Multicultural Education	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
THIRD SEMESTER			
HIST	1301	United States History I	3
GOVT	2301	American Government I	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Natural Sciences Elective - Core Curriculum	4
FOURTH SEMESTER			
HIST	1302	United States History II	3
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3

Criminal Justice

Criminal Justice,

Associate of Arts Field of Study

The need for college-level training in the field of law enforcement has grown dramatically. Agencies in law enforcement, the judicial process, corrections, probation and parole programs have recognized the value of college training for their employees. While

completing the associate degree program with a field of study in Criminal Justice, individuals will be learning the essential knowledge required to perform within any public safety agency at the federal, state, and local levels, as well as the private sectors of insurance and security technology.

ASSOCIATE OF ARTS Field of Study in Criminal Justice

TASP Eligible

*** FIELD OF STUDY**

15 credits

The student is required to take the following 4 courses (12 credit hours):

CRIJ	1301	Introduction to Criminal Justice
CRIJ	1306	Court Systems and Practices
CRIJ	2313	Correctional Systems and Practices
CRIJ	2328	Police Systems and Practices

The student is required to take a minimum of 1 course (3 credits) from the following list:

CRIJ	1307	Crime in America
CRIJ	1310	Fundamentals of Criminal Law

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

CRIMINAL JUSTICE RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
		*Criminal Justice Elective - Field of Study	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
		*Criminal Justice Elective - Field of Study	3
THIRD SEMESTER			
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
		*Criminal Justice Elective - Field of Study	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
		*Criminal Justice Elective - Field of Study	3
		*Criminal Justice Elective - Field of Study	3

*Courses to be chosen for Field of Study

English

English,

Associate of Arts Field of Study

The field of study curriculum in English transfers as a block leading to an English minor, Bachelor of Arts in Interdisciplinary Studies or Bachelor of Arts in English.

The flexible Curriculum provides students an opportunity to explore their interest in either Literature or Creative Writing while also providing a firm foundation toward the completion of a minor or

major in English. The course load allows students to complete their minor or major at a four year institution and have the required number of courses within a teaching discipline (according to TEA regulations one must have 24 credit hours in their teaching discipline to qualify for a teaching position). Students can find employment as technical writers, editors, or teachers, and their communication and analytical skills will make them marketable in today's competitive job market.

ASSOCIATE OF ARTS Field of Study in English

TASP Eligible

* **FIELD OF STUDY**

15 Credits

The student is required to take a minimum of 4 courses (12 credits) from the following list of courses:

ENGL	2307	Creative Writing I
ENGL	2308	Creative Writing II
ENGL	2311	Technical Writing
ENGL	2321	British Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2341	Forms of Literature
ENGL	2342	Studies in Themes and Genres
ENGL	2389	Academic Cooperative in English

* **Foreign Language**

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

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.** *Within the choices of courses in the Core Curriculum the following courses must be taken:*

Speech

3 credits

SPCH 1311 Introduction to Speech Communication

Visual and Performing Arts

3 credits

DRAM 1310 Introduction to Theatre

Humanities

3 credits

HUMA 1301 Introduction to Humanities

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

ENGLISH

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

ENGL	1301	Composition	3
SPCH	1311	Introduction to Speech Communication	3
HIST	1301	United States History I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

ENGL	1302	Composition II - Rhetoric	3
HIST	1302	United States History II	3
HUMA	1301	Introduction to the Humanities I	3
GOVT	2301	American Government I	3
		Natural Sciences Elective - Core Curriculum	4

THIRD SEMESTER

		*English Elective - Field of Study	3
		*English Elective - Field of Study	3
		*Foreign Language Elective - Field of Study	3
DRAM	1310	Introduction to Theatre	3
		Natural Sciences Elective - Core Curriculum	4

FOURTH SEMESTER

		*English Elective - Field of Study	3
		*English Elective - Field of Study	3
GOVT	2302	American Government II	3
		Social & Behavioral Science Elective - Core Curriculum	3

*Courses to be chosen for Field of Study

Fine Arts

Fine Arts with Visual Arts Concentration

Associate of Arts Field of Study

The Associate of Arts in Fine Arts 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.

Fine Arts with Music Concentration

Associate of Arts Field of Study

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.

ASSOCIATE OF ARTS

Fine Arts Field of Study with a Visual Arts Concentration

TASP Eligible

FIELD OF STUDY

15 Credits

*** Fine Arts Foundation**

12 credits

The student is required to take the following 4 courses (12 credits):

ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II

*** Fine Arts Elective**

3 credits

The student is required to take a minimum of 3 credit hours from the following list of courses:

ARTS 2316	Painting I	ARTS 2333	Printmaking I
ARTS 2317	Painting II	ARTS 2334	Printmaking II
ARTS 2323	Drawing III	ARTS 2346	Ceramics I
ARTS 2324	Drawing IV	ARTS 2347	Ceramics II
ARTS 2326	Sculpture I		
ARTS 2327	Sculpture II		

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

FINE ARTS WITH VISUAL ARTS CONCENTRATION RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
		*Visual Arts Elective - Field of Study	3
		*Visual Arts Elective - Field of Study	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Social & Behavioral Science Elective - Core Curriculum	3
		*Visual Arts Elective - Field of Study	3
		*Visual Arts Elective - Field of Study	3
THIRD SEMESTER			
GOVT	2301	American Government I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
COSC	1301	Microcomputer Applications	3
		*Visual Arts Elective - Field of Study	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
		Visual & Performing Arts Elective - Core Curriculum	3

*Courses to be chosen from Field of Study.

ASSOCIATE OF ARTS

Fine Arts Field of Study with a Music Concentration

TASP Eligible

FIELD OF STUDY

15 Credits

Musical Arts Foundation

12 Credits

The student is required to take the following 4 courses (12 credits):

MUSI	1311	Music Theory I
MUSI	1312	Music Theory II
MUSI	2311	Music Theory III
MUSI	2312	Music Theory IV

***Free Electives**

3 Credits

The student is required to take a minimum of 3 credit hours from the following list of courses:

Piano Class

MUSI	1181	Piano Class I
MUSI	1182	Piano Class II
MUSI	2181	Piano Class III
MUSI	2182	Piano Class IV

Music Applied Instruments

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

Voice Class

MUSI	1183	Voice Class I
MUSI	1184	Voice Class II
MUSI	2183	Voice Class III
MUSI	2184	Voice Class IV

Music Ensembles

MUEN	1121	Band Ensemble
MUEN	1131	Mariachi Ensemble
MUEN	1141	Choir Ensemble

Music Theory/Literature

MUSI	1301	Fundamentals of Music
MUSI	1308	Music Literature I
MUSI	1309	Music Literature II

STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed in pages 69-72 in the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

FINE ARTS WITH MUSIC CONCENTRATION RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
MUSI	1311	Music Theory I	3
COSC	1301	Microcomputer Applications	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Social & Behavioral Science Elective - Core Curriculum	3
MUSI	1312	Music Theory II	3
		Visual & Performing Arts Elective - Core Curriculum	3
THIRD SEMESTER			
GOVT	2301	American Government I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
MUSI	2311	Music Theory III	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
MUSI	2312	Music Theory IV	3
		*Free Elective - Field of Study	3

*Course to be chosen from the Field of Study

Health and Human Services

Health and Human Services, Associate of Applied Science

Health and Human Services is a two-year program of study for individuals who want to work in agencies or organizations that offer social services to individuals, families or special populations. This degree program is also ideal for human service workers who wish to make themselves more proficient in currently held employment. After completion of this degree program, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers, as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, people with addictions, pregnant teenagers, and many other special populations.

In addition to instruction in the skills needed for human services work, including the interview process, case documentation, and interaction with clients, the program includes courses that examine the historical evolution of social services, the development of social welfare policies and programs, and the dynamics of agencies and organizations through which services are offered. Two introductory courses focusing on the special populations of the elderly and people with chemical addictions are also included in the program. In the last semester of the program, students are required to take a practicum course designed to integrate what the student has learned with actual practice in a social service setting. This degree program also offers two introductory courses in social work and social welfare that are transferable to an undergraduate social work education program in a four-year institution.

ADVISORY COMMITTEE

Mario Garza

Advisory Committee Chair, Mission Health Network, Mission

Javier Gonzalez

Texas Department of Human Services, Edinburg

Sonia Hernandez K.

Rio Grande State Center MHMR, Harlingen

Francisco Martinez

Texas Rehabilitation Commission, McAllen

Eddie Olivarez

Hidalgo County Juvenile Boot Camp, Weslaco

Blas Ortiz, Jr.

Rio Grande State Center MHMR, Harlingen

Zita Obregon Colvin

RGV Council on Alcohol and Drug Abuse, Edinburg

Deborah A. Paganelli

Easter Seal Society of RGV, McAllen

Dr. Noe Ramirez, PhD

Department of Social Work, UTPA, Edinburg

Randy Ramirez

Valley Aids Council, McAllen

Tom Shefcik

College of Health Sciences and Human Services,
Rehabilitative Services Program at UTPA, Edinburg

HEALTH AND HUMAN SERVICES ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

ENGL	1301	<u>Composition</u>	3
COSC	1301	<u>Microcomputer Applications</u>	3
BIOL	1408	<u>General Biology I</u>	4
SCWK	1309	Interview and Counseling	3
SCWK	1371	Introduction to Human Services	3

SECOND SEMESTER

ENGL	1302	Composition II - Rhetoric	3
SCWK	2301	Assessment and Case Management	3
SOCW	2361	Introduction to Social Work	3
SOCW	2362	Social Welfare as a Social Institution	3
SPCH	1311	Introduction to Speech Communication	3

THIRD SEMESTER

BIOL	2401	Anatomy & Physiology I	4
SCWK	1321	Orientation to Social Services	3
SCWK	2371	Organizational Workplace	3
SCWK	2372	The Family in Contemporary Society	3
PSYC	2301	<u>General Psychology</u>	3

FOURTH SEMESTER

PSYC	2314	Lifespan Growth and Development	3
SOCI	1301	Introductory Sociology	3
<u>SPAN</u>	<u>2313</u>	<u>Spanish for Spanish Speakers I</u>	3
GERS	1301	Introduction to Gerontology	3
DAAC	1319	Introduction to Alcohol and other Drug Addictions	3
SCWK	2164	CAPSTONE: Social Work Practicum	1

Total Credit: 63

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

History

History,

Associate of Arts Field of Study

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, law school, and other related areas.

Instruction in History will promote critical thinking skills, develop writing techniques, and encourage better reading critique. The History program has a foreign language requirement attached to it that will complete most four-year institution requirements.

ASSOCIATE OF ARTS Field of Study in History

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 3 courses (9 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 2380 Mexican American History

***Modern Language Elective**

The student is required to take a minimum of 2 courses (6 credits) from the following list:

Note: The 6 credit hours must be taken in the same language.

FREN 1311 Beginning French I	SPAN 1311 Beg. Spanish I - Non-Spanish Speakers
FREN 1312 Beginning French II	SPAN 1312 Beg. Spanish II - Non-Spanish Speakers
FREN 2311 Intermediate French I	SPAN 2313 Spanish for Spanish Speakers I
FREN 2312 Intermediate French II	SPAN 2315 Spanish for Spanish Speakers II
JAPN 1300 Beg. Japanese Conversation I	SPAN 2311 Intermediate Spanish I
JAPN 1310 Beg. Japanese Conversation II	SPAN 2312 Intermediate Spanish II
SGNL 1301 Beg. American Sign Language I	SPAN 2316 Career Spanish I
SGNL 1302 Beg. American Sign Language II	SPAN 2317 Career Spanish II
SPAN 1300 Beginning Spanish Conversation I	SPAN 2321 Introduction to Spanish Literature I
SPAN 1310 Beginning Spanish Conversation II	SPAN 2322 Introduction to Spanish Literature II
	SPAN 2323 Introduction to Latin American Literature
	SPAN 2324 Spanish Culture

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:

Humanities

3 credits

PHIL 1301 Introduction to Philosophy

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

HISTORY

RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
PHIL	1301	Introduction to Philosophy	3
		Visual & Performing Arts Elective - Core Curriculum	3
THIRD SEMESTER			
GOVT	2301	American Government I	3
HIST	2380	Mexican American History	3
HIST	2321	World Civilizations I	3
		Natural Sciences Elective - Core Curriculum	4
		*Modern Language Elective - Field of Study	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
HIST	2322	World Civilizations II	3
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
		*Modern Language - Field of Study	3

*Courses to be chosen for Field of Study

Interdisciplinary Studies

Interdisciplinary Studies, Associate of Arts Field of Study

The Associate of Arts Degree with a field of study in Interdisciplinary Studies provides students with a broad-based education in "college basics" that promotes the thinking skills necessary to be successful in the rapidly changing world.

The program offers course selections in art, music, history, communication, literature, philosophy, psychology, sociology,

drama, languages, microcomputer applications, mathematics, and natural sciences.

Interdisciplinary Studies promotes self-confidence and trains the student to analyze and think clearly on any subject. Interdisciplinary Studies also promotes communication skills necessary to the larger community and in the global economy. This degree transfers to four-year institutions and provides the educational foundation necessary for the successful completion of a Baccalaureate Degree.

ASSOCIATE OF ARTS Field of Study in Interdisciplinary Studies

TASP Eligible

*** FIELD OF STUDY**

15 Credits

The student is required to take a minimum of 15 credit hours (5 courses). The Field of Study courses must be chosen from no more than three (3) 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.

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

INTERDISCIPLINARY STUDIES RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
		* Elective - Field of Study	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
		*Elective - Field of Study	3
THIRD SEMESTER			
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
		* Elective - Field of Study	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
		* Elective - Field of Study	3
		* Elective - Field of Study	3

*Courses to be chosen for Field of Study

Kinesiology

The philosophy of the kinesiology program encourages student participation in a variety of activities, especially those involving new skills. The kinesiology program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching, leisure studies, and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of kinesiology and health lecture courses are transferable toward a B.S. degree in kinesiology and health 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 2002-2003 calendar is \$55.00 per course.

EXCEPTIONS:

- KINE 1113 & 1114 (Golf I & II) \$75.00 course fee
- KINE 1109 & 1110 (Bowling I & II) \$75.00 course fee
- KINE 1119 & 1120 (Racquetball I & II) \$75.00 course fee
- KINE 1251 (Beginning Scuba) \$75.00 course fee
- KINE 1252 (Advanced Scuba) \$75.00 course fee

Physical Activities: 4 credits from this group of courses may be awarded to a degree plan.

KINE 1101	Fitness And Motor Development I
KINE 1102	Fitness And Motor Development II
KINE 1103	Weight Training & Conditioning I
KINE 1104	Weight Training & Conditioning II
KINE 1107	Basketball I
KINE 1108	Basketball II
KINE 1109	Bowling I
KINE 1110	Bowling II
KINE 1111	Flag Football I
KINE 1112	Flag Football II
KINE 1113	Golf I
KINE 1114	Golf II
KINE 1115	Karate I
KINE 1116	Karate II
KINE 2115	Karate III
KINE 2116	Karate IV
KINE 1117	Orienteering, Map Reading & Land Navigation I
KINE 1118	Orienteering, Map Reading & Land Navigation II
KINE 1119	Racquetball I
KINE 1120	Racquet Ball II
KINE 1121	Soccer I
KINE 1122	Soccer II
KINE 1123	Softball I
KINE 1124	Softball II
KINE 1125	Swimming I
KINE 1126	Swimming II
KINE 1127	Tennis I

KINE 1128	Tennis II
KINE 1129	Volleyball I
KINE 1130	Volleyball II
KINE 1131	Yoga & Flexibility Training
KINE 1132	Self Defense & Personal Safety
KINE 1133	Outdoor Adventure Training
KINE 1136	Sailing I
KINE 1137	Sailing II
KINE 1140	Horseback Riding
KINE 1141	Fishing And Hunting
KINE 1142	Mountain Biking
KINE 1143	Adapted Physical Activities And Therapeutic Recreation
KINE 1149	Team Sports I
KINE 1150	Team Sports II
KINE 2149	Team Sports III
KINE 2150	Team Sports IV

Advanced Aquatic Activities: 2 credits from this group of courses may be awarded to a degree plan.

KINE 1253	Lifeguard Training
KINE 2255	Water Safety Instructor
KINE 1251	Beginning Scuba
KINE 1252	Advanced Scuba

Recreational Dance: 8 credits from this group of courses may be awarded to a degree plan.

KINE 1210	Aerobic Dance I
KINE 1211	Aerobic Dance II
KINE 1212	Aerobic Dance Training And Certification
KINE 1215	Tap Dance
KINE 1217	Introduction To Dance Forms

Dance, Performing Arts:

DANC 1245	Modern Dance
DANC 1241	Ballet
DANC 1247	Jazz Dance
DANC 1249	Ballet Folklorico I
DANC 2303	Dance Appreciation

Concepts of Physical Fitness:

KINE 1338	Concepts Of Physical Fitness
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Introduction to Physical Fitness and Sport: 3 credits from this group may be awarded to a degree plan.

KINE 1238	Personal Trainer Certification
KINE 1301	Introduction To Kinesiology
KINE 1331	Kinesiology For Elementary School

First Aid: 3 credits from this group may be awarded to a degree plan.

KINE 1166	Basic Life Support (CPR)
KINE 1206	First Aid & Basic Life Support (CPR)
KINE 1306	Advanced First Aid & Safety

Sports Officiating:

KINE 1308	Sports Officiating I
KINE 1309	Sports Officiating II

Lecture Courses:

KINE 1304	Personal Health & Wellness
KINE 1305	Community & Environmental Health
KINE 1321	Techniques Of Coaching Sports I
KINE 1322	Techniques Of Coaching Sports II
KINE 1336	Introduction To Recreation
KINE 1346	Drug Use & Abuse In Society

Language and Cultural Studies

Language and Cultural Studies, Associate of Arts Field of Study

- Concentration: American Sign Language**
- Concentration: Bilingual/Bicultural Studies**
- Concentration: French**
- Concentration: Mexican-American/Latin American Studies**
- Concentration: Spanish**
- Concentration: Spanish/English Translation**

The World Languages Department offers an Associates of Arts degree with a field of study in Languages and Cultural Studies. This program is designed to help students develop practical communication skills and cross-cultural understanding. Furthermore, the program will focus in integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students who intend to major and/or specialize in languages and/or cultural studies will benefit greatly from obtaining an Associates of Arts degree with a field of study in Languages and Cultural Studies. This degree provides general academic courses and specific field of study transferable courses that enable students to transfer to baccalaureate degree program at four-year institutions. The curriculum in the field of study area is designed with courses that will satisfy the freshman and sophomore level courses at most receiving institutions.

Students declaring a field of study in Languages and Cultural Studies will have the opportunity to choose one or more of the following tracks: Spanish, French, Mexican-American / Latin American Studies, Bilingual/Bicultural Studies, Spanish / English Translation and American Sign Language.

ASSOCIATE OF ARTS Field of Study in Language and Cultural Studies Concentration: American Sign Language

TASP Eligible

FIELD OF STUDY

15 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

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**LANGUAGE AND CULTURAL STUDIES
RECOMMENDED COURSE SEQUENCE
Concentration: American Sign Language**

			Credit Hours
FIRST SEMESTER			
COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
SGNL	1301	Beginning American Sign Language I	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
SGNL	1302	Beginning American Sign Language II	3
THIRD SEMESTER			
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
SGNL	2301	Intermediate American Sign Language I	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
SGNL	2302	Intermediate American Sign Language II	3
PHIL	2306	Introduction to Ethics	3

ASSOCIATE OF ARTS
Field of Study in Language and Cultural Studies
Concentration: Bilingual/Bicultural Studies

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

- SPAN 1311 Beginning Spanish I-Non-Spanish Speakers
- SPAN 1312 Beginning Spanish II-Non-Spanish Speakers
- or
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II

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 3 credits from the following list:

- EDUC 1301 Introduction to Education
- EDUC 1325 Principles & Practices of Multicultural Education
- MATH 1350 Fundamentals of Mathematics I
- MATH 1351 Fundamentals of Mathematics II
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction To Social & Political Philosophy

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**LANGUAGE AND CULTURAL STUDIES
RECOMMENDED COURSE SEQUENCE
Concentration: Bilingual/Bicultural Studies**

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
SPAN	2315	Spanish for Spanish Speakers II or SPAN 1312	3

THIRD SEMESTER

MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
SPAN	2311	Intermediate Spanish I	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
SPAN	2312	Intermediate Spanish II	3
		*Elective - Field of Study	3

*Course to be chosen for Field of Study

ASSOCIATE OF ARTS
Field of Study in Language and Cultural Studies
Concentration: French

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 4 courses (12 credits):

FREN	1311	Beginning French I
FREN	1312	Beginning French II
FREN	2311	Intermediate French I
FREN	2312	Intermediate French II

* The student is required to take 1 course (3 credits) from the following list:

FREN	2303	Introduction to French Literature
FREN	2304	Introduction to French Literature II
PHIL	1301	Introduction to Philosophy
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction To Social & Political Philosophy
HUMA	1301	Introduction to the Humanities I
HUMA	2323	World Cultures
EDUC	1301	Introduction to Education
EDUC	1325	Principles & Practices of Multicultural Education

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**LANGUAGE AND CULTURAL STUDIES
RECOMMENDED COURSE SEQUENCE
Concentration: French**

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
FREN	1311	Beginning French I	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
FREN	1312	Beginning French II	3

THIRD SEMESTER

MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
FREN	2311	Intermediate French I	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
FREN	2312	Intermediate French II	3
		*Elective - Field of Study	3

*Course to be chosen for Field of Study

ASSOCIATE OF ARTS
Field of Study in Language and Cultural Studies
Concentration: Mexican-American/Latin American Studies

FIELD OF STUDY

15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN	1311	Beginning Spanish I-Non-Spanish Speakers
SPAN	1312	Beginning Spanish II-Non-Spanish Speakers
or		
SPAN	2313	Spanish for Spanish Speakers I
SPAN	2315	Spanish for Spanish Speakers II

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 3 credits from the following list:

HIST	2311	Western Civilizations I
HIST	2312	Western Civilizations II
SOCI	1301	Introductory Sociology
SOCI	1306	Contemporary Social Problems
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction To Social & Political Philosophy
HUMA	1301	Introduction to the Humanities I
HUMA	2319	American Minority Studies
HUMA	2323	World Cultures
ANTH	2351	Cultural Anthropology
MUEN	1131	Mariachi Ensemble
DANC	1249	Ballet Folklorico I

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

LANGUAGE AND CULTURAL STUDIES RECOMMENDED COURSE SEQUENCE

Concentration: Mexican-American/Latin American Studies

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
SPAN	2315	Spanish for Spanish Speakers II or SPAN 1312	3

THIRD SEMESTER

MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
SPAN	2311	Intermediate Spanish I	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
SPAN	2312	Intermediate Spanish II	3
		*Elective - Field of Study	3

*Course to be chosen for Field of Study

ASSOCIATE OF ARTS
Field of Study in Language and Cultural Studies
Concentration: Spanish

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I-Non-Spanish Speakers

SPAN 1312 Beginning Spanish II-Non-Spanish Speakers

or

SPAN 2313 Spanish for Spanish Speakers I

SPAN 2315 Spanish for Spanish Speakers II

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 1 course (3 credits) from the following list:

SPAN 2321 Introduction to Spanish Literature I

SPAN 2322 Introduction to Spanish Literature II

SPAN 2323 Introduction to Latin American Literature

SPAN 2324 Spanish Culture

PHIL 1301 Introduction to Philosophy

PHIL 2303 Introduction to Logic

PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction To Social & Political Philosophy

HUMA 1301 Introduction to the Humanities I

HUMA 2319 American Minority Studies

HUMA 2323 World Cultures

EDUC 1301 Introduction to Education

EDUC 1325 Principles & Practices of Multicultural Education

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill the field of study requirements.**

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**LANGUAGE AND CULTURAL STUDIES
RECOMMENDED COURSE SEQUENCE
Concentration: Spanish**

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
SPAN	2315	Spanish for Spanish Speakers II or SPAN 1312	3

THIRD SEMESTER

MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
SPAN	2311	Intermediate Spanish I	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
SPAN	2312	Intermediate Spanish II	3
		*Elective - Field of Study	3

*Course to be chosen for Field of Study

ASSOCIATE OF ARTS
Field of Study in Language and Cultural Studies
Concentration: Spanish / English Translation

TASP Eligible

FIELD OF STUDY

17 Credits

The student is required to take the following 5 courses (17 credits):

SPAN	1505	Intensive Beginning Spanish
SPAN	2311	Intermediate Spanish I (for translators)
SPAN	2316	Career Spanish I (for translators)
SPAN	2317	Career Spanish II (for translators)
SPAN	2389	Academic Cooperative (for translators)

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog.

FIELD OF STUDY: 17

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 62

LANGUAGE AND CULTURAL STUDIES
RECOMMENDED COURSE SEQUENCE
Concentration: Spanish / English Translation

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
SPAN	1505	Intensive Beginning Spanish	5

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
SPAN	2311	Intermediate Spanish I (for translators)	3

THIRD SEMESTER

MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
SPAN	2316	Career Spanish I (for translators)	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
SPAN	2317	Career Spanish II (for translators)	3
SPAN	2389	Academic Cooperative (for translators)	3

Philosophy

Philosophy,

Associate of Arts Field of Study

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 life-time skills of analysis and multi-cultural reasoning. The Philosophy program has a foreign language requirement attached to it that will complete most four-year institution requirements.

ASSOCIATE OF ARTS Field of Study in Philosophy

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 3 courses (9 credits):

- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social & Political Philosophy

* **Modern Language Elective**

The student is required to take a minimum of 2 courses (6 credits) from the following list:

Note: The 6 credit hours must be taken in the same language.

- | | |
|---|---|
| FREN 1311 Beginning French I | SPAN 1311 Beginning Spanish I - Non-Spanish Speakers |
| FREN 1312 Beginning French II | SPAN 1312 Beginning Spanish II - Non-Spanish Speakers |
| FREN 2311 Intermediate French I | SPAN 2313 Spanish for Spanish Speakers I |
| FREN 2312 Intermediate French II | SPAN 2315 Spanish for Spanish Speakers II |
| JAPN 1300 Beginning Japanese Conversation I | SPAN 2311 Intermediate Spanish I |
| JAPN 1310 Beginning Japanese Conversation II | SPAN 2312 Intermediate Spanish II |
| SGNL 1301 Beginning American Sign Language I | SPAN 2316 Career Spanish I |
| SGNL 1302 Beginning American Sign Language II | SPAN 2317 Career Spanish II |
| SPAN 1300 Beginning Spanish Conversation I | SPAN 2321 Introduction to Spanish Literature I |
| SPAN 1310 Beginning Spanish Conversation II | SPAN 2322 Introduction to Spanish Literature II |
| | SPAN 2323 Introduction to Latin American Literature |
| | SPAN 2324 Spanish Culture |

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** *Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Philosophy programs:*

Humanities

3 credits

- PHIL 1301 Introduction to Philosophy

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

PHILOSOPHY

RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
PHIL	1301	Introduction to Philosophy	3
		Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT	2301	American Government I	3
PHIL	2303	Introduction to Logic	3
PHIL	2306	Introduction to Ethics	3
		Natural Sciences Elective - Core Curriculum	4
		*Modern Language Elective - Field of Study	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
PHIL	2307	Introduction to Social & Political Philosophy	3
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
		*Modern Language Elective - Field of Study	3

*Courses to be chosen for Field of Study

Political Science (Government)

Political Science (Government), Associate of Arts Field of Study

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.

Instruction will require academic cooperative courses to give students "hands-on" experiences in government functions. The Government program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing a Government program can expand opportunities in teaching, law school, and other related areas of public policy.

ASSOCIATE OF ARTS

Field of Study in Political Science (Government)

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 3 courses (9 credits):

GOVT 2304 Introduction to Political Science
GOVT 2389 Academic Cooperative in Social Science
MATH 1342 Statistics

***Modern Language Elective**

The student is required to take a minimum of 2 courses (6 credits) from the following list:

Note: The 6 credit hours must be taken in the same language.

FREN 1311	Beginning French I	SPAN 1311	Beg. Spanish I - Non-Spanish Speakers
FREN 1312	Beginning French II	SPAN 1312	Beg. Spanish II - Non-Spanish Speakers
FREN 2311	Intermediate French I	SPAN 2313	Spanish for Spanish Speakers I
FREN 2312	Intermediate French II	SPAN 2315	Spanish for Spanish Speakers II
JAPN 1300	Beg. Japanese Conversation I	SPAN 2311	Intermediate Spanish I
JAPN 1310	Beg. Japanese Conversation II	SPAN 2312	Intermediate Spanish II
SGNL 1301	Beg. American Sign Language I	SPAN 2316	Career Spanish I
SGNL 1302	Beg. American Sign Language II	SPAN 2317	Career Spanish II
SPAN 1300	Beginning Spanish Conversation I	SPAN 2321	Introduction to Spanish Literature I
SPAN 1310	Beginning Spanish Conversation II	SPAN 2322	Introduction to Spanish Literature II
		SPAN 2323	Introduction to Latin American Literature
		SPAN 2324	Spanish Culture

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the Catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** *Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:*

Humanities

3 credits

PHIL 2307 Introduction to Social & Political Philosophy

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

POLITICAL SCIENCE (GOVERNMENT) RECOMMENDED COURSE SEQUENCE

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
GOVT	2304	Introduction to Political Science	3
		Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT	2301	American Government I	3
MATH	1342	Statistics	3
PHIL	2307	Introduction To Social & Political Philosophy	3
		Natural Sciences Elective - Core Curriculum	4
		*Modern Language Elective - Field of Study	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
GOVT	2389	Academic Cooperative in Social Science	3
		Natural Sciences Elective - Core Curriculum	4
		Social & Behavioral Science Elective - Core Curriculum	3
		*Modern Language Elective - Field of Study	3

*Courses to be chosen for Field of Study

Public Service Administration

Public Service Administration, Certificate

The Certificate in Public Service Administration is designed for students who seek to professionally develop in the field of public administration. The certificate is a one-year, 29 credit hour degree plan.

Public Service Administration, Associate of Applied Science

The Public Service Administration program is designed to prepare students for careers in the government/public sector, or non-profit sector. The program will prepare students in areas such as public sector planning and budgeting, supervision, personnel management, ethics in the workplace, public relations and intergovernmental relations. Graduates of this program will have the technical knowledge, skills, and preparation for employment in governmental agencies at the federal, state, regional, and local levels, or for employment in the non-profit sector.

PUBLIC SERVICE ADMINISTRATION ADVISORY COMMITTEE

Yvonne "Bonnie" Gonzalez

Chief Executive Officer, Rio Grande Valley Empowerment Zone Corp.

Dr. Jose Hinojosa

Professor of Public Policy & Administration
The University of Texas-Pan American

Jorge Jalomo

Deputy Chief, Pharr Fire Department

Antonio Ocana

Area Manager, Texas Rehabilitation Commission

Sheila Pankratz

Assistant Director, Tech Prep of the Rio Grande Valley, Inc.

Mike Perez

City Manager, City of McAllen

Julianne Rankin

Director of Planning, City of McAllen

Ernest Silva

Assistant City Manager, City of Pharr

Letty Vacek

City Secretary, City of McAllen

Rigoberto Villarreal

Director of Operations, Quality Therapy

Dr. Roberto Zamora

Superintendent of Schools, La Joya Independent School District

PUBLIC SERVICE ADMINISTRATION CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I	3
COSC	1301	Microcomputer Applications	3
PBAD	1321	Public Administration	3
PBAD	2311	Public Sector Supervision	3
PBAD	2335	Ethics in the Work Place	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing	3
PBAD	2305	Public Sector Management	3
PBAD	2339	Human Resources Management in the Public Sector	3
ACNT	2330	Governmental & Not-for Profit Accounting	3
PBAD	2264	CAPSTONE: Practicum in Administrative Techniques	2

Total Credit Hours: 29

PUBLIC SERVICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
		<u>Mathematics/Natural Sciences Elective</u>	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
PBAD	1321	Public Administration	3
PBAD	2311	Public Sector Supervision	3

SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
		<u>Humanities Elective</u>	3
PBAD	2305	Public Sector Management	3
PBAD	1341	Governmental Agencies	3
PBAD	2301	Public Relations for the Public Sector	3

SUMMER SESSION

HIST	1301	United States History I	3
ITSW	1301	Introduction to Word Processing	3

THIRD SEMESTER

ACNT	1303	Introduction to Accounting I	3
GOVT	2301	American Government I	3
PBAD	2335	Ethics in the Work Place	3
PBAD	2339	Human Resources Management in the Public Sector	3

FOURTH SEMESTER

ACNT	2330	Governmental & Not-for Profit Accounting	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
PBAD	2331	Budgeting in the Public Sector	3
PBAD	2347	Urban Planning	3

SUMMER SESSION

PBAD	2264	CAPSTONE: Practicum in Administrative Techniques	2
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Total Credit Hours: 63

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Social Sciences

Social Sciences,

Associate of Arts Field of Study

Concentration: Psychology

Concentration: Sociology

The Social Sciences are concerned with the investigation and development of the performance and interactions of humankind within both local and global environments. Psychology and Sociology are the foundation of the Associate of Arts degree at STCC with a field of study in social sciences. Students enrolling in this program will be able to choose a major in either of these two disciplines.

The Associate of Arts with a field of study in Social Sciences is an excellent transfer program since the core curriculum parallels the first two years of most four year social science degrees and the field of study courses permit the AA graduate to major or minor in either psychology or sociology. Most AA graduates will be able to complete a baccalaureate degree in only two additional years. Many of these graduates will go on to pursue a graduate degree.

ASSOCIATE OF ARTS

Field of Study in Social Sciences

TASP Eligible

FIELD OF STUDY

15 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Psychology Concentration:

The student is required to take the following 4 courses (12 credits):

PSYC	2301	General Psychology
PSYC	2307	Adolescent Psychology
PSYC	2317	Statistical Methods in Psychology
SOCI	1301	Introductory Sociology

* The student is required to take a minimum of 1 course (3 credits) from the following list:

ANTH	2301	Physical Anthropology
ANTH	2351	Cultural Anthropology
PSYC	2314	Lifespan Growth and Development
SOCI	2301	Marriage and the Family
SOCI	1306	Contemporary Social Problems

Sociology Concentration:

The student is required to take the following 4 courses (12 credits):

SOCI	1301	Introductory Sociology
SOCI	1306	Contemporary Social Problems
SOCI	2301	Marriage and the Family
PSYC	2301	General Psychology

* The student is required to take a minimum of 1 course (3 credits) from the following list:

ANTH	2301	Physical Anthropology
ANTH	2351	Cultural Anthropology
PSYC	2314	Lifespan Growth and Development
PSYC	2317	Statistical Methods in Psychology
PSYC	2319	Social Psychology

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

SOCIAL SCIENCES
RECOMMENDED COURSE SEQUENCE
Concentration: Psychology

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
PSYC	2301	General Psychology	3
SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
SOCI	1301	Introductory Sociology	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3
THIRD SEMESTER			
GOVT	2301	American Government I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
PSYC	2307	Adolescent Psychology	3
		Natural Sciences Elective - Core Curriculum	4
FOURTH SEMESTER			
GOVT	2302	American Government II	3
PSYC	2317	Statistical Methods in Psychology	3
		*Psychology Elective - Field of Study	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3

*Course to be chosen from the Field of Study SOCIAL SCIENCES

RECOMMENDED COURSE SEQUENCE

Concentration: Sociology

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
SOCI	1301	Introductory Sociology	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
PSYC	2301	General Psychology	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3

THIRD SEMESTER

GOVT	2301	American Government I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
SOCI	1306	Contemporary Social Problems	3
		Natural Sciences Elective - Core Curriculum	4

FOURTH SEMESTER

GOVT	2302	American Government II	3
SOCI	2301	Marriage and the Family	3
		*Sociology Elective - Field of Study	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3

*Course to be chosen from the Field of Study

2+2 Teacher Preparation

2+2 Teacher Preparation,

Associate of Arts Field of Study

Concentration: Elementary Education

Concentration: High School Education

Concentration: Middle School Education

The Associate of Arts Degree Field of Study in Teacher Preparation introduces students to the profession of teaching. Students may choose between Elementary, Middle School, and High School Education curricula tracks. All three require sixty credit hours of coursework including forty five hours of recommended courses from the core curriculum and fifteen hours in the field of study. Students are required to take four t-courses. T-courses are core and field of

study courses which have been reserved specifically for education majors so that students may network with peers with similar professional goals and have specialized curricular emphasis on topics of interest to teachers. Also required is the Introduction to Education EDUC 1301 course 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. Students who complete the Associate of Arts Degree Field of Study in Teacher Preparation take two years of coursework at STCC then transfer into a four-year university's School of Education to complete the baccalaureate degree.

ASSOCIATE OF ARTS

Field of Study in 2 + 2 Teacher Preparation Concentration: Elementary School Education

Tasp Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 3 courses (9 credits):

EDUC	1301	Introduction to Education
PHIL	2303	Introduction to Logic
SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311 Non Spanish Speakers)
MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** *The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program and the Texas A&M University - Kingsville Teacher Preparation Program. The required courses are as follows:*

Speech 3 Credits

SPCH 1311 Introduction to Speech Communication

Natural Sciences 4 Credits

PHYS 1415 Physical Science I (recommended)

PHYS 1417 Physical Science II (recommended)

or

BIOL 1408 General Biology I

BIOL 1409 General Biology II

Visual and Performing Arts 3 Credits

Student must select 1 course (3 credits) from the following list:

ARTS 1301 Art Appreciation

MUSI 1306 Music Appreciation

DRAM 1310 Introduction to Theatre

Humanities 3 Credits

Select any literature course

Social & Behavioral Sciences 3 Credits

ANTH 2346 General Anthropology

PSYC 2301 General Psychology

SOCI 1301 Introductory Sociology

SOCI 1306 Contemporary Social Problems

SOCI 2301 Marriage and the Family

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**2 + 2 TEACHER PREPARATION
RECOMMENDED COURSE SEQUENCE
Concentration: Elementary School Education**

			Credit Hours
FIRST SEMESTER			
EDUC	1301	Introduction to Education	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
 SECOND SEMESTER			
		Visual & Performing Arts Elective - Core Curriculum	3
HIST	1302	United States History II	3
		Social & Behavioral Science Elective - Core Curriculum	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
 THIRD SEMESTER			
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3
PHYS	1415	Physical Science I (or BIOL 1408)	4
GOVT	2301	American Government I	3
MATH	1350	Fundamentals of Mathematics I	3
PHIL	2303	Introduction to Logic	3
 FOURTH SEMESTER			
PHYS	1417	Physical Science II (or BIOL 1409)	4
GOVT	2302	American Government II	3
		Literature Elective - Core Curriculum	3
MATH	1351	Fundamentals of Mathematics II	3

ASSOCIATE OF ARTS
Field of Study in 2 + 2 Teacher Preparation
Concentration: High School Education

TASP Eligible

FIELD OF STUDY

15 Credits

The student is required to take the following 3 courses (9 credits):

EDUC 1301 Introduction to Education
PHIL 2303 Introduction to Logic
SPAN 1311 Beginning Spanish I - Non Spanish Speakers
or
SPAN 2313 Spanish for Spanish Speakers I

*** Electives: 6 credits**

The student must select 2 electives (6 credits) from their intended major or minor.

SPAN 1312 - Beginning Spanish II - Non Spanish Speakers or SPAN 2315 - Spanish for Spanish Speakers II are recommended to fulfill one of the elective requirements.

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** *The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program and the Texas A&M University - Kingsville Teacher Education Program. The required courses are as follows:*

Speech 3 Credits

SPCH 1311 Introduction to Speech Communication

Natural Sciences 4 Credits

PHYS 1415 Physical Science I (recommended)
PHYS 1417 Physical Science II (recommended)

or

BIOL 1408 General Biology I
BIOL 1409 General Biology II

Visual and Performing Arts 3 Credits

Student must select 1 course (3 credits) from the following list:

ARTS 1301 Art Appreciation
MUSI 1306 Music Appreciation
DRAM 1310 Introduction to Theatre

Humanities 3 Credits

Select any Literature course

Social & Behavioral Sciences 3 Credits

ANTH 2346 General Anthropology
PSYC 2301 General Psychology
SOCI 1301 Introductory Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

2 + 2 TEACHER PREPARATION
RECOMMENDED COURSE SEQUENCE
Concentration: High School Education

Credit Hours

FIRST SEMESTER

EDUC	1301	Introduction to Education	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3

SECOND SEMESTER

		Visual & Performing Arts Elective - Core Curriculum	3
HIST	1302	United States History II	3
		Social & Behavioral Sciences Elective - Core Curriculum	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4

THIRD SEMESTER

SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311)	3
PHYS	1417	Physical Science I (or BIOL 1408)	4
GOVT	2301	American Government I	3
PHIL	2303	Introduction to Logic	3

FOURTH SEMESTER

PHYS	1417	Physical Science I (or BIOL 1409)	4
GOVT	2302	American Government II	3
		Literature Elective - Core Curriculum	3
		* Major/Minor Elective - Field of Study (SPAN 2315 or SPAN 1312 recommended)	3
		* Major/Minor Elective - Field of Study	3

ASSOCIATE OF ARTS
Field of Study in 2 + 2 Teacher Preparation
Concentration: Middle School Education

TASP Eligible

FIELD OF STUDY

15 Credits

EDUC	1301	Introduction to Education
SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311 - Non-Spanish Speakers)
PHIL	2303	Introduction to Logic
MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 of the catalog. **These courses must not duplicate courses taken to fulfill field of study requirements.** *The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program and the Texas A&M University - Kingsville Teacher Education Program. The required courses are as follows:*

Speech

3 credits

SPCH	1311	Introduction to Speech Communication
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Natural Sciences

8 credits

PHYS	1415	Physical Science I (recommended)
PHYS	1417	Physical Science II (recommended)
or		
BIOL	1408	General Biology I
BIOL	1409	General Biology II

Visual and Performing Arts

3 credits

Student must select 1 course (3 credits) from the following list:

ARTS	1301	Art Appreciation
MUSI	1306	Music Appreciation
DRAM	1310	Introduction to Theatre

Humanities

3 credits

Select any Literature course

Social & Behavioral Science

3 credits

Student must select 1 course (3 credits) from the following list:

ANTH	2346	General Anthropology
ECON	2301	Principles of Economics I - Macro
PSYC	2301	General Psychology
SOCI	1301	Introductory Sociology
SOCI	1306	Contemporary Social Problems
SOCI	2301	Marriage and the Family

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

2 + 2 TEACHER PREPARATION
RECOMMENDED COURSE SEQUENCE
Concentration: Middle School Education

			Credit Hours
FIRST SEMESTER			
EDUC	1301	Introduction to Education	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
 SECOND SEMESTER			
		Visual & Performing Arts Elective - Core Curriculum	3
HIST	1302	United States History II	3
		Social & Behavioral Science Elective - Core Curriculum	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
 THIRD SEMESTER			
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3
PHYS	1415	Physical Science I (or BIOL 1408)	4
GOVT	2301	American Government I	3
MATH	1350	Fundamentals of Mathematics I	3
PHIL	2303	Introduction to Logic	3
 FOURTH SEMESTER			
PHYS	1417	Physical Science II (or BIOL 1409)	4
GOVT	2302	American Government II	3
		Literature Elective - Core Curriculum	3
MATH	1351	Fundamentals of Mathematics II	3

Women's Studies

Women's Studies,

Associate of Arts Field of Study

Women's Studies is a rapidly growing interdisciplinary arena of academic research and teaching devoted to the study of gender. It explores topics of gender, race, class and sexual orientation in a variety of cultural contexts. In addition, courses with a women's studies focus provide the opportunity for students to examine the diverse experiences, perspectives, and contributions of women in the past, present and future, both nationally and internationally.

A variety of courses is available for students interested in learning more about Women's Studies. Faculty members from Communication, Psychology, Social Work, Sociology, and a number of other areas offer courses meeting the basic requirements while having a focus on Women's Studies. Since most major universities offer either a Women's Studies major or minor, students may use these courses as a foundation for their future studies. Courses with a Women's Studies focus are designated with an "X" in the call letters of the course listing (Ex: SPCH 1318.PX1).

ASSOCIATE OF ARTS Field of Study in Women's Studies

TASP Eligible

FIELD OF STUDY

15 Credits

3 Credits

The following Course is required by all majors.

WMNS 2301 Introduction to Women's Studies

*** 12 Credits**

Students may select the following courses if the course is designated as having a Women's Studies emphasis. The letter "X" in the section ID will indicate those courses that have an emphasis in Women's Studies. **These must not duplicate courses taken to fulfill the STCC Core Curriculum requirements:**

ANTH	2351	Cultural Anthropology
ARTS	1304	Art History II
ENGL	2341	Forms of Literature
KINE	1132	Self Defense and Personal Safety
KINE	1304	Personal Health and Wellness
GOVT	2389	Academic Cooperative in Social Science
PSYC	2301	General Psychology
PSYC	2306	Human Sexuality
SOCI	1301	Introductory Sociology
SOCI	1306	Contemporary Social Problems
SOCI	2301	Marriage and the Family
SOCW	2361	Introduction to Social Work
SPCH	1318	Interpersonal Communications
TECA	1303	Family and the Community

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 69-72 in the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

WOMEN'S STUDIES RECOMMENDED COURSE SEQUENCE

			Credit Hours
FIRST SEMESTER			
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
WMNS	2301	Introduction to Women's Studies	3
 SECOND SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3
		*Elective - Field of Study	3
 THIRD SEMESTER			
GOVT	2301	American Government I	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
		*Elective - Field of Study	3
		*Elective - Field of Study	3
 FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
		*Elective - Field of Study	3
		*Elective - Field of Study	3

*Course to be chosen from Field of Study

Division of Nursing and Allied Health

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EMT-Paramedic	Associate of Applied Science
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Occupational Therapy Assistant	Associate of Applied Science
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Patient Care Assistant	Certificate
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Pharmacy Technology	Certificate
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Physical Therapist Assistant	214
Physical Therapist Assistant	Associate of Applied Science
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Associate Degree Nursing

The Associate Degree Nursing (ADN) program has been given initial approval by the Board of Nurse Examiners for the State of Texas (BNE). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council License Examination for Registered Nurses (NCLEX-RN) administered by the Board of Nurse Examiners (BNE) for the State of Texas. After successful completion of this exam, the individual will be a Registered Nurse.

The two-year program prepares the graduate to begin practice as a staff nurse in a hospital or other health care setting. Through assessment of an individual, the nurse graduate plans, implements and evaluates direct nursing care for individuals and/or groups and is able to monitor and direct peers and ancillary workers in technical aspects of nursing care.

Students seeking entry in the Associate Degree Nursing Program (ADN) must attend an advisement, complete the *Introduction to Nursing* with a grade of "B" or better, write an essay and complete an application for consideration for the program. Students must be TASP complete for entry into the *Introduction to Nursing*, and have a GPA score of 2.5 or higher.

Program Admission Requirements

- Apply for admission to the College.
- Pass all three sections of TASP.
- Achieve a minimum composite score on the ACT of 18, and scores of 17 on the Math, Reading and English, and 19 on Science. Scores must be within the past five years.
- Maintain a minimum 2.5 GPA in all courses applicable to the ADN program.
- Complete all prerequisite courses as listed in the degree plan.
- Complete a specific program application and additional admission procedures as required.

Selection Criteria

The ADN selection criteria will be based first upon a point system (number of support courses completed multiplied by the grade point average of the degree plan courses). Applicants will complete a written essay.

Due to the limited number of program slots, a number of applicants who meet the program requirements will not be admitted to the program. Prospective students must reapply each semester if they wish to be considered for enrollment by the first Friday in June for Fall semester and the first Friday in November for the Spring semester. Applications are to be completed on-line at www.stcc.tx.us/nah.

Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must maintain a minimum grade point average of 2.0 in all nursing courses and achieve a minimum grade of "C" in all academic/support courses in the degree plan. Students must achieve a minimum score of 75 percent to pass all nursing courses. Students must pass the senior level exit exam to successfully complete the senior level semester.

Licensures of Persons with Criminal Convictions

According to the Nurse Practice Act (Section 301.257) 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 an ADN Faculty advisor or the Director of the program. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barreiro, MSN, RN, CNE

Chief Nursing Executive, Edinburg Regional Hospital

Patricia Bland, M.A., RN, ANC

Assistant Nursing Chief, McAllen Medical Center

Pamela Bond, RN, BSN

Education Director, Columbia Rio Grande Regional Hospital

Mario Garza, BSN, RN

Director of Nursing
Briarcliff Nursing and Rehabilitation Center

Diane LaGrange, MSN, RN

BSN Faculty, UT-Pan American

Elma Lopez, RN

Starr County Memorial Hospital

Sally Roach, MSN, RN

Faculty, UTB/TSC

Elva Rodriguez, RNC

Knapp Medical Center

Gilda Rodriguez, RN

Mission Hospital

Belinda Valencia-Cervania, BSN, RN

Maternal Child Health Services, McAllen

ASSOCIATE DEGREE NURSING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

FALL ADMISSION

FIRST YEAR

Credit Hours

Prerequisites:

BIOL	1408	General Biology I	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth & Development</u>	3
RNSG	1209	Introduction to Nursing	2

FIRST SEMESTER (FALL)

<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
RNSG	1423	Introduction to Professional Nursing	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1201	Pharmacology for Professional Nursing	2

SECOND SEMESTER (SPRING)

BIOL	2402	Anatomy & Physiology II	4
RNSG	2404	Care of the Client with Common Health Care Needs	4
RNSG	1463	Clinical II	4
RNSG	1244	Nursing Skills II	2

SECOND YEAR (SUMMER SESSION)

BIOL	2421	Microbiology	4
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THIRD SEMESTER (FALL)

RNSG	2514	Care of the Client with Complex Health Care Needs	5
RNSG	2462	Clinical III	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

FOURTH SEMESTER (SPRING)

		<u>Humanities Elective</u>	3
RNSG	2535	Integrated Client Care Management	5
RNSG	2163	Clinical IV	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 72

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ASSOCIATE DEGREE NURSING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

SPRING ADMISSION

FIRST YEAR

Credit Hours

Prerequisites: (FALL)

BIOL	1408	General Biology I	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth & Development</u>	3
RNSG	1209	Introduction to Nursing	2

FIRST SEMESTER (SPRING)

BIOL	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
RNSG	1423	Introduction to Professional Nursing	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1201	Pharmacology for Professional Nursing	2

SUMMER SESSION

BIOL	2402	Anatomy & Physiology II	4
RNSG	1244	Nursing Skills II	2

SECOND SEMESTER (FALL)

RNSG	2404	Care of the Client with Common Health Care Needs	4
RNSG	1463	Clinical II	4
BIOL	2421	Microbiology	4

SECOND YEAR

THIRD SEMESTER (SPRING)

RNSG	2514	Care of the Client with Complex Health Care Needs	5
RNSG	2462	Clinical III	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

FOURTH SEMESTER (FALL)

		<u>Humanities Elective</u>	3
RNSG	2535	Integrated Client Care Management	5
RNSG	2163	Clinical IV	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 72

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

**ASSOCIATE DEGREE NURSING
LVN/ADN Transition Option
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-ADN Transition nursing courses of RNSG 1144, RNSG 1327 and RNSG 1162.

Prerequisites:

<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
BIOL	2402	Anatomy & Physiology II	4
BIOL	2421	Microbiology	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth & Development</u>	3

SECOND YEAR

SUMMER SESSION

RNSG	1144	Transition Skills	1
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1162	Transition Clinical	1

FALL SEMESTER

RNSG	2514	Care of the Client with Complex Health Care Needs	5
RNSG	2462	Clinical III	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication*</u>	3

SPRING SEMESTER

		<u>*Humanities Elective</u>	3
RNSG	2535	Integrated Client Care Management	5
RNSG	2163	Clinical IV	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 67

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327, 1144 and 1162, the student earns 17 semester credit hours.

*Courses that may be taken prior to acceptance into the LVN-ADN program.

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.

Instruction at the **EMT 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.

At the **EMT 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.

The highest level that an EMT can achieve is the level of **EMT Paramedic** where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment. The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support. Students are prepared for both the written and practical Texas Department of Health State 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.

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.

Program Entry Requirements

1. Admission to the College
2. Passage of college placement test with minimum scores or completion of developmental classes for course placement as follows:
 - Reading: = eligibility for English 81
 - Writing: = eligibility for Writing 81
 - Math: = eligibility for Math 85
3. Satisfy program specific requirements:
 - Completion of Health and Physical Exam
 - Immunizations, including TB test within past 5 months
 - CPR certification for Adult, Child and Infant
 - Professional liability insurance
 - Medical insurance

NOTE: See department for additional information regarding above requirements.

Graduation Requirements

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

ADVISORY COMMITTEE

Robert Alfaro, EMT-P

Director of Operations, MTS Ambulance

James Cardoza, EMT-I

South Star EMS

Sally Carpenter, RN

Rio Grande Regional Hospital

Horacio Cantu, Administrator

EMS Director, Preferred Ambulance

Jaime Cuellar

Training Officer, Weslaco Fire Department/EMS

Primo De La Rosa, EMT-P

Clinical Coordinator, Valley EMS

Lee Garcia, EMT-P

Director, Valley EMS

Noel Garcia, EMT-P

EMS Director, Starr County EMS

Mack Gilbert, EMT-P

Coordinator, MEDCARE

Roberto M. Gonzalez, MD

EMT Program Starr County Medical Director, Private Practice

Candelario Ontiveros, EMT-P

Director, MedCare Ambulance

Terry Posluszny, MD, FACC

EMT Program Medical Director, Private Practice

Javier Quiroga, EMT-P

Brownsville Fire Department

Noemi Sanchez, EMT-I

TDH EMS Program Director

Jaime Solis, EMT-P

Director of Operations, MEDCARE

Carlos Tello, LP

TDH EMS Specialist

Rick Vaiz, EMT-P

CEO, A.C.T. Ambulance

EMERGENCY MEDICAL TECHNOLOGY BASIC CERTIFICATE

TASP Waived

Credit Hours

FALL SEMESTER

EMSP	1501	EMT - Basic	5
EMSP	1160	CAPSTONE: EMT - Basic Clinical	1
EMSP	1166	CAPSTONE: EMT - Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam - EMT Basic

Total Credit Hours: 15

EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

EMSP	1501	EMT - Basic	5
EMSP	1160	EMT - Basic Clinical	1
EMSP	1166	EMT - Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

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 & 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: 27

EMERGENCY MEDICAL TECHNOLOGY PARAMEDIC CERTIFICATE

TASP Eligible

Credit Hours

FIRST SEMESTER

EMSP	1501	EMT - Basic	5
EMSP	1160	EMT - Basic Clinical	1
EMSP	1166	EMT - Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

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 & Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT - Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1

Eligible 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: 51

EMERGENCY MEDICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

EMSP	1501	EMT - Basic	5
EMSP	1160	EMT - Basic Clinical	1
EMSP	1166	EMT - Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

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 & Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT - Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1
ENGL	1301	Composition	3

Eligible for the Texas Department of Health State Certificate Exam - EMT Intermediate

SUMMER SESSION I

VNSG	1420	Anatomy & Physiology for Allied Health	4
COSC	1301	Microcomputer Applications	3

THIRD SEMESTER

EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
EMSP	2243	Assessment Based Management	2
SPCH	1311	Introduction to Speech Communication	3
		Humanities Elective	3

FOURTH SEMESTER

PSYC	2301	General Psychology	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: 69

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Health and Medical Administrative Services

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 Specialist, Certificate

The Medical Information 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. Medical information management specialists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute, as determined by the department evaluation. As part of the program, students will complete an internship which enables them to gain real-world experience.

Medical Transcription Specialist, Certificate

The Medical Information Transcriptionist Certificate prepares students to type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for medical transcriptionists. Transcriptionists may pursue a certified medical transcriptionist rating by passing the national certification examination administered by the American Association of Medical Transcriptionists. Medical transcriptionists 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 which enables them to gain real-world experience.

Graduation Requirements

To earn the Medical Information Specialist Certificate or the Medical Transcriptionist 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."

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, 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 which 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 program has been accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) 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).*

Graduation Requirements

To earn 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 degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Mary Lou Cavazos

Office Manager, Jose E. Igoa, MD, PA

Gordon Daniels

Owner, Flash Transcription

Michele Etz, CCS

Coder, HIM Dept., Rio Grande Regional Hospital

Karen Geneves

Statewide Articulation Professional, Valley View High School

Laura Lorenzo de Solis

Director, HIM Dept., Renaissance Day Surgery

Minerva Lamar Martinez

Director, HIM Dept., Starr County Hospital

Nilda Mejia

Supervisor, HIM Dept., Edinburg Regional Medical Center

Connie Montes

Transcriptionist, Rio Grande Regional Surgery Center

Juan Navarro

HIM Technician, HIM Dept., Starr County Hospital

Elvia Reyna, CMT

Transcription Supervisor, Knapp Medical Center

Nancy Rodriguez

Office Manager, Rio Grande Regional Surgery Center

*** Lana Smart, RHIA**

Director, HIM Director, Rio Grande Regional Hospital

Toni Vavra, RHIA

Director, HIM Dept., Knapp Medical Center

**Advisory Committee Chair*

MEDICAL CODING SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1301	Health Data Content and Structure	3
HITT	1305	Medical Terminology (TP)	3
NURA	1407	Nurse Aide for Health Org. II or VNSG 1420	4
ENGL	1312	Business Writing	3
MRMT	1203	Medical Office Procedures	2

SECOND SEMESTER

HITT	1341	Coding & Classification Systems	3
HITT	2371	Current Procedural Terminology Coding - CPT4	3
MRMT	1211	Computers in Health Care	2
HPRS	2301	Pathophysiology	3
HITT	1349	Pharmacology for Health Information	3

THIRD SEMESTER

HITT	2372	Advanced CPT Coding - CPT4	3
HITT	2335	Coding and Reimbursement Methodologies	3
HRPO	1311	Human Relations (or PSYC 2301)	3
TECM	1371	Mathematics for Allied Health	3
HITT	1166	CAPSTONE: Coding Practicum	1

Total Credit Hours: 42

MEDICAL INFORMATION SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
HITT	1301	Health Data Content & Structure	3
NURA	1407	Nurse Aid for Health Organizations II or VNSG 1420	4
MRMT	1203	Medical Office Procedures	2
ENGL	1312	Business Writing	3

SECOND SEMESTER

MRMT	1211	Computers in Health Care	2
HPRS	2301	Pathophysiology	3
HITT	1341	Coding and Classification Systems	3
HITT	2371	Current Procedural Terminology Coding - CPT4	3
ITSC	1309	Integrated Software Applications I	3

THIRD SEMESTER

MRMT	1307	Medical Transcription Fundamentals	3
HRPO	1311	Human Relations (or PSYC 2301)	3
TECM	1371	Mathematics for Allied Health	3
MRMT	2166	CAPSTONE: Practicum	1

Total Credit Hours: 39

MEDICAL TRANSCRIPTION SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
HITT	1301	Health Data Content & Structure	3
NURA	1407	Nurse Aide for Health Organizations II or VNSG 1420	4
MRMT	1307	Medical Transcription Fundamentals	3
ENGL	1312	Business Writing	3

SECOND SEMESTER

MRMT	2333	Advanced Medical Transcription I	3
HPRS	2301	Pathophysiology	3
HITT	1349	Pharmacology for Health Information	3
HITT	2331	Advanced Medical Terminology	3

THIRD SEMESTER

MRMT	2371	Advanced Medical Transcription II	3
HRPO	1311	Human Relations (or PSYC 2301)	3
MRMT	1203	Medical Office Procedures	2
TECM	1371	Mathematics for Allied Health	3
MRMT	2166	CAPSTONE: Practicum	1

Total Credit Hours: 40

HEALTH INFORMATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST YEAR (SUMMER)

<u>COSC</u>	1301	<u>Microcomputer Applications</u>	3
HITT	1305	Medical Terminology (TP)	3

FIRST SEMESTER

<u>ENGL</u>	1301	<u>Composition</u>	3
<u>BIOL</u>	2401	<u>Anatomy & Physiology I</u>	4
HITT	1301	Health Data Content and Structure	3
ITSC	1305	Introduction to PC Operating Systems (TP)	2

SECOND SEMESTER

BIOL	2402	Anatomy & Physiology II	4
HPRS	2301	Pathophysiology	3
HITT	1253	Legal and Ethical Aspects of Health Information	2
HITT	1341	Coding & Classification Systems	3
HITT	1349	Pharmacology for Health Information	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 & Professional Speaking	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
MATH	1414	College Algebra	4

FOURTH SEMESTER

HITT	2371	Current Procedural Terminology Coding-CPT4	3
		* <u>Humanities Elective</u>	3
HITT	1255	Health Care Statistics	2
HITT	2343	Quality Assessment and Performance Improvement	3
HITT	2339	Health Information Organization & Supervision	3
HITT	2167	CAPSTONE: Practicum II	1

Total Credit Hours: 66

*Recommended Humanities Electives

PHIL	2306	Introduction to Ethics
PHIL	2303	Introduction to Logic
HUMA	1301	Introduction to the Humanities I

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

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.

*The program is seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the American Association of Medical Assistants (AAMA). Upon successful completion of the coursework students are eligible to participate in the national examination that qualifies them for the Certified Medical Assistant (CMA) credential.

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".

ADVISORY COMMITTEE

Cindy Chavez

Medical Technologist and Educator, La Jova ISD

Melinda Cruz

Clinic Manager, Planned Parenthood Association of Hidalgo County

Martin Garza, MD

The Pediatric Center

Dr. Dario Juarez, DCH

La Senda Family Health Care

Emmalou Keyes, RN FNP

Department of Health and Human Services

Grace Lawson

Clinic Administrator, El Milagro Clinic

Mary LeBlanc, MD

La Senda Family Health Care

Maty Mery, MA

Dr. Canales Family Practice & Obstetrics

Becky Rankin, RN FNP

Planned Parenthood Association of Hidalgo County

Linda Rasmussen, PAC

Santa Ana Medical Services

Michael Shawn, MD

Family Medical Center

Joel Solis, MD

Family Medical Center

Tom Treviño, MA

Mid-Valley Pediatrics

MEDICAL ASSISTANT TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
MDCA	1321	Administrative Procedures	3
MDCA	1343	Medical Insurance	3
VNSG	1420	Anatomy and Physiology for Allied Health	4
MDCA	1205	Medical Law & Ethics	2

SECOND SEMESTER

MDCA	1216	Procedures in a Clinical Setting I	2
MDCA	1348	Pharmacology & Administration of Medications	3
HPRS	2301	Pathophysiology	3
MDCA	1356	Phlebotomy for Medical Assistants	3
MDCA	1352	Medical Assistant Laboratory Procedures	3
MDCA	1166	Practicum I	1

SECOND YEAR

THIRD SEMESTER

PSYC	2301	General Psychology	3
		or PSYC 2314 Lifespan Growth & Development	
SPCH	1311	Introduction to Speech Communication	3
MDCA	1217	Procedures in a Clinical Setting II	2
MDCA	1344	Electrocardiography (EKG)	3
MDCA	1167	CAPSTONE: Practicum II	1

Total Credit Hours: 42

MEDICAL ASSISTANT TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
MDCA	1321	Administrative Procedures	3
MDCA	1343	Medical Insurance	3
VNSG	1420	Anatomy and Physiology for Allied Health	4
MDCA	1205	Medical Law & Ethics	2

SECOND SEMESTER

MDCA	1216	Procedures in a Clinical Setting I	2
MDCA	1348	Pharmacology & Administration of Medications	3
HPRS	2301	Pathophysiology	3
MDCA	1356	Phlebotomy for Medical Assistants	3
MDCA	1352	Medical Assistant Laboratory Procedures	3
MDCA	1166	Practicum I	1

SUMMER SESSION

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
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THIRD SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u> or PSYC 2314 Lifespan Growth & Development	3
HITT	1341	Coding Classification Systems	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
MDCA	1217	Procedures in a Clinical Setting II	2
MDCA	1344	Electrocardiography (EKG)	3
MDCA	1167	Practicum II	1

FOURTH SEMESTER

		<u>Humanities Elective*</u>	3
<u>ENGL</u>	<u>1312</u>	<u>Business Writing</u>	3
SPAN	1311	Beginning Spanish I (Non-Spanish Speakers) or SPAN 2313 (Spanish Speakers)	3
HITT	2371	Current Procedural Term Coding - CPT4	3
MDCA	2266	Capstone: Practicum III	2

Total Credit Hours: 62

Occupational Therapy Assistant

Occupational Therapy Assistant, Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders.

Students seeking entry to the OTA Program must complete a program specific application. A felony conviction may affect a graduate's ability to sit for the NBCOT certification or examination or to attain state licensure. The fieldwork Level II capstone courses listed in the fifth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

Program Admission Requirements

All OTA program applicants must meet the general admission requirements of the College. In addition to those requirements, the OTA Program requires the following from the applicants:

- Meet the score requirement on the TASP test (all three sections) for entrance into college level courses. TASP exemptions are granted only for those students with a Bachelor's degree or higher or with the "B" or better option.
- A minimum GPA of 2.5 for all college courses completed;
- Documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of an OTR;
- Completion of prerequisite courses as listed in the degree plan;
- Completion of a specific program application before the deadline date (3rd Friday in May)
- Individual student advisement with OTA faculty.

Selection Criteria

The OTA Program selection criteria will be based upon a point system (number of support courses completed multiplied by the grade point average of degree plan courses). Due to a limited number of program slots, the applicants may be required to complete an interview process with a professional committee of therapists and faculty. Fifteen students are admitted to the program every Fall semester.

Graduation Requirements

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Arturo Cruz

Edinburg

Velma Esparza, OTR

McAllen

Sonia Finley, OTR

McAllen

Ruth Garza, COTA

Harlingen

Celeste Salamanca

Mission

Jennifer Ybarra

McAllen

OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

PRE-REQUISITES

HITT	1305	Medical Terminology	3
PSYC	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
COSC	<u>1301</u>	<u>Microcomputer Applications</u>	3
SPCH	1318	Interpersonal Communications	3

FIRST SEMESTER

BIOL	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
ENGL	<u>1301</u>	<u>Composition</u>	3
OTHA	1305	Principles of Occupational Therapy	3
OTHA	1309	Human Structure and Function in OT	3
OTHA	1315	Therapeutic Media I in OT	3

SECOND SEMESTER

BIOL	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
OTHA	1341	Life Skills Performance of Childhood in OT	3
OTHA	2301	Pathophysiology in OT	3
OTHA	2309	Mental Health in Occupational Therapy	3

THIRD SEMESTER (SUMMER SESSION I)

OTHA	1460	Clinical - OTA	4
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FOURTH SEMESTER

		<u>Humanities Elective</u>	3
OTHA	1349	Life Skills Performance of Maturity in OT	3
OTHA	1419	Therapeutic Modalities I in OT	4
OTHA	2335	Health Care Management in OT	3

FIFTH SEMESTER

OTHA	2371	CAPSTONE: OT Seminar	3
OTHA	2366	CAPSTONE: Practicum - OTA (A)	3
OTHA	2367	CAPSTONE: Practicum - OTA (B)	3

TOTAL CREDIT HOURS: 67

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

All OTA students must complete their CAPSTONE (Fieldwork Level II) Practicum coursework within eighteen months of completion of the academic / technical coursework.

Patient Care Assistant

Patient Care Assistant, Certificate

This is a 21 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly.

Students completing the first semester are qualified to take their State Competency exam Nurse Assistant Competency Evaluation Services (NACES).

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. The second semester focuses on acute care and specialized patient care. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics. *Please see the department for additional options available to students desiring entry-level Certified Nurse Aide skills.*

Program Entry Requirements

1. High School diploma or GED.
2. Admission to STCC.
3. Pass college placement tests with minimum scores or Completion of developmental classes for course placement as follows:
 - Reading = eligibility for Reading 80
 - Writing = eligibility for English 81
 - Math = eligibility for Math 85
4. Satisfy program specific requirements:
 - Completion of Health and Physical Exam
 - Immunizations, including TB test within past 5 months
 - CPR health care provider certification for Adult, Child, and Infant
 - Professional liability insurance
 - Medical insurance

NOTE: See departmental chair for additional information regarding above requirements.

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

Andrea Lerma

Lisc Practitioner, Tropical Texas MHMR

Carl Lueg

Administrator (owner), Twinbrooke South Nursing Center

Kathleen Mowery

Education Coordinator, Mission Hospital

Joe Rios

Career and Technology Director, Edcouch-Elsa Career and Technology Center

Frank Saldivar

Vocational Counselor, Edcouch-Elsa Career and Technology Center

PATIENT CARE ASSISTANT CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

NURA	1401	Nurse Aide for Health Organizations I	4
NURA	1160	Clinical I	1
NURA	1407	Nurse Aide for Health Organizations II or VNSG 1420	4
HITT	1305	Medical Terminology	3

SECOND SEMESTER

NURA	1571	Patient Care	5
NURA	1461	CAPSTONE: Clinical II	4

Total Credit Hours: 21

Pharmacy Technology

Pharmacy Technology Program, Certificate and Associate of Applied Science

The Pharmacy Technology 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 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. They assist and support licensed pharmacists in providing health care and medications to patients. Graduates are eligible to take the national certification exam that measures proficiency and competency in the standards set by the American Society of Health-System Pharmacists and the Texas Board of Pharmacy. After successful completion of this exam, the individual will be a Certified Pharmacy Technician.

Graduation Requirements:

To earn a Certificate or Associate of Applied Science Degree in Pharmacy 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".

ADVISORY COMMITTEE

Susanna Corona

Pharmacy Technician, Lee's Pharmacy

Elsa Garcia

Pharmacy Technician, HEB Pharmacy

Rick Gomez

Pharmacy Technician, HEB Pharmacy

Leonel Guerrero, RPh

Lee's Pharmacy

Kristen Jimenez-Palacios

Pharmaceutical Consultant, Boehringer-Ingelheim
Pharmaceuticals

Dr. Theresa Langlass-Garza, RPh

Edinburg Regional Hospital

Xavier Maldonado

Pharmaceutical Consultant & Committee Chairperson
Smith-Kline Beecham

Keith A. Olsen

Pharmacy Technician, Walgreen's Pharmacy

Noe Perez, RPh

Lee's Pharmacy

John Rodriguez, RPh

Albertson's Pharmacy

Bernie Villalobos

Pharmacy Technician, Day Renaissance Surgery

Dr. John Villarreal

Instructor and Assistant Dean for the College of Science and
Engineering, University of Texas at Pan-American

PHARMACY TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication	3
PHRA	1301	Introduction to Pharmacy	3
PHRA	1205	Drug Classification	2
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	1313	Community Pharmacy Practice	3

SECOND SEMESTER

PHRA	1206	Computerized Drug Delivery Systems I	2
PHRA	1345	Intravenous Admixture and Sterile Compounding	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1202	Pharmacy Law	2
PHRA	1404	Pharmacotherapy and Disease Process	4
PHRA	1166	Practicum I	1

SUMMER SESSION

PHRA	1243	Capstone: Pharmacy Technician Certification Review	2
PHRA	1267	Capstone: Practicum II	2

Total Credit Hours: 36

PHARMACY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
PHRA	1301	Introduction to Pharmacy	3
PHRA	1205	Drug Classification	2
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	1313	Community Pharmacy Practice	3

SECOND SEMESTER

PHRA	1206	Computerized Drug Delivery Systems I	2
PHRA	1345	Intravenous Admixture and Sterile Compounding	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1202	Pharmacy Law	2
PHRA	1404	Pharmacotherapy and Disease Process	4
PHRA	1166	Practicum I	1

SUMMER SESSION

PHRA	1243	Pharmacy Technician Certification Review	2
PHRA	1267	Practicum II	2

THIRD SEMESTER

PHRA	1242	Computerized Drug Delivery Systems II	2
PHRA	1347	Pharmaceutical Mathematics II	3
ENGL	1312	Business Writing	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
PHRA	1541	Pharmacy Drug Therapy and Treatment	5
PHRA	2266	Capstone: Practicum III	2

Total Credit Hours: 60

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 physical therapists. PTAs assist the physical therapists in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families. PTAs administer a variety of services such as therapeutic modalities (for example: heat, cold, ultrasound), gait training, therapeutic exercise, and training in activities of daily living. PTAs work with patients or clients in a variety of areas such as hospitals, nursing homes, and outpatient clinics, as well as in the home, in schools, and on the job. The main goal in physical therapy is helping people help themselves. Because of the humanitarian nature of this profession, PTAs must have a genuine interest in caring for others.

The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association has granted "Initial Accreditation" status to the physical therapist assistant program at South Texas Community College. Additional information regarding accreditation may be obtained from the Commission on Accreditation in Physical Therapy Education/ APTA, 1111 North Fairfax Street, Alexandria, VA 22314-1488, (703) 684-2782 or (702) 706-3245; accreditation@apta.org.

Program Admission Requirements

1. Complete the general admission requirements of STCC, and all state requirements.
2. Demonstrate evidence of High School graduation or GED Equivalent.
3. Demonstrate TASP completion or exemption.
4. Demonstrate a minimum cumulative GPA of 2.5.
5. Present documentation of minimum of fifty (50) hours of volunteer work experience under the supervision of a PT or PTA in two different settings.
6. Attend a student advisement session with PTA faculty.
7. Complete the following pre-requisite courses or equivalent with a grade of "C" or better:
 - BIOL 2401 Anatomy & Physiology I
 - HITT 1305 Medical Terminology I
 - SPCH 1318 Interpersonal Communication
 - ENGL 1301 Composition
8. Complete a specific program application and additional admission procedures as required.

Additional Support and General Education Requirements (not considered pre-requisites) for the PTA program are:

- BIOL 2402 Anatomy & Physiology I
Humanities Elective *
- PSYC 2314 Lifespan Growth & Development

* Departmental approval required

Selection Process

The PTA Program selection process includes two phases. Criteria for the initial phase is based on a point system (number of support courses completed times grade point average of degree plan courses) and "Experience Form" scores. The top scoring 25-30 applicants then complete the second phase, which may include a written assignment, group activity, and personal interview.

Applicants with the highest total scores are admitted. Admission is limited to a maximum of 16 students. The number of slots may be reduced based on available resources.

Applications will be available to students meeting admission requirements. The deadline for submission of completed applications is the third Friday in May. Applicants will be notified of their status by mid-July.

Graduation Requirements

To earn an Associate of Applied Science Degree in 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."

ADVISORY COMMITTEE

Kilo Alaniz, PTA

Knapp Medical Center

Fortino Gonzalez, PT

Puig Physical Therapy Services

Jennifer Griffith, OTR

Aptus Health Care

Efrain Guzman, PT

Valley Baptist Medical Center - Rehabilitation Services

Bertha Puig, PT

Valley Therapeutics and Rehabilitation

Javier Rocha, PT

Life Care Hospital

Sylvia Rodriguez, PTA

Aptus Health Care

PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

PRE-REQUISITES

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>HITT</u>	<u>1305</u>	<u>Medical Terminology</u>	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

FIRST SEMESTER

BIOL	2402	Anatomy and Physiology II	4
PTHA	1405	Basic Patient Care Skills	4
PTHA	1409	Introduction to Physical Therapy	4
PTHA	1513	Functional Anatomy	5

SECOND SEMESTER

<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
PTHA	1321	(Clinical) Pathophysiology	3
PTHA	1531	Physical Agents	5
PTHA	2201	Assessment Skills	2

THIRD SEMESTER (SUMMER SESSION I)

PTHA	1266	Practicum I	2
		* <u>Humanities Elective</u>	3

FOURTH SEMESTER

PTHA	2509	Therapeutic Exercise	5
PTHA	2431	Management of Neurological Disorders	4
PTHA	2435	Rehabilitation Techniques	4

FIFTH SEMESTER

PTHA	2266	Practicum II (6 weeks)	2
PTHA	2267	Practicum III (6 weeks)	2
PTHA	2339	CAPSTONE: Professional Issues	3

Total Credit Hours: 68

Identifies courses to meet Academic, General Education Requirements, min. 16 credit hours

*HUMANITIES ELECTIVE: Departmental Approval Required

Radiologic Technology

Radiologic Technology, Associate of Applied Science

South Texas Community 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 Technologists administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer). Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and treat injury. The radiographer is trained in the use of specialized equipment; radiographic positioning for the diagnosis of broken bones, ulcers, tumors, disease, and malfunction of organs, and the development and critique of radiographs.

Program Admission Requirements

- Apply for admission to the College.
- Pass all areas of TASP.
Scores must be within the last three years.
- Achieve a minimum composite score of 19 on the ACT.
Scores must be within the last two years.
- Maintain a GPA of 2.5 in college courses completed.
- Be within three months of 18 years of age or older (Bureau of Radiologic Health & Safety Regulation).
- Complete a specific program application and additional admission procedures as required.
- All scores for TASP, ACT and college hours **must** be available by the application deadline without exception.

Selection Criteria

RADT program selection criteria will be based on a point system (number of support courses completed times grade point average of degree plan courses).

Graduation Criteria

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" in didactic courses and minimum grade of "B" in the clinical/practicum courses.

ADVISORY COMMITTEE

Rafael C. Acosta, PhD

Physicist, South Texas Cancer Center

Mike Frederick, BS, RT (R)

Director of Radiology, Edinburg Regional Medical Center

Joe Martinez, BS, RT (R)

Director of Radiology, Rio Grande Regional Hospital

Richard Mendez, RN, BSN

Nursing Supervisor, Cornerstone Regional Hospital

Carlos Pena, BS, RT (R)

Assistant Director of Radiology, McAllen Medical Center

Tony Romero, MBA, RT (R)

Chief Operating Officer, McAllen Heart Surgery/RGV Cardiac Support Services

Sonada Sanchez, BSN

School Nurse, Rio Grande City High School

Rachel Sarabia

Manager, Texas Attorney General's Office

RADIOLOGIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

Prerequisite Term:

<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
HITT	1305	Medical Terminology	3

FIRST SEMESTER

BIOL	2402	Anatomy & Physiology II	4
RADR	1409	Introduction to Radiography & Patient Care	4
RADR	1311	Basic Radiographic Procedures	3
RADR	1360	Clinical	3

SECOND SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
RADR	1313	Principles of Radiographic Imaging I	3
RADR	2301	Intermediate Radiographic Procedures	3
RADR	1266	Practicum I	2

THIRD SEMESTER (SUMMER SESSION I)

SPCH	1318	Interpersonal Communications	3
RADR	2305	Principles of Radiographic Imaging II	3
RADR	1267	Practicum II	2

FOURTH SEMESTER

RADR	2331	Advanced Radiographic Procedures	3
RADR	2309	Radiographic Imaging Equipment	3
RADR	2213	Radiation Biology & Protection	2
RADR	2266	Practicum III	2

FIFTH SEMESTER

		<u>*Humanities Elective</u>	3
RADR	2217	Radiographic Pathology	2
RADR	2267	Practicum IV	2

SIXTH SEMESTER (SUMMER SESSION II)

RADR	2235	CAPSTONE: Radiologic Technology Seminar	2
RADR	2166	CAPSTONE: Practicum V	1

Total Credits Hours: 67

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

*Humanities Elective: PHIL 2306 Introduction to Ethics, PHIL 2303 Introduction to Logic, HUMA 1301 Introduction to the Humanities I

Vocational Nursing

Vocational Nursing, Certificate

This intensive one-year 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 VNs typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a specific program application form and complete additional admission procedures as required (see application for specific criteria, courses and procedures).

Program Admission Requirements

1. Admission to the College.
2. High school graduate or complete GED.
3. Pass college placement tests with minimum scores or completion of developmental classes for course placement as follows:
 - Reading = eligibility for Reading 90
 - Writing = eligibility for English 91
 - Math = eligibility for Math 90

NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted.

4. Completion of specific program application form and additional admission procedures as required.
Applications are available from a VN Faculty Advisor. Please call the Nursing and Allied Health office for an appointment with a VN Faculty Advisor.

Selection Process:

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field. Due to the limited number of program slots available, ranking of students with the same scores will be in the following priority:

- First priority: Alternates to previous year's applicant pool.
- Second priority: Date application submitted.
- Third priority: Number of courses completed.

Application must be received by the Office of Admissions and Records by the **fourth Friday in May** to be considered for the fall class. The vocational nursing program admits one class of students each fall semester.

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 Vocational Nurse Practice Act (Rule 239.12), a person who has been convicted of a felony shall be disqualified from obtaining licensure as a licensed vocational nurse. Students having questions about this rule should see a VN Faculty advisor or the Director for Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barriero, RN

Assistant Director of Nursing, McAllen Medical Center

Dina Garza, LVN

PTCA Instructor, South Texas Community College

Carl Lueg

President/Owner, Twinbrooke South Nursing Home

Guadalupe Luna, RN

Administrator/Owner, Melody Home Care

Betty Martinez, LVN

Staff Nurse, McAllen Medical Center

Kathleen Mowery, RN

Director of Education, Mission Hospital

Thalia Muñoz, RN

Administrator, Starr County Memorial Hospital

VOCATIONAL NURSING CERTIFICATE

TASP Eligible

Credit Hours

THREE SEMESTER OPTION

FIRST SEMESTER

VNSG	1420	Anatomy and Physiology for Allied Health	4
HITT	1305	Medical Terminology	3
VNSG	1115	Disease Control and Prevention	1
VNSG	1116	Nutrition	1
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1133	Growth and Development	1
VNSG	1323	Basic Nursing Skills	3
VNSG	1160	Clinical I-A	1
VNSG	1226	Gerontology	2
VNSG	1161	Clinical I-B	1

SECOND SEMESTER

VNSG	1331	Pharmacology For Vocational Nursing	3
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	1162	Clinical II-A	1
VNSG	2331	Advanced Nursing Skills	3
VNSG	1330	Maternal-Neonatal Nursing	3
VNSG	1334	Pediatrics	3
VNSG	1261	Clinical II-B	2

THIRD SEMESTER (SUMMER SESSION)

VNSG	1136	Mental Health	1
VNSG	1138	Mental Illness	1
VNSG	1432	Medical-Surgical Nursing II	4
VNSG	1362	Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours: 46

Division of Technology

Automotive Technology	221
Automotive Technology	Certificate
Ford Maintenance and Light Repair	Certificate
Automotive Technology	Associate of Applied Science
Specialization: GM-Automotive Service Education Program	
Computer Aided Drafting and Design	226
Computer Aided Drafting and Design	Certificate
Diesel Technology	228
Diesel Technology	Certificate
Diesel Technology	Associate of Applied Science
Electronic and Computer Maintenance Technology	231
Computer Support Specialist	Certificate
Electronic and Computer Maintenance Technology	Certificate
Electronic and Computer Maintenance Technology	Associate of Applied Science
Specialization: Biomedical Equipment Technology	
Specialization: Computer Maintenance Technology	
Specialization: Computer Support Specialist	
Specialization: Telecommunication Servicing Technology	
Heating, Ventilation and Air Conditioning Technology	239
Heating, Ventilation and Air Conditioning Technology	Certificate
Heating, Ventilation and Air Conditioning Technology	Associate of Applied Science
Manufacturing Technology	242
Industrial Systems Maintenance Technology	Certificate
Precision Manufacturing Technology	Certificate
Precision Manufacturing Technology	Associate of Applied Science

Automotive Technology

Automotive Technology, Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for employment in the high technology automotive service industry. Students will gain knowledge in automotive air conditioning, electrical systems, fuel injection, transmissions and 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. Courses taken for completion of the Certificate Program can be applied toward completion of the A.A.S. Degree in Automotive Technology.

Ford Maintenance and Light Repair, Certificate

Ford Certified Maintenance and Light Repair 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:

- Electrical Systems
- Brakes
- Climate Control
- Steering
- Suspension and Alignment

GM-ASEP (Automotive Service Educational Program), Associate of Applied Science

What is GM ASEP?

ASEP is an educational partnership between South Texas Community 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 COMMITTEE

Xavier Contreras

Service Manager, Burns Motors

Rick Dube

Owner, Dube Auto Parts & Service, McAllen

Larry Emanuel

Shop Foreman, Boggus Ford

Michael Fox

Service Manager, Frank Smith Toyota, McAllen

Armando Garza

Automotive Instructor, La Joya High School, La Joya

Trinidad Garza

Owner, Auto Center of McAllen

Joe Ochoa 0

Service Manager, Charles Clark Chevrolet, McAllen

Bill Seawell

Vetronix Equipment

Carl Wiesehan

Equipment Specialist, Hunter

AUTOMOTIVE TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics (TP)	4
AUMT	1416	Suspension & Steering (TP)	4
AUMT	1410	Automotive Brake Systems (TP)	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

AUMT	1419	Automotive Engine Repair	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2417	Engine Performance Analysis I (TP)	4

THIRD SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	2313	Manual Drive Train & Axles	3
AUMT	2434	Engine Performance Analysis II	4

CAPSTONE: Pass two (2) of the eight (8) National Institute Service Excellence Exams for Automotive.

Total Credit Hours: 41

FORD MAINTENANCE AND LIGHT REPAIR CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1410	Automotive Brake Systems (TP)	4
AUMT 1416	Suspension & Steering (TP)	4
AUMT 2437	Automotive Electronics (TP)	4

SECOND SEMESTER

TECM 1303	Technical Mathematics	3
AUMT 2417	Engine Performance Analysis I (TP)	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2366	Practicum I-Ford MLR	3

THIRD SEMESTER

AUMT 1345	Automotive Heating & Air Conditioning	3
AUMT 2367	Practicum II-Ford MLR	3

Total Credit Hours: 35

CAPSTONE: Pass one (1) of the eight (8) Automotive Service Excellence (ASE) exams for Automotive.

AUTOMOTIVE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics (TP)	4
AUMT	1410	Automotive Brake Systems (TP)	4
AUMT	1416	Suspension & Steering (TP)	4
TECM	1303	Technical Mathematics	3
SPCH	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

SECOND SEMESTER

AUMT	1419	Automotive Engine Repair	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2417	Engine Performance Analysis I (TP)	4
ENGL	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	2313	Manual Drive Train & Axles	3
AUMT	2434	Engine Performance Analysis II	4
PSYC	<u>2301</u>	<u>General Psychology</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

CSIR	1355	Industry Certifications	3
AUMT	2301	Automotive Management	3
AUMT	2421	Automotive Electrical Lighting & Accessories	4
PHYS	<u>1415</u>	<u>Physical Science I</u>	4
AUMT	1266	CAPSTONE: Practicum I	2

Total Credit Hours: 69

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

AUTOMOTIVE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

Specialization: GM-ASEP (Automotive Service Educational Program)

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	1305	Introduction to Automotive Technology	3
AUMT	1407	Automotive Electrical Systems	4
TECM	1303	Technical Mathematics	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
AUMT	1419	Automotive Engine Repair	4
		<u>Humanities Elective</u>	3
AUMT	1266	Practicum I	2

THIRD SEMESTER (SUMMER SESSION I)

AUMT	2417	Engine Performance Analysis I (TP)	4
AUMT	2421	Automotive Electrical Lighting & Accessories	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
AUMT	1267	Practicum II	2

FOURTH SEMESTER

CSIR	1355	Industry Certifications	3
AUMT	2313	Manual Drive Train & Axles	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	2266	Practicum III	2

FIFTH SEMESTER

AUMT	1410	Automotive Brake Systems(TP)	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
AUMT	2267	CAPSTONE: Practicum IV	2

SIXTH (SUMMER SESSION II)

AUMT	1416	Suspension & Steering (TP)	4
AUMT	2434	Engine Performance Analysis II	4

Total Credit Hours: 71

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Computer Aided Drafting and Design

Computer Aided Drafting and Design, Certificate

CADD technicians are trained to develop drawings used for the production and construction of buildings, houses, roads, bridges as well as manufactured products. In this program, the student will utilize computer-aided drafting systems and specialized software to graphically communicate and solve design challenges. The architectural and civil fields are two areas of specialization a student may pursue. The architectural drafter draws architectural and structural features of buildings such as homes, schools, office buildings and other public structures. The civil drafter prepares drawings related to topography and relief maps used by highway projects, bridges, pipelines, flood control projects, and water and sewage systems as well as subdivisions. The CADD technicians will serve as a member of an architectural, engineering or surveying team.

Prior to completion of the Certificate program, the student is expected to have completed 320 hours of an external field experience designed for the student to demonstrate competencies of the skills learned.

ADVISORY COMMITTEE

Hugo Avila,
Project Manager, Unitech Engineering, Inc.

Jesus Bustos, AIA
Principal, IDEA Group

Ruben Chapa, P.E.
Project Manager, Melden & Hunt, Inc.

David Flores
Project Manager, J.E. Saenz & Associates, Inc.

Jennie Harpold
Education Development Specialist, Tech Prep RGV

Andres Mata,
Project Manager, CKNR Architects

George Mendoza,
Principal, Structural Design Services

Jesse Salinas,
Edinburg High School

Efrain Silva,
Job Captain, Milnet Architectural Services

Dora Vela,
UTPA, Hidalgo Education Center

COMPUTER AIDED DRAFTING AND DESIGN TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ENGL	1312	Business Writing	3
TECM	1303	Technical Mathematics	3
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG	1317	Architectural Drafting - Residential	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
DFTG	2328	Architectural Drafting - Commercial	3
DFTG	2317	Descriptive Geometry	3

SUMMER SESSION

DFTG	1380	Cooperative Education	3
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THIRD SEMESTER

DFTG	2321	Topographical Drafting	3
DFTG	2332	CAPSTONE: Advanced Computer-Aided Drafting	3
DFTG	2352	Mechanical and Electrical Systems	3

Total Credit Hours: 42

PROGRAM ELECTIVES

DFTG	1321	Architectural Illustration	3
ARCT	1302	Architectural Materials & Methods of Construction	3
DFTG	2310	Structural Drafting	3
DFTG	2340	Solid Modeling / Design	3

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

Ted Ackerman

Stewart & Stevenson

Raul Benavides

Holt Company

Brian Bunton

Rush Truck Center

Kathleen Davis

Stewart & Stevenson

Richard Estevanes

Committee Chair, South Texas Freightliner

Lupe Garza

South Texas Freightliner

Rick Perez

Weeks Martin Implement Co, Inc.

John Watkins

Weeks Martin Implement Co, Inc.

DIESEL TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics (TP)	4
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing & Repair I (TP)	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1405	Basic Electrical Systems	4
COSC	1301	Microcomputer Applications	3

THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	1442	Power Train Applications I	4
DEMR	2432	Electronic Controls	4
DEMR	1230	Steering & Suspension I	2

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours: 42

DIESEL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics (TP)	4
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing & Repair I (TP)	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
		<u>Social/Behavioral Sciences Elective</u>	3

SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1230	Steering & Suspension I	2
DEMR	1405	Basic Electrical Systems	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	1442	Power Train Applications I	4
DEMR	2432	Electronic Controls	4
DEMR	1229	Preventative Maintenance	2
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3

FOURTH SEMESTER

DEMR	1449	Diesel Engines II	4
DEMR	2442	Automatic Power Shift & Hydrostatic Transmissions I	4
DEMR	2448	Failure Analysis	4
ENGL	1301	Composition or ENGL 1312	3
		<u>Humanities Elective</u>	3

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours: 69

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Electronic and Computer Maintenance Technology

Electronic and Computer Maintenance Technology,

Certificate and Associate of Applied Science

The Electronic and Computer Maintenance Technology program covers a wide range of subjects from basic to advanced electronics; computers (software, hardware, networking operations); biomedical and telecommunication systems. The classes are based on extensive technical training, giving each student "hand-on" experience in practical technical applications.

Graduates of the Electronic and Computer Maintenance Technology programs may be placed in jobs such as technicians with companies such as service centers, telecommunication, cable/satellite, office equipment, security, biomedical equipment and computer companies.

This program offers an Associate of Applied Science with specializations in the following areas:

- Biomedical Equipment Technology
- Computer Maintenance Technology
- Computer Support Specialist
- Electronic and Computer Maintenance Technology
- Telecommunication Servicing Technology

This program offers Certificates in the following areas:

- Computer Support Specialist
- Electronic and Computer Maintenance Technology

ADVISORY COMMITTEE

Marvin Anderson

Owner, Electronic Clinic, Pharr

Alisa Fernandez

Technology Counselor, STCC

George Garcia

Computer Technician, STCC

Hugo De Leon

Weslaco ISD

Leo Longoria

Richard's Electronics

Juan Lopez

Electronics Technician, Sprint Communications, McAllen

Jeroham Ramos

G.E. Clinical Services, Inc.

Hector Reyna

Sharyland ISD

Javier Salinas

IKON Office Supplies, Inc., McAllen

Reyes Valdez

Technician, Century Cellunet, McAllen

Richard Walters

Computer Maintenance Services, McAllen

COMPUTER SUPPORT SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CPMT	1403	Introduction to Computer Technology (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
ITNW	1325	Fundamentals of Networking (TP)	3
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

ITSC	1311	AS/400 Operating Systems	3
CPMT	1445	Computer Systems Maintenance	4
ITNW	2321	Networking with TCP/IP	3
LOTT	1401	Introduction to Fiber Optics	4

THIRD SEMESTER

ITNW	2305	Network Administration for Novell Netware	3
CPMT	1349	Computer Networking Technology	3
CPMT	2433	CAPSTONE: Computer Integration	4
ITNW	2301	Administering Microsoft Windows NT	3

Total Credit Hours: 41

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CETT	1403	DC Circuits (TP)	4
CETT	1449	Digital Systems (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

CETT	1405	AC Circuits (TP)	4
CETT	1441	Solid State Circuits	4
CPMT	1403	Introduction to Computer Technology	4

THIRD SEMESTER

LOTT	1401	Introduction to Fiber Optics	4
CETT	2439	Amplifier Analysis	4
ELMT	2435	CAPSTONE: Certified Electronics Technician Training	4

Total Credit Hours: 39

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			Credit Hours
FIRST SEMESTER			
CETT	1403	DC Circuits (TP)	4
CETT	1449	Digital Systems (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3
SECOND SEMESTER			
CETT	1405	AC Circuits (TP)	4
CETT	1441	Solid State Circuits	4
CPMT	1403	Introduction to Computer Technology (TP)	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
THIRD SEMESTER			
LOTT	1401	Introduction to Fiber Optics	4
CETT	2439	Amplifier Analysis	4
ELMT	2435	Certified Electronics Technician Training	4
		<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER			
CETT	1353	Basic TV/CRT Systems	3
CPMT	1445	Computer Systems Maintenance	4
INTC	1357	AC/DC Motor Controls	3
		<u>Humanities Elective</u>	3
FIFTH SEMESTER			
CETT	1357	Linear Integrated Circuits	3
CETT	2443	Principles of Color Television	4
ELMT	2337	CAPSTONE: Electronic Troubleshooting, Service and Repair	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
Total Credit Hours:			71

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Biomedical Equipment Technology

TASP Eligible

Credit Hours

FIRST SEMESTER

CETT	1403	DC Circuits (TP)	4
CETT	1449	Digital Systems (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3

SECOND SEMESTER

CETT	1405	AC Circuits (TP)	4
CETT	1441	Solid State Circuits	4
CPMT	1403	Introduction to Computer Technology (TP)	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

LOTT	1401	Introduction to Fiber Optics	4
CETT	2439	Amplifier Analysis	4
ELMT	2435	Certified Electronics Technician Training	4
		<u>Social/Behavioral Sciences Elective</u>	3

FOURTH SEMESTER

BIOM	1309	Applied Biomedical Equipment Technology	3
BIOM	2335	Physiological Instruments I	3
BIOM	2341	General Medical Equipment I	3
		<u>Humanities Elective</u>	3

FIFTH SEMESTER

BIOM	2388	CAPSTONE: Internship in Biomedical Engineering	3
BIOM	2331	Biomedical Clinical Instrumentation	3
BIOM	2339	Physiological Instruments II	3
BIOM	2343	General Medical Equipment II	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

Total Credit Hours: 72

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Computer Maintenance Technology

TASP Eligible

			Credit Hours
FIRST SEMESTER			
CETT	1403	DC Circuits (TP)	4
CETT	1449	Digital Systems (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3
SECOND SEMESTER			
CETT	1405	AC Circuits (TP)	4
CETT	1441	Solid State Circuits	4
CPMT	1403	Introduction to Computer Technology (TP)	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
THIRD SEMESTER			
LOTT	1401	Introduction to Fiber Optics	4
CETT	2439	Amplifier Analysis	4
ELMT	2435	Certified Electronics Technician Training	4
		<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER			
CPMT	1347	Computer System Peripherals	3
CPMT	1349	Computer Networking Technology	3
CPMT	1445	Computer Systems Maintenance	4
		<u>Humanities Elective</u>	3
FIFTH SEMESTER			
CPMT	2345	CAPSTONE: Computer System Troubleshooting	3
CPMT	2349	Advanced Computer Networking Technology	3
CPMT	2433	Computer Integration	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
Total Credit Hours:			71

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Computer Support Specialist

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1403	Introduction to Computer Technology (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
ITNW	1325	Fundamentals of Networking (TP)	3
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3

SECOND SEMESTER

ITSC	1311	AS/400 Operating Systems	3
CPMT	1445	Computer Systems Maintenance	4
ITNW	2321	Networking with TCP/IP	3
LOTT	1401	Introduction to Fiber Optics	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

ITNW	2305	Network Administration for Novell Netware	3
CPMT	1349	Computer Networking Technology	3
CPMT	2433	Computer Integration	4
ITNW	2301	Administering Microsoft Windows NT	3
		<u>Social/Behavioral Sciences Elective</u>	3

FOURTH SEMESTER

CPMT	2345	CAPSTONE: Computer System Troubleshooting	3
CPMT	2349	Advanced Computer Networking Technology	3
ITNW	2317	Network Security	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
		<u>Humanities Elective</u>	3

Total Credit Hours: 62

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Telecommunication Servicing Technology

TASP Eligible

			Credit Hours
FIRST SEMESTER			
CETT	1403	DC Circuits	4
CETT	1449	Digital Systems (TP)	4
CPMT	1407	Electronic and Computer Skills (TP)	4
<u>MATH</u>	<u>1332</u>	<u>College Mathematics</u>	3
SECOND SEMESTER			
CETT	1405	AC Circuits (TP)	4
CETT	1441	Solid State Circuits	4
CPMT	1403	Introduction to Computer Technology (TP)	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
THIRD SEMESTER			
LOTT	1401	Introduction to Fiber Optics	4
CETT	2439	Amplifier Analysis	4
ELMT	2435	Certified Electronics Technician Training	4
		<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER			
LOTT	2340	Microwave Fundamentals	3
EECT	2439	Communications Circuits	4
EECT	2435	Telecommunications	4
		<u>Humanities Elective</u>	3
FIFTH SEMESTER			
CSIR	1359	Digital Data Communication	3
EECT	2433	Telephone Systems	4
ELMT	2337	CAPSTONE: Electronic Troubleshooting, Service and Repair	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
Total Credit Hours:			72

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Heating, Ventilation and Air Conditioning Technology

Heating, Ventilation and Air Conditioning Technology, Certificate and Associate of Applied Science

In the past 50 years, the Heating, Ventilation and Air Conditioning (HVAC) 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/heating systems, duct design, fabrication and residential/commercial heat gained/loss calculations.

Some of the opportunities for employment in refrigeration and air conditioning include: Engineers, technicians, test technicians, sales engineers, application engineers, installers, testers, maintenance technicians, service persons, repair specialists, wholesalers, operating engineers and sheet metal experts.

ADVISORY COMMITTEE

Conrado Alvarez Jr.

President, Inesco Distributing, Inc., McAllen

Rolando A. Ayala

Vice President, ARC, Air Mechanical L.L.C., Edinburg

Rodolfo Cantu

Member, Johnson Supply Co., Inc., McAllen

George Castañeda

Secretary, McAllen Sheet Metal, McAllen

Mark Chapa

Member, Pameco Company, Inc., McAllen

Rene Garza

Member, All American Heating and Cooling, Mission

Diamantina Reyna

Member, MAEDSA Inc., Harlingen

HEATING, VENTILATION & AIR CONDITIONING CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HART	1407	Refrigeration Principles (TP)	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
CETT	1402	Electricity Principles (TP)	4

SECOND SEMESTER

HART	1442	Commercial Refrigeration	4
MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1445	Gas & Electrical Heating	4
TECM	1303	Technical Mathematics	3

THIRD SEMESTER

HART	2438	Air Conditioning Installation/Service	4
HART	2436	Troubleshooting	4
HART	2445	Air Conditioning Systems Design	4
COSC	1301	Microcomputer Applications	3

CAPSTONE: Technician Refrigerant Certification Exam

Total Credit Hours: 42

HEATING, VENTILATION & AIR CONDITIONING

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

CETT	1402	Electricity Principles (TP)	4
HART	1407	Refrigeration Principles (TP)	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1442	Commercial Refrigeration	4
HART	1445	Gas & Electrical Heating	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

HART	2445	Air Conditioning Systems Design	4
HART	2438	Air Conditioning Installation/Service	4
HART	2441	Commercial Air Conditioning	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3

FOURTH SEMESTER

HART	2436	Troubleshooting	4
HART	2443	Industrial Air Conditioning	4
		<u>Humanities Elective</u>	3
		<u>Social/Behavior Sciences Elective</u>	3

- CAPSTONE:
1. Technician Refrigerant Certificate Exam
 2. ARI-Air Condition Refrigeration Institute Competency Exam

Total Credit Hours: 63

Identifies courses to meet Academic, General Education Requirements, min. 15 credit hours

Manufacturing Technology

The Precision Manufacturing and Industrial Systems Maintenance Technology programs provide 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, read and use industrial prints, and gain technical skills.

Industrial Systems Maintenance Technology, Certificate

This Certificate program includes studies in industrial electricity, electrical motor controls, fluid power, and safety. This program will help prepare students to work with engineers to install industrial controls, troubleshoot hydraulic equipment problems, and reduce manufacturing downtime. This course will help prepare graduates to take leadership roles and progress into higher levels of employment opportunities.

Precision Manufacturing Technology, Certificate

This Certificate program includes studies to enable the student to specialize in machining, precision measurement, tool and die, and manufacturing processes. 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 degree program provides an environment to develop technical skills. All courses are set up to simulate a working environment.

Technical coursework includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork, and workplace communication. Specialty coursework includes quality control, tool, die, mold and fixture design, and advanced machine tooling.

ADVISORY COMMITTEE

Gerry Bower ~ Chairman

General Manager, ATS Precision Components, McAllen

Glen Butters

Plant Manager, Rio Grande Plastics, Alamo

Peter Limones

Production Manager, GE Engine Services, McAllen

Dan Hausbeck

Project Designer, Alps Automotive, McAllen

Martha V. Hinojosa

Owner, International Temporary Services

Jesus Mariscal

Production Manager, Reynolds International, McAllen

Jerry Nunez

Owner, Nu-Co Tools Inc., Alamo

Keith Patridge

Vice-President, McAllen Economic Development Corporation, McAllen

Davis Smith

General Manager, Johns Town Wire

Frank Bickers

Vice President & General Manager, Autech Systems

Del Abnet

Vice President, L.H. Carbide

Jim Terry

HR Manager, Weyerhaeuser

David H. Bazan

Plans Manager, EMU Plastics

Tom Fish

Controls Enginner, Southwest AMT

Jan Schooley

General Manager, Windsor Mold

Tom Osterholt

Operations Manager, L.H. Carbide

John Montgomery

General Manager, Security Plastics, West

INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
MCHN	1343	Machining Mathematics	3
MCHN	1438	Machining I	4
CETT	1402	Electricity Principles	4

SECOND SEMESTER

QCTC	1305	Teaming	3
ENGL	1312	Business Writing	3
DEMR	1301	Shop Safety & Procedures	3
IEIR	1310	Motor Controls	3
HYDR	1305	Basic Hydraulics	3
RBTC	1359	Pneumatics	3

THIRD SEMESTER

WLDG	1337	Introduction to Metallurgy	3
MCHN	1382	CAPSTONE: Cooperative Education I	3

Total Credit Hours: 41

PRECISION MANUFACTURING TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FALL SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
MCHN	1343	Machining Mathematics	3
MCHN	1438	Machining I (TP)	4
ENGL	1312	Business Writing	3
MCHN	1320	Precision Tools and Measurement	3

SPRING SEMESTER

QCTC	1305	Teaming	3
DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machining I	4
COSC	1301	Microcomputer Applications	3

SUMMER SESSION

WLDG	1337	Introduction to Metallurgy	3
MCHN	1382	CAPSTONE: Cooperative Education I	3

Total Credit Hours: 39

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FALL SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
MCHN	1438	Machining I (TP)	4
ENGL	1312	Business Writing	3
MCHN	1343	Machining Mathematics	3
MCHN	1320	Precision Tools and Measurements	3

SPRING SEMESTER

DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machining I	4
QCTC	1305	Teaming	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

SUMMER SESSION

MCHN	1382	CAPSTONE: Cooperative Education I	3
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FALL SEMESTER

INMT	1445	Computer Numerical Controls	4
WLDG	1337	Introduction to Metallurgy	3
MCHN	2341	Advanced Machining Operations I	3
		<u>Social/Behavioral Science Elective</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SPRING SEMESTER

MCHN	2547	Specialized Tools and Fixtures	5
		<u>Humanities Elective</u>	3
		Program Elective	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

SUMMER SESSION

MCHN	2382	CAPSTONE: Cooperative Education II	3
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Total Credit Hours: 70

Identifies General Education Courses Required for A.A.S. Degree

PMTD PROGRAM ELECTIVES:

MCHN	2345	Advanced Machining Operations II	3
MCHN	1293	Cost Estimating	2
PLTC	1445	Plastics Processing I	4

Course Descriptions

◆ DENOTES COLLEGE TRANSFERABLE COURSES

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: MATH 85 or equivalent, or ACNT 1303.

◆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: READ 80 and MATH 80 or equivalent.

ACNT 1304 INTRODUCTION TO ACCOUNTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303, ITSC 1309 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 includes basic instruction in the tax law as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

Prerequisite: ACNT 1303.

ACNT 2303 INTERMEDIATE ACCOUNTING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the critical analysis of generally accepted accounting principles, concepts and theory underlying the preparation of financial statements. Emphasis is placed on current theory and practice.

Prerequisite: ACCT 2401.

ACNT 2304 INTERMEDIATE ACCOUNTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow.

Prerequisite: ACNT 2303.

ACNT 2309 COST ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of budgeting and cost control systems, 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: ACNT 1303.

ACNT 2330 GOVERNMENTAL & NOT-FOR-PROFIT ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. Accounting cycle for funds and account groups is also included. Students will learn how to prepare governmental and not-for-profit financial statements.

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 control and auditing standards and processing used by internal auditors, managers, and independent accountants.

Prerequisite: ACNT 1303.

Anthropology

◆ANTH 2301 PHYSICAL ANTHROPOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces the field of archaeology. It emphasizes methods of data collection, and a world review of major events in the development of past human civilizations.

Prerequisite: None.

◆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 with HUMA 2323.)

Prerequisite: None.

◆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: None.

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: READ 80 or equivalent.

♦ARTS 1303 ART HISTORY 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: READ 80 or equivalent.

♦ARTS 1304 ART HISTORY 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: READ 90 or equivalent.

♦ARTS 1311 DESIGN I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: None.

♦ARTS 1312 DESIGN II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: ARTS 1311 or approval of the instructor.

♦ARTS 1316 DRAWING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: None.

♦ARTS 1317 DRAWING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.

Prerequisite: ARTS 1316 or approval of instructor.

♦ARTS 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 may 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 may 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 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.

Associate Degree Nursing

RNSG 1144 TRANSITION SKILLS

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course provides the LVN to RN Transition student the opportunity, in a laboratory simulation, to develop the concepts and principles necessary to perform intermediate or advanced nursing skills and to demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Students will be expected to relate previous and concurrent theory courses to the Registered Nurse's role as provider of care, coordinator of care and member of the profession.

Prerequisite: Administrative approval: admission to the Transition Track.

RNSG 1162 TRANSITIONAL CLINICAL

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:04

This is an intermediate nursing work-based instruction that assists the licensed vocational nurse to transition to the role of the professional nurse. Students synthesize and apply new knowledge, and gain experience managing the nursing care of clients conditions involving pediatric, normal mother/infant and medical/surgical clients and their families. Practical experience is simultaneously related to theory. Direct supervision is provided by a clinical instructor in structured clinical settings.

Prerequisite: Admission to ADN Transition Option Track with an unencumbered LVN license.

RNSG 1201 PHARMACOLOGY FOR PROFESSIONAL NURSING

CRT HRS:02 LEC HRS:02 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 safe administration of medications within a legal/ethical framework.

Prerequisite: Admission to the ADN Program and RNSG 1209.

RNSG 1205 NURSING SKILLS I

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the ADN Program and RNSG 1209.

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 associate degree nurse as a provider of care, coordinator of care, and member of a profession. The topics that will be covered include knowledge, judgment, skills and professional values with a legal/ethical framework.

Prerequisite: TASP completion.

RNSG 1244 NURSING SKILLS II

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: RNSG 1423, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201, or administrative approval.

RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

Preparation for role transition from vocational to associate degree nursing is included in this course. Study of health promotion, legal/ethical issues, expanded assessment, analysis of data, nursing process, critical thinking, pharmacology, multi-disciplinary teamwork, and communication are addressed. Concurrent clinical placement is required.

Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1362 CLINICAL I

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:12

This is a basic fundamentals nursing work-based instruction that helps beginning students synthesize and apply new knowledge, and to gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by a clinical instructor in various clinical settings.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1423 INTRODUCTION TO PROFESSIONAL NURSING

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course is an introduction to the profession of nursing, including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span. Content includes applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1463 CLINICAL II

CRT HRS:04 LEC HRS:00 OFF CAMPUS LAB HRS:16

This is an intermediate nursing work-based instruction that assists students to synthesize and apply new knowledge, critical thinking, and to gain experience managing the nursing care of clients and their families with multiple common and re-occurring alterations in health of adults, children and normal mothers of infants in structured settings. Practical experience is simultaneously related to theory. Direct supervision is provided by the clinical instructor. Students will participate in a community observation and teaching experience.

Prerequisite: RNSG 1423, RNSG 1362, RNSG 1205, BIOL 2401.

RNSG 2163 CLINICAL IV

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:06

This is an advanced nursing work-based instruction that assists students to synthesize and apply new knowledge, critical thinking, and to gain experience in nursing management and the nursing care of critically ill clients and their families with multiple alterations in health in various structured settings. Practical experience is simultaneously related to theory. Direct supervision is provided by the clinical instructor.

Prerequisite: RNSG 2514, RNSG 2462, SPCH 1311.

RNSG 2363 CAPSTONE: CLINICAL V

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course utilizes a method of instruction providing detailed education, training, and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: RNSG 2535, RNSG 2163 and SPCH 1311.

RNSG 2404 CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS

CRT HRS:04 LEC HRS:04 LAB HRS:01

In this course the student uses the application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs. The student will also have opportunities for collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: RNSG 1423, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201

RNSG 2462 CLINICAL III

CRT HRS:04 LEC HRS:00 OFF CAMPUS LAB HRS:16

This is an intermediate nursing work-based instruction that helps students synthesize and apply new knowledge, and to gain experience managing the nursing care of clients with high risk conditions involving pediatrics, maternal/infant and altered mental health clients and their families. Practical experience is simultaneously related to theory. Direct and limited close supervision is provided by a clinical instructor in various clinical settings.

Prerequisite: BIOL 2421, BIOL 2402, RNSG 2404, RNSG 1463, RNSG 1244; or for Transition LVN to ADN students - RNSG 1327 and RNSG 1162.

RNSG 2514 CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS

CRT HRS:05 LEC HRS:05 LAB HRS:00

This course is designed to build on the knowledge and skills acquired in previous courses. Application of the nursing process utilizes critical thinking skills to provide holistic nursing care to diverse clients across the lifespan with complex alterations in health. There is an emphasis on health promotion, prevention, and maintenance. Concurrent clinical placement is required for students to utilize nursing theory to provide and coordinate care as an Associate Degree Registered Nurse.

Prerequisite: RNSG 2404, RNSG 1463, RNSG 1244, BIOL 2421, BIOL 2402; or for LVN-ADN Transition - RNSG 1327, RNSG 1162, and RNSG 1144.

RNSG 2535 INTEGRATED CLIENT CARE MANAGEMENT

CRT HRS:05 LEC HRS:05 LAB HRS:00

This course provides the opportunity to apply client assessment skills, critical thinking and independent nursing interventions to care for diverse client/families throughout the life span whose health care needs may be difficult to predict. Emphasis will be placed on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and healthcare, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: RNSG 2514, RNSG 2462, SPCH 1311.

Automotive Technology

AUMT 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20

This course is a basic type of work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

AUMT 1267 PRACTICUM II

CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20

This course is an intermediate type of work-based instruction that provides career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

AUMT 1305 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

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 HEATING & AIR CONDITIONING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the theory of automotive air conditioning and heating 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: AUMT 2437.

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. Emphasis is placed on electrical schematic diagrams and service manuals.

Prerequisite: AUMT 2437.

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 2437.

AUMT 1416 SUSPENSION & STEERING

CRT HRS:04 LEC HRS:02 LAB HRS:08

This course covers the theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.

Prerequisite: Concurrent enrollment in AUMT 2437.

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: MATH 80 or equivalent.

AUMT 2266 PRACTICUM III**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20**

This course is an intermediate type of work-based instruction that provides career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

AUMT 2267 PRACTICUM IV**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20**

This course is an advanced type of work-based instruction that provides career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

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 MANUAL DRIVE TRAIN & 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. MATH 80 or equivalent.

AUMT 2366 PRACTICUM I - FORD MLR**CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:21**

This course is a basic type of work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

AUMT 2367 PRACTICUM II - FORD MLR**CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:21**

This course is an intermediate type of work-based instruction that provides career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

AUMT 2417 ENGINE PERFORMANCE ANALYSIS I**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery system. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 2437; concurrent enrollment in AUMT 1407 and AUMT 1419.

AUMT 2421 AUTOMOTIVE ELECTRICAL LIGHTING AND ACCESSORIES**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 2437 and AUMT 1407.

AUMT 2425 AUTOMATIC TRANSMISSION & TRANSAXLE**CRT HRS:04 LEC HRS:02 LAB HRS:06**

This course is a study of the operation, hydraulic principles, 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 2437, Math 80 or equivalent.

AUMT 2434 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 system; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

AUMT 2437 AUTOMOTIVE ELECTRONICS**CRT HRS:04 LEC HRS:02 LAB HRS:06**

Topics in this course address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology.

Prerequisite: Completion of or concurrent enrollment in MATH 80 or completion of equivalent.

CSIR 1355 INDUSTRY CERTIFICATIONS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course prepares the student for the certifications required by industry.

Prerequisite: None.

Biology

BIOL 1322 NUTRITION AND DIET THERAPY*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

BIOL 1408 GENERAL BIOLOGY I*CRT HRS:04 LEC HRS:03 LAB HRS:03**

This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.

Prerequisite: Pass the reading section of the TASP test or completion of Reading 90 with a grade of "C" or better.

***BIOL 1409 GENERAL BIOLOGY II**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.
Prerequisite: BIOL 1408 with a grade of "C" or better.

***BIOL 1411 GENERAL BOTANY**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: Passage of the reading section of the TASP test or completion of READ 90 with a grade of "C" or better or equivalent.

***BIOL 1413 GENERAL ZOOLOGY**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

Prerequisite: Passage of the reading section of the TASP test or completion of READ 90 with a grade of "C" or better or equivalent.

***BIOL 2320 MICROBIOLOGY FOR THE FOOD SERVICES**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the consideration of metazoa, protozoa, fungi, bacteria and viruses in intoxication and the transmission of diseases by food and beverage; the role of microorganisms in the quality and control of microbial populations. Production of foods by microbial fermentations; laws, regulations and performance standards; microorganisms as food is also covered. This course is designed for hotel restaurant management, merchandising and hospitality management, and health education majors.

Prerequisite: None.

***BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

Prerequisite: Permission from the department.

***BIOL 2401 ANATOMY & PHYSIOLOGY I**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

Prerequisite: Passage of the reading section of the TASP test or completion of READ 90 with a grade of "C" or better or equivalent.

***BIOL 2402 ANATOMY & PHYSIOLOGY II**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2401 with a grade of "C" or better.

***BIOL 2406 ENVIRONMENTAL BIOLOGY**
CRT HRS:04 LEC HRS:03 LAB HRS:03

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: BIOL 1408 and BIOL 1409 with a grade of "C" or better.

***BIOL 2416 GENETICS**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 with a grade of "C" or better.

***BIOL 2421 MICROBIOLOGY**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2401 with a grade of "C" or better.

Recommended: CHEM 1411 and CHEM 1412.

***BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.

Prerequisite: BIOL 1408 and BIOL 1409 or BIOL 1413 with a grade of "C" or better.

Business Administration

BMGT 1301 SUPERVISION
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Prerequisite: None.

BMGT 1304 VISUAL MERCHANDISING
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a background in visual presentation skills including design elements and principles, appropriate store fixtures, and the psychological motives that comprise the various buying behaviors.

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 1309 or COSC 1301.

BMGT 1333 PRINCIPLES OF SELLING
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and an examination of the legal regulations and ethical issues of business, which affect salespeople, are included.

Prerequisite: None.

BMGT 1348 MARKETING RESEARCH AND STRATEGIES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is designed to enhance student understanding of the marketing environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility. A simulated marketing environment will be created for experience in marketing decision-making and to provide practical experiences in analyzing market cases for the students.

*Prerequisite: None.***BMGT 1349 ADVERTISING AND SALES PROMOTION****CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the advertising principles, practices, and the multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints

*Prerequisite: None.***BMGT 2168 CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM****CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10**

This course provides practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

*Prerequisite: Approval of Practicum Coordinator.***BMGT 2303 PROBLEM SOLVING & 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 1301 MONEY & BANKING****CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course surveys of the role of monetary policy and related effects upon financial intermediaries, including an overview of financial markets, regulatory functions, and structures. Descriptions of investments and funds management are also covered.

*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 relate 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 1351 SELLING BANK PRODUCTS & SERVICES****CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers the characteristics and benefits of bank products and services, with an emphasis on the personal selling process and quality customer service. The application of personal selling, cross-selling, and related products benefit to individual customer needs is also covered.

*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 statements, cash flow, and ration analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.

*Prerequisite: None.***BUSA 1315 INVESTMENT AND SECURITIES****CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to investing in financial instruments. Focus is on the stock market as impacted by major global events, both economic and political. The impact of changes in interest rates and taxes will be reviewed from both a domestic and global perspective. Stock market terminology, with bond market and business cycle terminology will be studied.

*Prerequisite: None.***BUSG 1371 INTRODUCTION TO E-COMMERCE****CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course introduces E-Commerce concepts and vocabulary. Topics include E-Commerce relationships with marketing, operations, logistics and accounting. Emphasis is placed on interfaces between E-Commerce and other major areas of business and ethical and legal concerns in relations to the Internet.

*Prerequisite: ITSC 1309 or concurrent enrollment.***BUSG 1375 E-MARKETING****CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course covers the basic electronic marketing concepts. Topics include target markets, electronic traffic, consumer behavior, and analysis of Internet marketing research. Emphasis is placed on on-line marketing techniques.

Prerequisite: Completion of, or concurrent enrollment in, BUSG 1371 or ITSC 1309.

BUSG 2309 SMALL BUSINESS MANAGEMENT**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Prerequisite: None.

BUSG 2371 ELECTRONIC TRAFFIC ANALYSIS**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to interpretation of web site traffic patterns. Topics include log file analysis, reaction and response to trends, advertising values and potential revenue. The student will also learn how to generate reports from log files analysis and interpret results.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 2374 E-CUSTOMER CARE**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to electronic customer care. Topics include effective communication skills, telephone etiquette, handling customer complaints and tracking order response time. The student will learn how to follow up with customers and successfully resolve customer issues.

Prerequisite: BUSG 1371, ITSC 1309 or concurrent enrollment.

BUSG 2376 CLIENT CONTACT MANAGEMENT SYSTEMS**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course introduces client contact systems basics. Topics include the introduction, operation and maintenance of a client contact system. Emphasis is on the importance of updating an using a system to provide customer support in the delivery of services to clients.

Prerequisite: None.

BUSG 2377 INVESTMENT AND INSURANCE REGULATIONS**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course introduces students to various types of regulatory agencies in the industry as well as basic regulatory and compliance issues for Investment and Insurance.

Prerequisite: None.

BUSI 1301 INTRODUCTION TO BUSINESS*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: READ 80 or equivalent.

BUSI 2301 BUSINESS LAW*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers principles of laws which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies.

Prerequisite: None. (Transfers only as an elective)

HRPO 1301 CUSTOMER SERVICE**CRT HRS: 03 LEC HRS:03 LAB HRS:00**

Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

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 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: BMGT 1301.

IBUS 1301 PRINCIPLES OF IMPORTS-EXPORTS I**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of export management process and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures is 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, demographics, 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 1341 INTERNATIONAL PURCHASING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers the skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing international, global sourcing, and purchasing processes, including issues of contact administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

Prerequisite: IBUS 1305.

IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan.

Prerequisite: None.

IBUS 2345 IMPORT CUSTOMS REGULATIONS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and 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 US 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.

INSR 1349 DELIVERING INSURANCE SERVICES**CRT HRS:03 LEC HRS:02 LAB HRS:02**

The course includes the application of the principles of total quality management to the insurance business and to service businesses in general. Topics include application of quality principles and the team approach to everyday business activities.

Prerequisite: None.

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.

LMGT 1345 ECONOMICS OF TRANSPORTATION DISTRIBUTION**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides a study of basic economic principles and concepts applicable to transportation and distribution.

Prerequisite: None.

LMGT 2334 PRINCIPLES OF TRAFFIC MANAGEMENT**CRT HRS:03 LEC HRS:03 LAB HRS:00**

In this course, students will study the role and functions of a transportation traffic manager within a commercial or public enterprise. Topics include training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation.

Prerequisite: None.

MRKG 1311 PRINCIPLES OF MARKETING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to basic marketing functions: identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

Prerequisite: None.

QUMT 2340 QUANTITATIVE METHODS-BUSINESS STATISTICS I*CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to the quantitative techniques and models applicable to business decision making. Topics include optimization models of deterministic and non-deterministic systems used in the business curriculum (accounting, computer information systems, economics, finance, management, marketing, production and operations). The course integrates computers as tools in solving business problems.

Prerequisite: MATH 1332 or MATH 1414.

Business Computer Systems

ARTC 1345 3-D MODELING AND RENDERING**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This is a studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; variety of rendering techniques; use of camera light sources, texture, and surface mapping.

Prerequisite: COSC 1301 or HISC 1309.

ARTV 1301 ANIMATION 2-D**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing and sequencing media elements to create multimedia presentations. Emphasis is placed on conceptualization, creativity and visual aesthetics.

Prerequisite: GRPH 1322 and ARTC 1345.

FLMC 2331 COMPUTERS IN VIDEO PRODUCTION II**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is the study of the applications of computers to video production. Topics include vector and raster graphics; rendering techniques; the design and production of three-dimensional animated visuals, and the selection of hardware, software, and peripherals for the configuration of a desktop video studio.

Prerequisite: GRPH 1322 and ARTC 1345.

GRPH 1322 ELECTRONIC PUBLISHING**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. An introduction to the basic concepts and terminology associated with typography and page layout is also presented.

Prerequisite: COSC 1301 or HISC 1309.

GRPH 1359 OBJECT ORIENTED COMPUTER GRAPHICS**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course utilizes mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves is provided. Acquisition of images via scanning and the creative use of clip art is included.

Prerequisite: IMED 1345 or ARTC 1325.

IMED 1345 INTERACTIVE MULTIMEDIA I**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is the exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software.

Prerequisite: GRPH 1322 and ARTC 1345.

IMED 2166 CAPSTONE: MULTIMEDIA PRACTICUM**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10**

This course is an intermediate work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: FLMC 2331 and IMED 1345.

IMED 2305 MULTIMEDIA AUTHORING II**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides in-depth coverage of programming / scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products.

Prerequisite: IMED 1345.

IMED 2315 WEB PAGE DESIGN II**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is the study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging well designed web pages. Emphasis is placed on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues.

Prerequisite: ITSC 1313 and ITSE 2309; or IMED 1316.

INEW 2334 ADVANCED WEB PAGE PROGRAMMING**CRT HRS:03 LEC HRS:02 LAB HRS:03**

Advanced applications for Web authoring are presented in this course. Topics include Perl Scripts, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java Applets, JavaScript, tables, HTML, and /or interactive elements.

Prerequisite: ITSC 1313 and ITSE 1331.

ITMC 1301 MICROSOFT WINDOWS 2000 NETWORK AND OPERATING SYSTEM ESSENTIALS (MS2151)**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is an introduction to Microsoft Windows 2000 and to the networking technologies that it supports.

Prerequisite: ITNW 1325 and ITSC 1305.

ITMC 1341 IMPLEMENTING MICROSOFT WINDOWS 2000 PROFESSIONAL AND SERVER (MS2152)**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. The skills and knowledge necessary to install and configure Windows 2000 Server to create file, print and servers will be provided.

Prerequisite: ITNW 2321 and ITMC 1301.

ITNW 1325 FUNDAMENTALS OF NETWORKING**CRT HRS:03 LEC HRS:02 LAB HRS:03**

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 2164 CAPSTONE: NETWORK PRACTICUM**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10**

This course is an intermediate work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: ITNW 2335 and ITNW 2317.

ITNW 2301 ADMINISTERING MICROSOFT WINDOWS NT**CRT HRS:03 LEC HRS:02 LAB HRS:03**

In this course, the student will develop the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network.

Prerequisite: ITNW 1325.

ITNW 2305 NETWORK ADMINISTRATION FOR NOVELL NETWARE**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course prepares the student to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

Prerequisite: ITNW 1325.

ITNW 2317 NETWORK SECURITY**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses.

Prerequisite: ITNW 2321.

ITNW 2321 NETWORKING WITH TCP/IP**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operation systems.

Prerequisite: ITNW 1325.

ITNW 2335 NETWORK TROUBLESHOOTING AND SUPPORT**CRT HRS:03 LEC HRS:02 LAB HRS:03**

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 2321, ITNW 2305 or ITNW 2301.

ITNW 2343 ADVANCED NETWORK FOR NOVELL INTRA-NETWARE

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course the student will be taught skill development in advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. Instruction will also be provided in preparation to oversee a complex network environment, including partitioning and replication and time synchronization strategies.

Prerequisite: ITNW 2317.

ITNW 2354 INTERNET / INTRANET SERVER

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server.

Prerequisite: ITNW 2321.

ITNW 2359 CREATING AND MANAGING A WEB SERVER USING MICROSOFT INTERNET INFORMATION SERVER

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides instruction in the installation, configuration, and implementation of Microsoft Internet Information Server (IIS).

Prerequisite: ITNW 2317.

ITSC 1301 INTRODUCTION TO COMPUTERS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an overview of computer information systems. Computer hardware, software, procedures, and human resources will be introduced. The student will also explore integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Applications and software relating to a specific curricular area will also be examined.

Prerequisite: None.

ITSC 1302 COMPUTER CONTROL LANGUAGE

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course the student will develop skills in the use of system control language on mid-range/mainframe computers. Topics will include command formats, file management, job scheduling, resource management, and utilities.

Prerequisite: ITSC 1311.

ITSC 1305 INTRODUCTION TO PC OPERATING SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Prerequisite: None.

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I

CRT HRS:03 LEC HRS:02 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 1311 AS/400 OPERATING SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the AS/400 operating system including multi-user

concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics will include introductory system management concepts and file management.

Prerequisite: None.

ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development.

Prerequisite: ITSC 1309 or COSC 1301.

ITSC 1325 PERSONAL COMPUTER HARDWARE

CRT HRS:03 LEC HRS:02 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 1327 MULTI-USER OPERATING SYSTEMS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a summary of multi-user operating systems including a contrast of single user and multi-user systems. The student will investigate a variety of multi-user operating systems, similarities, and differences.

Prerequisite: ITSC 1311.

ITSC 2164 CAPSTONE: MINICOMPUTER PRACTICUM

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an intermediate work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: ITSE 1318 and ITSE 1314.

ITSC 2165 CAPSTONE: SYSTEMS ADMINISTRATION PRACTICUM

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an intermediate work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: ITNW 2335 or ITSE 1345.

ITSC 2331 INTEGRATED SOFTWARE APPLICATIONS III

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

Prerequisite: ITSC 1309.

ITSC 2339 PERSONAL COMPUTER HELP DESK

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk Lab or in short-term assignments for local business.

Prerequisite: ITNW 2335.

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: IIAW 2335

ITSE 1302 INTRODUCTION TO COMPUTER PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming with an emphasis 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: COSC 1301.

ITSE 1314 INTRODUCTION TO RPG PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming using RPG. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Language syntax, data and file structures, input/output devices, and files are also included.

Prerequisite: ITSC 1311.

ITSE 1318 INTRODUCTION TO COBOL PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming using COBOL. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will include language syntax, data and file structures, input/output devices and files.

Prerequisite: ITSC 1311.

ITSE 1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

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: COSC 1301.

ITSE 1345 INTRODUCTION TO ORACLE SQL AND PL/SQL
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query language (SQL) and Procedure language (PL).

Prerequisite: ITSE 2309.

ITSE 2286 INTERNSHIP - COMPUTER PROGRAMMING
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an intermediate work-based instruction that helps students synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor.

Prerequisite: ITMC 1341 or Program Chair's approval.

ITSE 2309 INTRODUCTION TO DATABASE PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course the student will learn application development using database programming techniques emphasizing database structures, modeling, and database access.

Prerequisite: ITSE 1331 or ITSC 1309 or ITSE 1302

ITSE 2317 JAVA PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to JAVA programming with object-orientation. Emphasis is placed on the fundamental syntax and semantics of JAVA for applications and web applets.

Prerequisite: ITSC 1311 or ITSC 1313.

ITSE 2333 IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER 7.0
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides skills development in the implementation of a database solution using Microsoft SQL server client / server database management system version 7.0.

Prerequisite: ITSE 1345.

ITSE 2347 ADVANCED DATABASE PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

Prerequisite: ITSE 2309 or BUSG 1371.

ITSE 2353 ADVANCED WEB AUTHORIZING FOR NETWARE 5
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches advanced applications for Web authoring. Topics include Server Side Include (SSI) commands, Perl scripts, JavaScript and Java Applets.

Prerequisite: IMED 2315.

ITSE 2356 ORACLE DATABASE ADMINISTRATION I
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the fundamentals of the tasks and functions required of a database administrator.

Prerequisite: ITSE 1345.

ITSW 1304 INTRODUCTION TO SPREADSHEETS
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides the student with instruction in the concepts, procedures, and importance of electronic spreadsheets.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1307 INTRODUCTION TO DATABASE
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to database theory and the practical applications of a database.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1310 PRESENTATION MEDIA SOFTWARE
CRT HRS:03 LEC HRS:02 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: COSC 1301 or ITSC 1309.

ITSW 2334 ADVANCED SPREADSHEETS
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is designed to provide the student with an understanding of advanced functionality of electronic spreadsheets.

Prerequisite: ITSC 1309.

ITSW 2337 ADVANCED DATABASE**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is designed to provide the student with an understanding of advanced functionality of databases.

Prerequisite: ITSE 1318 and ITSE 1314.

POFI 2331 DESKTOP PUBLISHING FOR THE OFFICE**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course includes in-depth coverage of desktop publishing terminology, text, editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis is placed on layout techniques, graphics, and multiple page displays.

Prerequisite: ITSC 1309.

CDEC 1167 FIELD STUDY II**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07**

This course is a basic type of work-based instruction that provides basic career exploration or helps students gain practical experience in Child Care Field, enhance skills and integrate knowledge. The emphasis is on practical work experience with infants and toddlers. Indirect supervision is provided by the work supervisor.

Prerequisite: CDEC 1166.

CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course covers fundamentals of curriculum design and implementation of developmentally appropriate programs for young children.

Prerequisite: None.

CDEC 1319 CHILD GUIDANCE**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of guidance strategies for promoting prosocial behaviors in 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.

CDE 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, appropriate environments, materials and activities, and teaching / guiding techniques.

Prerequisite: None.

CDEC 1340 INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an exploration of the development and implementation of curriculum for children with special needs.

Prerequisite: None.

CDEC 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.

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: Pass the reading section of the TASP test or completion of READ 90, pass the math section of the TASP test or completion of MATH 90 with grade of "C" or better.

CHEM 1412 GENERAL CHEMISTRY II*CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411 with a grade of "C" or better.

CHEM 2423 ORGANIC CHEMISTRY I*CRT HRS:04 LEC HRS:03 LAB HRS:03**

This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412 with a grade of "C" or better.

CHEM 2425 ORGANIC CHEMISTRY II*CRT HRS:04 LEC HRS:03 LAB HRS:03**

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423 with a grade of "C" or better.

Child Care and Development

CDEC 1166 FIELD STUDY I**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07**

This course is a basic type of work-based instruction that provides basic career exploration or helps students gain practical experience in the Child Care Field, enhance skills and integrate knowledge. The emphasis is on practical work experience in a child care facility. Indirect supervision is provided by the work supervisor.

Prerequisite: Concurrent enrollment in TECA 1311.

CDEC 2166 FIELD STUDY III
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07

This course provides an intermediate type of work-based instruction that provides basic career exploration or helps students gain practical experience in Child Care Field, enhance skills and integrate knowledge. The emphasis is on practical work experience as a Lead Teacher. Indirect supervision is provided by the work supervisor.

Prerequisite: CDEC 1166.

CDEC 2167 CAPSTONE: FIELD STUDY IV
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07

This course is an advanced type of work-based instruction that provides basic career exploration or helps students gain practical experience in Child Care Field, enhance skills, and integrate knowledge. The emphasis is on practical work experience to manage a child care facility. Indirect supervision is provided by the work supervisor.

Prerequisite: CDEC 2166.

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 care and education programs, including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

CDEC 2341 THE SCHOOL AGE CHILD
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: None.

•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 THE FAMILY AND THE COMMUNITY
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 INTRODUCTION TO EARLY CHILDHOOD
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 NUTRITION, HEALTH AND SAFETY
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 determine a personal learning style, manage time and money, memorize information, read textbooks for maximum learning, take effective class notes, maximize test scores, 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 TASP. 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 TASP exempt.

Prerequisite: None.

Communications

•COMM 2311 NEWS GATHERING & 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: READ 90 or ENGL 91 or equivalent.

•COMM 2315 NEWS GATHERING & 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.

Computer Aided Drafting and Design

ARCT 1302 ARCHITECTURAL MATERIALS & 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 1305, DFTG 1309, DFTG 1317, DFTG 2328.

DFTG 1305 TECHNICAL DRAFTING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1309 BASIC COMPUTER-AIDED DRAFTING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers, coordinating systems; as well as input and output devices.

Prerequisite: Completion of or concurrent enrollment in DFTG 1305.

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, including basic house design, design considerations, room planning, foundation plan design, roof design, elevations, new products, material and trade work specifications and preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: DFTG1305, DFTG1309.

DFTG 1321 ARCHITECTURAL ILLUSTRATION**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media, to include computer generated developments of students' graphical expression, including an introduction to various reproduction methods.

Prerequisite: DFTG1305, DFTG1309, DFTG 2328.

DFTG 1380 COOPERATIVE EDUCATION**CRT HRS:03 LEC HRS:01 OFF CAMPUS LAB HRS:20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 2319, DFTG 2328, DFTG 2317.

DFTG 2310 STRUCTURAL DRAFTING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a discussion of detailed drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Drawings and specifications will be designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2328.

DFTG 2317 DESCRIPTIVE GEOMETRY**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an examination of the graphical solution to problems involving points, lines, and planes in space in addition to the study of various applications common to the construction industry including surveying math,

reading scales, measurements and area calculations, conversion, and construction material calculations.

Prerequisite: Completion of or concurrent enrollment in TECM 1303 or MATH 1414.

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 creation of symbol libraries, batched files, scripted files, model space viewpoints, introduction to rendering customized program menus, and extracted attributes. This course provides an introduction to three-dimensional drafting and solid modeling. A portfolio to be submitted for evaluation will be required.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2321 TOPOGRAPHICAL DRAFTING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is a course in map drafting, map scales, map feature, and civil measurements. Emphasis is given to plotting of surveyors' field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses, line assignments and the utilization of CAD system in the development of various civil engineering related projects.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2328 ARCHITECTURAL DRAFTING-COMMERCIAL**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2332 CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphical data in. Advanced rendering techniques and an introduction to AutoLISP will also be discussed.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 2319, 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 1309, DFTG 2319.

DFTG 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 related to architecture for residential and commercial construction.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 2328.

Computer Science

•BCIS 1332 COBOL PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business-oriented problems.

Prerequisite: BCIS 1431 with a grade of "C" or better.

•BCIS 1431 PROGRAMMING WITH BASIC

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to business programming techniques. It includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

Prerequisite: COSC 1301 with a grade of "C" or better.

•BCIS 2332 ADVANCED COBOL PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an advanced study of the COBOL programming language. Topics covered include binary table searches, variable length record techniques, hashing, ordered lists, file structures, pointers and linkages, directories, memory management, data access methods and different COBOL platforms, i.e., AS 400, PC, VAX and DOS.

Prerequisite: BCIS 1332 with a grade of "C" or better.

•COSC 1301 MICROCOMPUTER APPLICATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers history, number systems, computer hardware, software, procedures, systems and human resources, and explores their integration and application in business and other segments in society. It also includes an introduction to modular program design and flowcharts. Emphasis is placed on using computer software packages including a word processor to process textual information, an electronic spreadsheet for numerical information, a database management system, Internet, a programming language and Windows operating system. Using these, a student shall be able to select a 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: Successful completion of READ 80 or equivalent.

•COSC 1309 LOGIC DESIGN

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents a disciplined approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphic tools. Discussion will include mathematical foundations of computing, number bases; logic and Boolean algebra; switching circuits and basic logic gates, computer architecture, software engineering, and social and ethical issues of a computerized society.

Prerequisite: COSC 1420 and MATH 1414 with a grade of "C" or better.

•COSC 1315 FUNDAMENTALS OF PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems

software, programming and application software. This course is designed for the student that will have to make decisions about hardware and software selection.

Prerequisite: COSC 1301 with a grade of "C" or better.

•COSC 1420 C PROGRAMMING

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to fundamental high-level programming using C Programming Language. Topics include algorithm development and problem solving methodology for computer programming. How to design, code, debug and document programs using techniques of top-down design and stepwise refinement language will be stressed throughout the course. A blocked structured programming language will be used for programming solutions.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90 or completion of equivalent.

•COSC 1430 VARIABLE TOPIC PROGRAMMING LANGUAGE

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to computer programming. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, and elementary file processing.

Prerequisite: COSC 1420 with a grade of "C" or better.

•COSC 2315 DATA STRUCTURES

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a second programming course using more advanced features of high-level programming language. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Programming problems requiring the implementation of elementary data structures and associated algorithm development and analysis will be stressed. Topics include linked lists, stacks, queues, trees, graphs, recursion, sorting, and searching.

Prerequisite: COSC 1420 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 use of assembly language programming systems. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, MACRO commands, MACRO programming techniques and subroutines.

Prerequisite: COSC 1420 with a grade of "C" or better.

•COSC 2330 ADVANCED COMPUTER SCIENCE PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will become familiar with the concepts of object-orientation using the Java language. Students will understand and explore concepts such as encapsulation, classification, and inheritance. This course presents the syntax of Java to help the student grasp these concepts and others typically found in object-based, class-based, and object-orientated (OO) languages. Primary emphasis is on PC and AS/400 environments with secondary emphasis on UNIX operating system environments. Application areas include linked structure, file structures, text handling, and object-orientated technology.

Prerequisite: COSC 2315 with a grade of "C" or better.

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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores.

•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: A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores.

•CRIJ 1307 CRIME IN AMERICA
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

•CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations; and criminal responsibility.

Prerequisite: A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores.

•CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of corrections in the criminal justice system, organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.

Prerequisite: A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores.

•CRIJ 2328 POLICE SYSTEMS AND PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; and current and future issues in the police profession.

Prerequisite: A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores.

Culinary Arts

CULA 1264 CAPSTONE: PRACTICUM I
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:14

This is a capstone course for certificate/A.A.S. degree students. Students will receive on-the-job training at various kitchen stations at the invitation of a host employer. This practicum experience provides students with the opportunity to implement technical and human relation skills they have developed during course work. Students work under supervision and are evaluated by both employer and faculty.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CULA 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.

CULA 1305 SANITATION & 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.

CULA 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 will include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: CULA 1301.

CULA 2264 CAPSTONE: PRACTICUM II
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:14

This course is a capstone for certificate/A.A.S. degree students. Students will receive on-the-job training at various kitchen stations at the invitation of a host employer. This practicum experience provides students with the opportunity to implement technical and human relation skills they have developed during course work. Students work under supervision and are evaluated by both employer and faculty.

Prerequisite: Fourth semester standing in Associate of Applied Science degree in Culinary Arts.

CULA 2301 INTERMEDIATE FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of CULA 1301, Basic Food Preparation. Topics will include the concept of pre-cooked food items as well as scratch preparation. This course covers full range of food preparation techniques.

Prerequisite: None.

CULA 2331 ADVANCED FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course reinforces the course material of Intermediate Food Preparation. Topics will include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

Prerequisite: RSTO 2307.

PSTR 1301 FUNDAMENTALS OF BAKING
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. There is also instruction in flours, fillings, and ingredients. Topics will include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

Prerequisite: None.

PSTR 2331 ADVANCED PASTRY SHOP
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

Prerequisite: None.

RSTO 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 & 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: CULA 1301.

Dance

***DANC 1241 BALLET**
CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of classical dance, especially ballet. Students are introduced to ballet dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positions, barre exercises, center work, and pas de deux are stressed. 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: None.

***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**
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 1249 BALLET FOLKLORICO 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: None.

***KINE 1215 TAP DANCE**
CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) 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.

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: DEMR 1410, DEMR 1317.

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: MATH 80 or equivalent.

DEMR 1317 BASIC BRAKE SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:04

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: MATH 80 or equivalent.

DEMR 1405 BASIC ELECTRICAL SYSTEMS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators.

Prerequisite: ACMT 2437.

DEMR 1410 DIESEL ENGINE TESTING & 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: MATH 80 or equivalent.

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: MATH 80 or equivalent.

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: MATH 80 or equivalent.

DEMR 1449 DIESEL ENGINES II

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course provides in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Prerequisite: DEMR 1410.

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 system.

Prerequisite: DEMR 1410 and ACMT 2437

DEMR 2442 AUTOMATIC POWER SHIFT & HYDROSTATIC TRANSMISSIONS I

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.

Prerequisite: DEMR 1442.

DEMR 2448 FAILURE ANALYSIS

CRT HRS:04 LEC HRS:03 LAB HRS:02

This is an advanced course designed for analysis of typical part failure on equipment.

Prerequisite: DEMR 1410, DEMR 1317, DEMR 1442.

WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course provides an introduction to the fundamentals of equipment used oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

Prerequisite: MATH 80 or equivalent.

Drama

*DRAM 1310 INTRODUCTION TO THEATRE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

Prerequisite: None.

*DRAM 1351 ACTING I

CRT HRS:03 LEC HRS:03 LAB HRS:00

Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.

Prerequisite: None.

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: MATH 85 or equivalent, or BNKG 1301.

*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 85 or satisfactory score on placement test.

Education

♦EDUC 1301 INTRODUCTION TO EDUCATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed for prospective education major students. The content emphasizes: selected teaching / learning concepts; exploration of career opportunities; and proper infusion of technology. This is a field-based course that will require significant time conducting observations in local school district classrooms.

Prerequisite: None.

Electronic and Computer Maintenance Technology

BIOM 1309 APPLIED BIOMEDICAL EQUIPMENT TECHNOLOGY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to biomedical instrumentation as related to anatomy and physiology. Detailed coverage of anatomical system that use medical equipment for monitoring, diagnosis, and treatment is also included.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2439.

BIOM 2331 BIOMEDICAL CLINICAL INSTRUMENTATION

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of theory, application, and principles of operation of instruments commonly used in a medical laboratory.

Prerequisite: BIOM 2335 and BIOM 2341.

BIOM 2335 PHYSIOLOGICAL INSTRUMENTS I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to electrocardiographics equipment. Emphasis is placed on the theory of operation, circuit analysis, and troubleshooting techniques including physiology of the cardiovascular system.

Prerequisite: BIOM 1309 and BIOM 2341.

BIOM 2339 PHYSIOLOGICAL INSTRUMENTS II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continuation of BIOM 2335 emphasizing graphic display recording devices. Defibrillators and multi-purpose diagnostic equipment will also be studied.

Prerequisite: BIOM 2335.

BIOM 2341 GENERAL MEDICAL EQUIPMENT I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes the extraction of selected current paths from a larger schematic with requirements to redraw into the proper configuration. Discussion of motors and disassembly and re-assembly of equipment is also included.

Prerequisite: CPMT 1403 and IOIT 1401.

BIOM 2343 GENERAL MEDICAL EQUIPMENT II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the study of the theory and principles of operation of a variety of basic electromechanical equipment with emphasis on repair and services of actual medical equipment.

Prerequisite: BIOM 1309 and BIOM 2341.

BIOM 2388 INTERNSHIP - BIOMEDICAL ENGINEERING

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:18

This course is an external experience to the college for an advanced student in a specialization field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student archives objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Concurrent enrollment in BIOM 2343, BIOM 2331, BIOM 2339.

CETT 1353 BASIC TV/CRT SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to television theory and CRT display systems including TV applications, maintenance, FCC broadcast standards and frequency allocations. Practical hands-on training and TV circuit testing is provided.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2439.

CETT 1357 LINEAR INTEGRATED CIRCUITS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.

Prerequisite: CETT 1441.

CETT 1403 DC CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

Prerequisite: Math 80 or equivalent.

CETT 1405 AC CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

CETT 1441 SOLID STATE CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.

Prerequisite: CETT 1403 and concurrent enrollment in CETT 1405.

CETT 1449 DIGITAL SYSTEMS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital-to-analog circuits, and large-scale integrated circuits.

Prerequisite: Math 80 or equivalent.

CETT 2439 AMPLIFIER ANALYSIS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.

Prerequisite: CETT 1405 and CETT 1441.

CETT 2443 PRINCIPLES OF COLOR TELEVISION**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the principles of color television receivers including signal processing circuits. Color TV theory and hands-on experience in basic color TV services will be provided.

Prerequisite: CETT 1353.

CPMT 1347 COMPUTER SYSTEM PERIPHERALS**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course covers principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment.

Prerequisite: CPMT 1403, concurrent enrollment in CPMT 1415

CPMT 1349 COMPUTER NETWORKING TECHNOLOGY**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is the beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local-wide area networking concepts and networking installations and operations is included.

Prerequisite: CPMT 1403 and CETT 1411.

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: CETT 1419 and CPMT 1407.

CPMT 1407 ELECTRONIC AND COMPUTER SKILLS**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers the study of modern electronic construction techniques including the application of the most common hand tools used in disassembly, repair, and reassembly of electronics and computer components.

Prerequisite: Math 80 or equivalent.

CPMT 1445 COMPUTER SYSTEMS MAINTENANCE**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.

Prerequisite: CPMT 1403 and IOTT 1401.

CPMT 2345 COMPUTER SYSTEM TROUBLESHOOTING**CRT HRS:03 LEC HRS:02 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 and CPMT 1349.

CPMT 2349 ADVANCED COMPUTER NETWORKING TECHNOLOGY**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Prerequisite: CPMT 1415 and CPMT 1349.

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 in engineering multi-media or data acquisition is covered.

Prerequisite: CPMT 1403 and CPMT 1415.

CSIR 1359 DIGITAL DATA COMMUNICATION**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to the theory and troubleshooting skills needed in the digital data communication field.

Prerequisite: EECT 2439.

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: CETT 1419 and CETT 2439.

EECT 2435 TELECOMMUNICATIONS**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is the study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing and maintenance of communications systems is included.

Prerequisite: CETT 2439 and completion of or concurrent enrollment in EECT 2439.

EECT 2439 COMMUNICATIONS CIRCUITS**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a study of communications system with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers is included.

Prerequisite: CETT 1405, CETT 2439.

ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE & REPAIR**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course provides in-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis is placed on safety and proper use of test equipment.

Prerequisite: CETT 1353 or CETT 2439.

ELMT 2435 CERTIFIED ELECTRONICS TECHNICIAN TRAINING**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: CETT 1441, CETT 1405.

INTC 1357 AC/DC MOTOR CONTROL**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This is a study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.

Prerequisite: CETT 2439.

LOTT 1401 INTRODUCTION TO FIBER OPTICS**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course provides an introduction to fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, source, detectors, and connectors.

Prerequisite: TECM 1303 or MATH 1352, CETT 1403, and CPMT 1407.

LOTT 2340 MICROWAVE FUNDAMENTALS**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to microwave theory and applications including transmitter and receiver.

Prerequisite: CETT 2439 and completion of or concurrent enrollment in EECT 2439.

Emergency Medical Technology

EMSP 1160 EMT-BASIC CLINICAL**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:06**

This course is a basic level experience in a hospital emergency room setting that helps student synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close supervision is provided by the faculty in the clinical setting. This is an unpaid clinical experience.

Prerequisite: 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 an intermediate level experience in a hospital emergency room setting that helps student synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close supervision is provided by the faculty in the clinical setting. This is an unpaid clinical experience.

Prerequisite: Concurrent enrollment in EMSP 1138.

EMSP 1166 EMT - BASIC PRACTICUM**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07**

This course is an intermediate experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience.

Prerequisite: Concurrent enrollment in EMSP 1501.

EMSP 1167 EMS EMTI PRACTICUM**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07**

This course is an intermediate experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience.

Prerequisite: Concurrent enrollment in EMSP 1138.

EMSP 1208 EMERGENCY VEHICLE OPERATIONS**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course provides the student with instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

Prerequisite: 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 1138.

EMSP 1356 PATIENT ASSESSMENT & AIRWAY MANAGEMENT**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

Prerequisite: Concurrent enrollment in EMSP 1138.

EMSP 1358 STREET SENSE**CRT HRS:03 LEC HRS:02 LAB HRS:02**

In this course the student will receive instruction and scenario application of non-medical issues preparing a pre-hospital provider to safely and effectively interact with a culturally diverse population.

Prerequisite: Concurrent enrollment in EMSP 1501.

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: Concurrent enrollment in EMSP 1501.

EMSP 1438 INTRODUCTION TO ADVANCED PRACTICE**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167. Current TDH EMT-Basic certification

EMSP 1501 EMT - BASIC**CRT HRS:05 LEC HRS:04 LAB HRS:04**

This course is an introduction to the level of Emergency Medical Technician (EMT) - Basic. The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Prerequisite: 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 an advanced level experience in a hospital emergency room setting that helps student synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close supervision is provided by the faculty in the clinical setting. Clinical education is an unpaid experience.

Prerequisite: Concurrent enrollment in EMSP 2141.

EMSP 2161 PARAMEDIC CLINICAL II**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:06**

This course is an advanced level experience in a hospital emergency room setting that helps student synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close supervision is provided by the faculty in the clinical setting. This is an unpaid clinical experience.

Prerequisite: Concurrent enrollment in EMSP 2131.

EMSP 2243 ASSESSMENT BASED MANAGEMENT**CRT HRS:02 LEC HRS:01 LAB HRS:04**

This course is designed to provide for teaching and evaluating comprehensive assessment base patient care management.

Prerequisite: Concurrent enrollment in EMSP 2444

EMSP 2266 CAPSTONE: EMS PRACTICUM**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:16**

This course is an advanced level experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience.

Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243.

EMSP 2330 SPECIAL POPULATIONS**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338 EMS OPERATIONS**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434 MEDICAL EMERGENCIES**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

Prerequisite: Concurrent enrollment in EMSP 2330; successful completion of EMSP 2444, EMSP 2160, and EMSP 2338.

EMSP 2444 CARDIOLOGY**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

Prerequisite: Concurrent enrollment in EMSP 2160, current TDI1 EMF-Intermediate certification.

Engineering

ENGR 1101 INTRODUCTION TO ENGINEERING*CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: None. Recommended: MATH 1414.

ENGR 1204 ENGINEERING GRAPHICS*CRT HRS:02 LEC HRS:01 LAB HRS:03**

This course is an introduction to spatial relationships, multi-view projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Methods of graphical communications are given, including working drawings for design and production, descriptive geometry and solid modeling. Emphasis is placed on computer-aided design, but traditional mechanical drafting techniques are presented.

Prerequisite: COSC 1301 with a grade of "C" or better.

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 2330 DIGITAL SYSTEMS ENGINEERING I*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will include the study of Boolean algebra; analysis and synthesis of combinational and sequential switching network; and applications to computer design.

Prerequisite: MATH 2412 with a grade of "C" or better and completion of or concurrent enrollment in MATH 2413 or consent of the instructor.

English

ENGL 0071 WRITING SKILLS I**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This English course is designed to improve the students' writing skills. The aim of this course is to prepare the student for TASP and college writing. The student will study professional and peer writing samples, the composing techniques of different modes of writing, and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Placement based on assessment scores.

ENGL 0081 WRITING SKILLS II**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples, the composing techniques of different modes of writing, and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 71 with a grade of "C" or better or placement based on assessment scores.

ENGL 0091 WRITING SKILLS III
CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples, the composing techniques of different modes of writing, and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 81 with a grade of "C" or better or placement based on assessment scores.

***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: Completion of READ 80 or equivalent. A passing score of 220+ on writing portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

***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. A passing score of 220+ on the writing portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

ENGL 1312 BUSINESS WRITING
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes the practical application of planning, organizing, researching, and presenting business communications typically required in various professions such as letters, resumes, memoranda, and reports.

Prerequisite: Placement based on placement test scores or successful completion of ENGL 81.

***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, or drama.

Prerequisite: A minimum of READ 90 and/or ENGL 91 skills level.

***ENGL 2308 CREATIVE WRITING II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

***ENGL 2311 TECHNICAL WRITING**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

***ENGL 2321 BRITISH LITERATURE**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms, and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302. A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores. Students who are TASP exempt due to college credit prior to FALL 1989 will be assessed using Pre-TASP or placement tests.

***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. A passing score of 230+ on the reading portion of the TASP test, or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

***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. A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

***ENGL 2341 FORMS OF 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. A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores. Students who are TASP exempt due to college credit prior to Fall 1989 will be assessed using Pre-TASP or placement tests.

***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. A passing score of +230 on the reading portion of the TASP test or TASP exemption via SAT, ACT or TAAS scores. Students who are TASP exempt due to college credit prior to Fall 1989 will be assessed using Pre-TASP or placement tests.

***ENGL 2389 ACADEMIC COOPERATIVE IN ENGLISH**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302. A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores. Students who are TASP exempt due to college credit prior to Fall 1989 will be assessed using Pre-TASP or placement tests.

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: Concurrent enrollment in ESOL 0041.

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: Concurrent enrollment in ESOL 0042.

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: Concurrent enrollment in ESOL 0031.

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: Concurrent enrollment in ESOL 0032.

Fire Science Administration

(Courses with the FIRT prefix are only applicable to the Institutional Award in Fire Science Administration.)

FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the study of the philosophy, history, and fundamentals of public and private fire protection. Topics that will be covered include statistics of fire and property loss, agencies involved in public and private fire protection, legislative developments, departmental organization, and training and staffing of fire protection agencies.

Prerequisite: None.

FIRT 1307 FIRE PREVENTION CODES AND INSPECTIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will familiarize students with local building and fire protection codes. Emphasis is placed on inspections, practices, and procedures. Other areas of fire protection that will be covered include the Life Safety Code, development of in-depth inspection practices, use of records, and building design as it applies to inspections.

Prerequisite: None.

FIRT 1329 BUILDING CODES AND CONSTRUCTION
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will provide students with an examination of building codes and requirements, construction types, and building materials. Additional topics will include construction techniques and structures of walls, flooring, foundations, roofs, and various types of loads and dangers associated with each of these areas of construction.

Prerequisite: None.

FIRT 1338 FIRE PROTECTION SYSTEMS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will familiarize students with the study of fire detection, alarm and extinguishing systems. The student will also study the required standard for water supply, special extinguishing systems, rating organizations, and underwriting organizations.

Prerequisite: None.

French

***FREN 1311 BEGINNING FRENCH I**
CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive first semester beginning course. 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 francophone culture. While one of the goals of this course is to learn the basic grammatical structures of the French language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

***FREN 1312 BEGINNING FRENCH II**
CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive second semester beginning course. 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 francophone culture. While one of the goals of this course is to learn the basic grammatical structures of the French language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: FREN 1311.

***FREN 2303 INTRODUCTION TO FRENCH LITERATURE I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of a comprehensive introduction to French literature designed for bilingual students. The course is designed for those students who wish to acquire a basic background in French literature and culture. The course includes the reading of cultural essays, short stories, and poetry that are the basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion.

Prerequisite: FREN 1311, FREN 1312, and FREN 2311.

***FREN 2304 INTRODUCTION TO FRENCH LITERATURE II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of a comprehensive introduction to French literature designed for bilingual students. The course is designed for those students who wish to acquire a basic background in French literature and culture. The course includes the reading of cultural essays, short stories, and poetry that are the basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion.

Prerequisite: FREN 2303.

***FREN 2311 INTERMEDIATE FRENCH I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

French 2311 is a comprehensive Intermediate French course designed for bilingual students. This course includes review of the grammar, francophone literature and culture. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion and writing.

Prerequisite: FREN 1311 and FREN 1312.

***FREN 2312 INTERMEDIATE FRENCH II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

French 2312 is a comprehensive Intermediate French course designed for bilingual students. This course includes review of grammar, francophone literature and culture. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion 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: FREN 1311, FREN 1312, and FREN 2311.

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: Passage of the reading section of the TASP test or completion of READ 90.

Geology

***GEOL 1403 GENERAL GEOLOGY I**
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: Pass the reading section of the TASP test or completion of READ 90.

***GEOL 1404 GENERAL GEOLOGY II**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of Geology I 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.

Government

***GOVT 2301 AMERICAN GOVERNMENT I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

***GOVT 2302 AMERICAN GOVERNMENT II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP completion via SAT or ACT scores. Recommended completion of GOVT 2301.

***GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: Completion of READ 80, ENGL 81 or TASP completion.

***GOVT 2389 ACADEMIC COOPERATIVE IN SOCIAL SCIENCE**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: None

Health and Human Services

DAAC 1319 INTRODUCTION TO ALCOHOL AND OTHER DRUG ADDICTIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers causes and consequences of addiction as they relate to the individual, family, community, and society. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained; addiction issues related to diverse populations are also discussed.

Prerequisite: None.

GER 1301 INTRODUCTION TO GERONTOLOGY**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an overview of the social, psychological, and biological changes that accompany aging and also an overview of the implications of these changes for the individual, as well as for the larger society.

Prerequisite: None.

SCWK 1309 INTERVIEW AND COUNSELING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

In this course the student will develop basic communication skills necessary to develop an effective helping relationship with clients. Topics that will be covered include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis will be placed on the importance of effective oral communications.

Prerequisite: None.

SCWK 1321 ORIENTATION TO SOCIAL SERVICES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the basic concepts, information, and practices within the field of social services. Topics that will be covered include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

Prerequisite: None.

SCWK 1371 INTRODUCTION TO HUMAN SERVICES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course introduces students to the field of human service. Major areas of study include the history and nature of human services, including theory, practice and current issues, as well as an exploration of regional social service agencies.

Prerequisite: None.

SCWK 2164 CAPSTONE: SOCIAL WORK PRACTICUM**CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10**

This course is an intermediate type of work-based instruction that provides basic career exploration and helps students gain practical experience in the field of human services, enhance their skills, and integrate knowledge. The emphasis is on practical work experience. Direct supervision in the practicum setting is provided by the assigned work supervisor.

Prerequisite: SCWK 1309, SCWK 1371, SCWK 2301 and SCWK 2371.

SCWK 2301 ASSESSMENT AND CASE MANAGEMENT**CRT HRS:03 LEC HRS:03 LAB HRS:00**

In this course the student will explore procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics that will be covered include oral and written communications essential for assessment, screening, intervention, client information, and referral.

Prerequisite: None.

SCWK 2371 ORGANIZATIONAL WORKPLACE**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides a conceptual and theoretical framework for human service practice in diverse settings and client systems with which human service workers interact. It examines theory of organizational structures and cultures.

Prerequisite: SCWK 1309, SCWK 1371 and SCWK 2301.

SCWK 2372 THE FAMILY IN CONTEMPORARY SOCIETY**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course will utilize a family systems approach in providing the necessary skills and knowledge required to effectively work with the challenges faced by families in today's society.

Prerequisite: None.

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 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.

Health Information

HITT 1166 CODING PRACTICUM**CRT HRS:01 LEC HRS:0 OFF CAMPUS LAB HRS:10**

This course is an intermediate coding experience in an outpatient and inpatient Health Information Management Department that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This health practicum is an unpaid learning experience.

Prerequisite: Completion of all course work within the specialty with a grade of "C" or better.

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: HITT 1301.

HITT 1255 HEALTH CARE STATISTICS**CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data with overview of guidelines for Texas Department of Health Vital Statistics and studies.

Prerequisite: HITT 1301.

HITT 1301 HEALTH DATA CONTENT AND STRUCTURE**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Prerequisite: None.

HITT 1305 MEDICAL TERMINOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
Prerequisite: None.

HITT 1341 CODING & CLASSIFICATION SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the application of basic coding rules, principles, guidelines, and conventions.
Prerequisite: HITT 1301 and HITT 1305.

HITT 1345 HEALTH CARE DELIVERY SYSTEMS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.
Prerequisite: HITT 1301.

HITT 1349 PHARMACOLOGY FOR HEALTH INFORMATION
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 is an intermediate Health Information Management experience in an outpatient and inpatient health care setting that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This health practicum is an unpaid learning experience.
Prerequisite: HITT 1301 and HITT 1253.

HITT 2167 CAPSTONE: PRACTICUM II
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an advanced Health Information Management experience in an outpatient and inpatient health care setting that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This health practicum is an unpaid learning experience.
Prerequisite: HITT 2166.

HITT 2331 ADVANCED MEDICAL TERMINOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of advanced terminology in various medical and surgical specialties.
Prerequisite: HITT 1305.

HITT 2335 CODING & REIMBURSEMENT METHODOLOGIES
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.
Prerequisite: HITT 1341.

HITT 2339 HEALTH INFORMATION ORGANIZATION AND SUPERVISION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.
Prerequisite: HITT 1345.

HITT 2343 QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course involves the study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.
Prerequisite: HITT 1345.

HITT 2371 CURRENT PROCEDURAL TERMINOLOGY CODING-CPT4

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).
Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

HITT 2372 ADVANCED CPT CODING-CPT4

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.
Prerequisite: HITT 2371.

HPRS 2301 PATHOPHYSIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Prerequisite: HITT 1305 or Program Chair approval.

Heating, Ventilation and Air Conditioning

CETT 1402 ELECTRICITY PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.
Prerequisite: None.

HART 1407 REFRIGERATION PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.
Prerequisite: None.

HART 1442 COMMERCIAL REFRIGERATION**CRT HRS:04 LEC HRS:03 LAB HRS:04**

The theory of and practical application in the maintenance of commercial refrigeration: high, medium, and low temperature applications and ice machines are introduced in this course.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 1445 GAS & ELECTRICAL HEATING**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course provides a study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 1494 SPECIAL TOOLS, FITTINGS & BRAZING BASICS**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course introduces students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry stressing proper application, use and care of these tools. In addition, tubing operations are performed on copper tubing and fittings. These are correctly connected by mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

Prerequisite: None.

HART 2436 TROUBLESHOOTING**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This is an advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance A tests.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2438 AIR CONDITIONING INSTALLATION/SERVICE**CRT HRS:04 LEC HRS:03 LAB HRS:04**

Students will study air conditioning installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques in this course.

Prerequisite: CETT 1402, HART 1407, HART 1494.

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: CETT 1402, HART 1407, HART 1494.

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: CETT 1402, HART 1407, HART 1494.

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 and balancing the air system.

Prerequisite: CETT 1402, HART 1407, HART 1494.

MAIR 1449 REFRIGERATORS, FREEZERS, WINDOW AIR CONDITIONERS**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course covers theory, sequence of operation, components and repair,

electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: CETT 1402, HART 1407, HART 1494.

History

HIST 1301 UNITED STATES HISTORY I*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

HIST 1302 UNITED STATES HISTORY II*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

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: TASP exempt or TASP completed, or READ 80, ENGL 81.

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: TASP exempt or TASP completed, or READ 80, ENGL 81.

HIST 2321 WORLD CIVILIZATIONS I*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: HIST 1301 and HIST 1302.

HIST 2322 WORLD CIVILIZATIONS II*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: HIST 1301 and HIST 1302.

***HIST 2380 MEXICAN AMERICAN HISTORY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States, twentieth century social, political and economic issues among Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. 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: TASP exempt or TASP completed, or READ 80, ENGL 81.

Hospitality

HAMG 1266 CAPSTONE: HOSPITALITY, ADMINISTRATION & MANAGEMENT PRACTICUM

CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS: 14

This course assists students in gaining practical experience in hospitality, enhance skills, and integrate knowledge. The emphasis is on practical work experience. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

HAMG 1311 SANITATION & SAFETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention are emphasized in this course.

Prerequisite: None.

HAMG 1313 FRONT OFFICE PROCEDURES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function.

Prerequisite: None.

HAMG 1319 COMPUTERS IN HOSPITALITY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an introduction to computers and their relationship as an information system to the hospitality industry.

Prerequisite: None.

HAMG 1321 INTRODUCTION TO HOSPITALITY INDUSTRY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the elements of the hospitality industry.

Prerequisite: None.

HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course, students will study the principles and procedures of managing people in the hospitality workplace.

Prerequisite: None.

HAMG 1340 HOSPITALITY LEGAL ISSUES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a course in legal and regulatory requirements that impact the

hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws.

Prerequisite: None

HAMG 1342 GUEST ROOM MAINTENANCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course demonstrates the working relationship in the lodging industry between housekeeping and maintenance.

Prerequisite: None.

HAMG 2301 PRINCIPLES OF FOOD AND BEVERAGE OPERATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance is provided.

Prerequisite: None.

HAMG 2307 HOSPITALITY MARKETING AND SALES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the identification of the core principles of marketing and their impact on the hospitality industry.

Prerequisite: None.

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 fieldtrips.

Prerequisite: TASP exempt or TASP completed or READ 80, ENGL 81.

***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 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 80 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 with ANTH 2346.)

Prerequisite: Completion of READ 80 or equivalent.

Industrial Systems Maintenance

CETT 1402 ELECTRICITY PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

DEMR 1301 SHOP SAFETY & PROCEDURES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of shop safety, rules, basic shop tools, and test equipment.

Prerequisite: None.

HYDR 1305 BASIC HYDRAULICS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the basics of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. It will also include an introduction to schematic symbols as related to components.

Prerequisite: CETT 1402.

IEIR 1310 MOTOR CONTROLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams are covered throughout this course. In addition, students will learn to control machine functions through the use of various types of programmable logic controllers.

Prerequisite: CETT 1402.

RBTC 1359 PNEUMATICS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

Prerequisite: CETT 1402.

Japanese

***JAPN 1300 BEGINNING JAPANESE CONVERSATION I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

Japanese 1300 is a comprehensive first semester beginning course. 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 Japanese culture. While one of the goals of this course is to learn the basic grammatical structures of the Japanese language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

***JAPN 1310 BEGINNING JAPANESE CONVERSATION II**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive second semester beginning course. 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 Japanese culture. While one of the goals of this course is to learn the basic grammatical structures of the Japanese language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: JAPN 1300.

***JAPN 2311 INTERMEDIATE JAPANESE I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate Japanese course designed for bilingual students. This course will continue the development of the four basic skills of speaking, reading, writing and listening, emphasizing conversational and reading skills. Furthermore, this course will also include selected aspects of the Japanese culture and will introduce additional Kanji structures. In addition, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion and writing.

Prerequisite: JAPN 1300 and JAPN 1310.

***JAPN 2312 INTERMEDIATE JAPANESE II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate Japanese course designed for bilingual students. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion 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: JAPN 1300, JAPN 1310 and JAPN 2311.

Kinesiology

***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: None.

***KINE 1102 FITNESS AND MOTOR DEVELOPMENT II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of individual cardiovascular training and conditioning exercises, including walking, jogging, running, biking, etc. 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: None.

***KINE 1103 WEIGHT TRAINING & 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 & 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: 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 1108 BASKETBALL 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 basketball, including full-court 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: 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: None.

***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 1112 FLAG FOOTBALL 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 flag football, including offensive/defensive schematics (plays), overall team play/strategies, and competitive 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: 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. Students are introduced to golf history, terminology, rules, scoring, basic individual skills (club selection, grip, foot stance, swing, stroke, driving, putting, chipping, etc.) and club play. Emphasis is placed on safety, developing psychomotor skills, enhancing the golf swing using driving ranges, putting on a green, playing a round of golf (9 holes), 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 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: None.

***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, sparring, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kamite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE 1117 ORIENTEERING, MAP READING & LAND NAVIGATION I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of orienteering. Students are introduced to orienteering history, terminology, rules, strategy, individual skills (compass usage/applications, map reading, terrain association, land navigation, backpacking, fitness walking-jogging-running, etc.) and orientation course competition. Emphasis is placed on safety, cognitive skills and strategies, physical conditioning, 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 1118 ORIENTEERING, MAP READING & LAND NAVIGATION 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 orienteering, including knowledge of geographic coordinates, competitive strategies, and resection intersection skills. 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: None.

***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: None.

***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 1122 SOCCER 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 soccer, including offensive/defensive schematics (plays), overall team play/strategies, and competitive 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: None.

***KINE 1123 SOFTBALL 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 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 1124 SOFTBALL 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 softball, including overall team play/strategies and competitive 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: 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: None.

***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: None.

***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, rebounding, 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 1130 VOLLEYBALL 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 volleyball, including advanced skills (spiking, rebounding, sprawling, rolling, digging, 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: None.

***KINE 1131 YOGA & 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 1136 SAILING I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the theory, history, terminology, fundamental skills, and applications of the art or sport of sailing small craft, specifically small sailboats, catamarans, and kayaks. Students learn to rig the boat, get underway, maneuver the boat upwind and downwind, and return to mooring or shore. Additional emphasis is placed on boat/water safety and regulations, knots, navigational markers, rules of navigation, first aid emergencies (hypothermia, etc.) and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Swimming proficiency and/or permission of the Instructor/ Department Chair.

***KINE 1137 SAILING II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced theory, history, terminology, psychomotor skills, and applications of the art or sport of sailing small craft in fresh and salt water. The course focuses on attaching sails and lines, individual and crew duties, proper commands, tacking and jibing, heading up, bearing away, anchoring, returning to the dock and mooring, securing the boat, etc. Additional emphasis is placed on boat/water safety and regulations, knots, using navigational instruments, navigational markers, rules of navigation, first aid emergencies (hypothermia, etc.) and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Swimming proficiency, KINE 1136 and/or permission from the Instructor/Department Chair.

***KINE 1140 HORSEBACK RIDING**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, techniques, and responsibilities of recreational horseback riding. Students are introduced to the fundamental skills of horseback riding, the care associated with horses, and the safety requirements involved in managing large animals. Concepts of fitness and the principles of wellness are infused and emphasized throughout the course. This outdoor adventure course promotes horseback riding as an enjoyable, practical, and viable life-long physical activity and recreational endeavor.

Prerequisite: None.

***KINE 1141 FISHING AND HUNTING**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, techniques, and responsibilities of recreational fishing and hunting. Students are introduced to the fundamental skills associated with fishing/hunting, sportsman principles, and the safety requirements involved with outdoor activities. Concepts of fitness and the principles of wellness are infused and emphasized throughout the course. This outdoor adventure course promotes fishing/hunting as enjoyable, practical, and viable life-long physical activity, sport, and recreational endeavor.

Prerequisite: None.

***KINE 1142 MOUNTAIN BIKING**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, techniques, and responsibilities of recreational mountain biking. Students are introduced to the fundamental skills of mountain biking, the care associated with horses, and the safety requirements involved in managing large animals. Concepts of fitness and the principles of wellness are infused and emphasized throughout the course. This outdoor adventure course promotes mountain biking as an enjoyable, practical, and viable life-long physical activity, sport, and recreational endeavor.

Prerequisite: None.

***KINE 1143 ADAPTED PHYSICAL ACTIVITIES AND THERAPEUTIC RECREATION**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, techniques, and responsibilities of adapted physical activities and therapeutic recreation. Students are introduced to the fundamental activities and skills of adapted physical activities and therapeutic recreation and the safety requirements involved in managing and participating in adapted physical activities and therapeutic recreations. Concepts of fitness and the principles of wellness are infused and emphasized throughout the course, especially pertaining to special populations. Emphasis is placed on understanding various adaptations and therapeutic principles associated with engaging in non-traditional activities for disabled/special needs individuals. This unique course promotes these specialized skills and activities as an enjoyable, practical, and viable life-long physical activity, sport, and recreational endeavor.

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 1166 BASIC LIFE SUPPORT (CPR)**

CRT HRS:01 LEC HRS:01 LAB HRS:00

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic life support for potential heart attack and/or choking victims (adults, children, and infants). The course focuses on basic life support knowledge/skills, including the chain of survival, accessing 911 emergency services, normal heart/lung anatomy and physiology, coronary artery disease, risk factors for heart attack, prudent heart living, recognizing a heart attack, warning signs and risk factors for stroke, foreign-body airway obstruction and CPR techniques and performance guidelines. American Heart Association, American Red Cross, or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE 1206 FIRST AID AND BASIC LIFE SUPPORT (CPR)**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adults, children, and infants) who have been injured and/or succumbed to sudden illness. The course focuses on basic life support skills (CPR, airway obstruction, etc.) and basic first aid knowledge/skills. Emphasis is placed on identification of ways to prevent injury and/or illness, recognizing when an emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE 1210 AEROBIC DANCE I**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact, step, hi/low, slide, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects exercise science, 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: None.

♦KINE 1212 AEROBIC DANCE TRAINING AND CERTIFICATION
CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced physical activity course focuses on the theory, advanced skills, and applications of aerobic dance training, instruction, and certification. Students are reintroduced to various forms of aerobic dance and provided extensive knowledge and application of aerobic fitness, including insight into the applications of choreography, biomechanics, kinesiology, exercise science, exercise leadership-marketing management principles/applications, first aid and safety, etc. Emphasis is placed on developing advanced cognitive and psychomotor skills, reinforcing and integrating the components of fitness/wellness, exploring associated educational resources, and obtaining certification. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1210 or KINE 1211 or permission by the Instructor / Department.

♦KINE 1217 INTRODUCTION TO DANCE FORMS
CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of various dance forms. Students are introduced to 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 dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.

Prerequisite: None.

♦KINE 1238 PERSONAL TRAINER CERTIFICATION
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course covers the concepts of fitness, stress and its control, weight control, nutrition, individual testing and consultation, organization of sport and fitness programs. The basic principles of training are discussed.

Prerequisite: None.

♦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 ADVANCED SCUBA
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: Swimming proficiency. KINE 1251 or equivalent, or permission from the Instructor/Department.

♦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 introduction to the discipline of kinesiology as a movement science. Students are introduced to the history, scope, and organization of the profession. Vocational opportunities and related competencies are discussed and explored. Additionally, emphasis is placed on the anatomical and functional aspects of the science of human movement, including an overview of the integration of myology, osteology, and neurology-with respect to the analysis of exercise and sport skills.

Prerequisite: None.

♦KINE 1304 PERSONAL HEALTH AND WELLNESS
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 personal health and wellness issues. The course focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well being. Specific topics of interest and study includes, developing a basic understanding of wellness, sexuality, substance abuse, fitness, disease prevention, aging and death, health care choices, personal safety, and environmental health. Exploration of educational resources is also stressed.

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 ADVANCED FIRST AID AND SAFETY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adult, children, and infants) who have been injured and/or succumbed to sudden illness. The course also focuses on safety education/prevention and wilderness/remote location first aid/survival. Emphasis is

placed on identification of ways to prevent injury and/or illness, recognizing when an emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

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 1336 INTRODUCTION TO RECREATION**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the fundamental theory and concepts of recreational activities, programs, planning, and leadership. This is an introductory course to the large and growing field of leisure and recreation. It includes indoor and outdoor recreation, and physical and mental recreational activities.

Prerequisite: None.

***KINE 1338 CONCEPTS OF PHYSICAL FITNESS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an orientation into the fields of fitness and sports medicine. Students are introduced to the components of fitness, principles of exercise science, sports nutrition, aerobic/anaerobic training, team sports, exercise prescriptions and testing, wellness assessments, risk factor analysis for heart disease and diabetes, and program development. Emphasis is placed on cognitive abilities, demonstrated psychomotor skills, and practical applications. Exploration of educational resources, professional organizations, and fitness opportunities are also stressed.

Prerequisite: None.

***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 2115 KARATE III**
CRT HRS:01 LEC HRS:00 LAB HRS:03

This rigorous physical activity course focuses on the advanced knowledge and applications of the discipline of karate training and sport. The course focuses on developing advanced psychomotor skills (kata, sparring, weapons, etc.), an in-depth knowledge of the history of martial arts, and obtaining the skills necessary to earn additional belt ranking. Emphasis is placed on the advanced knowledge and applications of wellness concepts/principles, health & fitness evaluations, and physical conditioning. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1116 or permission of the Instructor/Department Chair.

***KINE 2116 KARATE IV**
CRT HRS:01 LEC HRS:00 LAB HRS:03

This rigorous physical activity course focuses on the advanced knowledge and applications of the discipline of karate training as a way of life, a leisure activity, and an Olympic sport. The course focuses on developing advanced psychomotor skills (kata, sparring, weapons, and kumite competitions), an in-depth knowledge of the history of martial arts, and obtaining the skills necessary to earn additional belt ranking, including specific requirements. Emphasis is placed on the advanced knowledge and applications of wellness concepts/principles, health & fitness evaluations, and physical conditioning. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 2115 or permission of the Instructor/Dept. Chair.

***KINE 2149 TEAM SPORTS III**
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: Permission from the department.

***KINE 2150 TEAM SPORTS IV**
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: Permission from the department.

***KINE 2255 WATER SAFETY INSTRUCTOR**
CRT HRS:02 LEC HRS:01 LAB HRS:03

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.

Legal Assisting

LGLA 1301 LEGAL RESEARCH & WRITING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer-assisted legal research, briefs, and legal memoranda.

Prerequisite: LGLA 1311, READ 80 and MATH 85 or equivalent.

LGLA 1311 INTRODUCTION TO LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law.

Prerequisite: None.

LGLA 1341 ADMINISTRATIVE LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents fundamental concepts of administrative law and procedure in governmental agencies at all levels with emphasis on the paralegal's role in the administrative process. Topics include creation of governmental agencies, operation, rule making, and adjudication.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGLA 1346 CIVIL LITIGATION I
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation I together with Civil Litigation II covers litigation from the pretrial stage to the post trial phase.

Prerequisite: READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1311.

LGLA 1347 CIVIL LITIGATION II
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation II together with Civil Litigation I covers litigation from the pretrial stage to the post trial stage.

Prerequisite: LGLA 1311, LGLA 1346, READ 80 and MATH 85 or equivalent.

LGLA 1353 WILLS, TRUSTS & PROBATE ADMINISTRATION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: LGLA 1311, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

LGLA 1355 FAMILY LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 1311, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

LGLA 1391 SURVEY OF INDIVIDUAL RIGHTS UNDER FEDERAL LAW
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course surveys federal legislation, U.S. Code and federal agencies created for the protection of individual rights. Specific attention will be given to laws affecting the workplace, including employment based discrimination, affirmative action, sexual harassment and the Americans with Disabilities Act. Public education, the Community Reinvestment Act and the Fair Housing Act will also be discussed. Comprehension and discussion of topics will take place through intensive reading, written essays and class debate.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGLA 2303 TORTS & PERSONAL INJURY LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: LGLA 1311, LGLA 1346, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1347.

LGLA 2307 LAW OFFICE MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:03

The course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

Prerequisite: LGLA 1311, READ 80 and MATH 85 or equivalent.

LGLA 2309 REAL PROPERTY
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 1311, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGIA 2311 BUSINESS ORGANIZATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents basic concepts of business organizations with emphasis of the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.
Prerequisite: LGIA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGIA 2380 CAPSTONE: CO-OP LEGAL ASSISTANT
CRT HRS:03 LEC HRS:01 OFF CAMPUS LAB HRS:20

This is an advanced course with lecture and work-based instruction that helps the students gain practical experience in the discipline, enhances skills, and integrates knowledge. The work supervisor provides indirect supervision while a college faculty member provides the lecture.
Prerequisite: To be taken as the last course of the Legal Assisting Program.

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; solving problems involving order of operations, proportions, and percents; performing calculations involving exponents; estimating solutions to problems; solving word problems involving integers, fractions, decimals, and different units of measurements; solving problems involving data interpretation and analysis; and solving problems involving geometric concepts and figures. The focus of lab instruction is TASP preparation through the use of concepts learned in the lecture.
Prerequisite: Placement based on assessment scores or TASP below 200.

MATH 0085 INTRODUCTORY ALGEBRA
CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a study of introductory algebra. Topics include rules of exponents, calculations involving scientific notation, operations on polynomials, factorization of polynomials, solutions of linear equations and inequalities in one variable, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of the lab instruction is TASP preparation through the use of concepts learned in the lecture.
Prerequisite: Placement based on assessment scores or TASP score of 200-229 or MATH 80 with a grade of "C" or better or equivalent.

MATH 0090 INTERMEDIATE ALGEBRA PART I AND GEOMETRY
CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a study of intermediate algebra and geometry. Topics include absolute-value equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, direct and indirect variations, application problems on geometry, and inductive and deductive reasoning. The focus of lab instruction is TASP preparation through the use of concepts learned in the lecture.
Prerequisite: MATH 85 with a "C" or better or equivalent.

***MATH 1325 BUSINESS CALCULUS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Course topics include applications of differential and integral calculus to business and economics, probability and statistics.
Prerequisite: MATH 1414 with a grade of "C" or better.

***MATH 1332 COLLEGE MATHEMATICS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

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.
Prerequisite: A passing score of 230+ on the math portion of the TASP test or equivalent.

***MATH 1342 STATISTICS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.
Prerequisite: READ 90 and MATH 90 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.

***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.

***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.
Prerequisite: A passing score of 250+ on the math portion of the TASP test, or completion of MATH 1332 with a grade of "C" or better, or qualify for the "B or Better" option, or TASP exemption via SAT, ACT or TAAS scores.

***MATH 2412 PRECALCULUS ALGEBRA AND TRIGONOMETRY**
CRT HRS:04 LEC HRS:04 LAB HRS:00

This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.
Prerequisite: MATH 1414 with a "C" or better.

***MATH 2413 CALCULUS I**
CRT HRS:04 LEC HRS:04 LAB HRS:00

This course covers functions, limits, continuity, differentiation, anti-derivatives, and the definite integral and its applications.
Prerequisite: MATH 2412 with a grade of "C" or better.

***MATH 2414 CALCULUS II**
CRT HRS:04 LEC HRS:04 LAB HRS:00

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:00

This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

Prerequisite: MATH 2414 with a grade of "C" or better.

***MATH 2418 LINEAR ALGEBRA**

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.

Prerequisite: MATH 2413 with a grade of "C" or better.

***MATH 2420 DIFFERENTIAL EQUATIONS**

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is an introduction to ordinary differential equations, emphasizing solution techniques to first order and special higher order differential equations, initial value problems, boundary value problems, Laplace transforms, series solutions, and applications.

Prerequisite: MATH 2414 with a grade of "C" or better.

TECM 1303 TECHNICAL MATHEMATICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

Prerequisite: MATH 85 or TASP completion in Math.

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: MATH 80 or equivalent.

Medical Assistant Technology

MDCA 1166 PRACTICUM I

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:08

This course is an intermediate medical office, clinical, or medical outpatient service experience in basic medical office administrative procedures, that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the students has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally, a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1167 PRACTICUM II

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:08

This course is an intermediate medical office, clinic, or medical outpatient service in basic clinical procedures that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1205 MEDICAL LAW & ETHICS

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1216 PROCEDURES IN A CLINICAL SETTING I

CRT HRS:02 LEC HRS:01 LAB HRS:04

Emphasis in this course is on patient-centered assessment, examination, intervention, and treatment as directed by physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

Prerequisite: Completion of the previous semester courses with a grade "C" or better.

MDCA 1217 PROCEDURES IN A CLINICAL SETTING II

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course emphasizes patient-centered assessment, examination, intervention, and treatment as directed by physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

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, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and the use of a computer in the medical office.

Prerequisite: Admission to the program.

MDCA 1343 MEDICAL INSURANCE

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics.

Prerequisite: Admission to the program.

MDCA 1344 ELECTROCARDIOGRAPHY (EKG)

CRT HRS:03 LEC HRS:02 LAB HRS:04

Topics include principles and procedures of 12 lead electrocardiography (EKG), arrhythmia interpretation, and care and maintenance of equipment and exam area. Stress testing and Holter monitoring are also included.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better or Program Chair approval.

MDCA 1348 PHARMACOLOGY & ADMINISTRATION OF MEDICATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides instruction in concepts and application of pharmacological principles. It 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 common laboratory procedures performed in the physician's office or clinic setting. It includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, and electrocardiography.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1356 PHLEBOTOMY FOR MEDICAL ASSISTANTS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides instruction in principles and procedures of phlebotomy, hematology, collection of varied sterile/non-sterile specimens, blood typing, identification, use and care of lab equipment, and quality control. Emphasis is on principles/procedures of phlebotomy and handling of specimens.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better or Program Chair approval.

MDCA 2266 CAPSTONE: PRACTICUM III

CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:16

This is an advanced medical office, clinic, or outpatient service experience in medical office administrative and clinical office procedures, that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

Medical Information/Transcription

MRMT 1203 MEDICAL OFFICE PROCEDURES

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human relations and customer service skills.

Prerequisite: Must type at least 35 wpm.

MRMT 1211 COMPUTERS IN HEALTH CARE

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisite: Completion of or concurrent enrollment in HITT 1301.

MRMT 1307 MEDICAL TRANSCRIPTION FUNDAMENTALS

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The course is also designed to develop speed and accuracy and utilizes transcribing and information processing equipment compatible with industry standards.

Prerequisite: Must type 35 wpm. HITT 1305 or concurrent enrollment.

MRMT 2166 PRACTICUM

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an intermediate experience in a Health Information Management and Medical Transcription Department of an inpatient or outpatient health care setting that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This health practicum is an unpaid learning experience.

Prerequisite: Completion of all course work within specialty with a grade of "C" or higher.

MRMT 2333 ADVANCED MEDICAL TRANSCRIPTION I

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

MRMT 2371 ADVANCED MEDICAL TRANSCRIPTION II

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MRMT 2333.

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.

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.

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.

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.

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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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 eight 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 eight 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 eight credit hours.

Prerequisite: None.

***MUSI 1181 PIANO CLASS I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

***MUSI 1182 PIANO CLASS II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

***MUSI 1183 VOICE CLASS I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.

Prerequisite: None.

***MUSI 1184 VOICE CLASS II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.

Prerequisite: MUSI 1183.

***MUSI 1192 GUITAR CLASS**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

***MUSI 1193 GUITAR CLASS II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

***MUSI 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: READ 80 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: READ 80 or equivalent.

***MUSI 1308 MUSIC LITERATURE I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the principal musical forms and cultural periods as

illustrated in the literature of major composers.

Prerequisite: READ 90 or equivalent.

***MUSI 1309 MUSIC LITERATURE II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1308, READ 90 or equivalent.

***MUSI 1311 MUSIC THEORY I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: READ 80 or equivalent.

***MUSI 1312 MUSIC THEORY II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.

Prerequisite: MUSI 1311, READ 80 or equivalent.

***MUSI 2181 PIANO CLASS III**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

***MUSI 2182 PIANO CLASS IV**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

***MUSI 2183 VOICE CLASS III**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued class instruction in the fundamental of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

***MUSI 2184 VOICE CLASS IV**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

***MUSI 2311 MUSIC THEORY III**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1312, READ 80 or equivalent.

***MUSI 2312 MUSIC THEORY IV**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.

Prerequisite: MUSI 2311, READ 80 or equivalent.

Occupational Therapy Assistant

OTHA 1305 PRINCIPLES OF OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 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: Acceptance to Occupational Therapy Assistant Program

OTHA 1309 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

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 Occupational Therapy Assistant Program

OTHA 1315 THERAPEUTIC MEDIA I IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis is placed on activity analysis, how to adapt and teach therapeutically, and how to supply, equip, and maintain a safe work environment.

Prerequisite: Acceptance to Occupational Therapy Assistant Program

OTHA 1341 LIFE SKILLS PERFORMANCE OF CHILDHOOD IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the physical, psychosocial, and cognitive occupational performance of children (newborns to pre-adolescents) with an emphasis on characteristics of purposeful activities. Other topics include: 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 1349 LIFE SKILLS PERFORMANCE OF MATURITY IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the physical, psychosocial, and cognitive occupational performance of maturity with emphasis on characteristics of purposeful activities. Topics included in this course are: 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 1419 THERAPEUTIC MODALITIES I IN OCCUPATIONAL THERAPY

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course offers instruction in concepts and techniques leading to proficiency in skills and activities used as treatment modalities in the field of occupational therapy. Special emphasis is placed on the occupational therapy process within the context of the occupational performance model.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1460 CLINICAL-OTA

CRT HRS:04 LEC HRS:00 OFF CAMPUS LAB HRS:12

This course is a basic Level I fieldwork experience that helps students apply classroom knowledge while gaining experience working with patients in a clinical setting. Direct supervision is provided by the clinical educator. The faculty develops specific detailed learning objectives.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

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 physical and psychological reactions to diseases and injuries.

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 psychosocial function.

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, 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 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 coordination with College faculty.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better.

OTHA 2367 CAPSTONE: PRACTICUM-OTA (B)

CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:21

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 coordination with College faculty.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better.

OTHA 2371 CAPSTONE: OCCUPATIONAL THERAPY SEMINAR
CRT HRS:03 LEC HRS:02 LAB HRS:04

This Capstone course engages the student in the discussion of professional issues and behaviors related to clinical practice and prepares the student for transition into the workforce. Emphasis will be placed on issues related to the treatment planning process, documentation formats, state licensing procedures, application and review for the national certification examination, reviewing medical, ethical, and legal issues, and preparation for employment.
Prerequisite: Concurrent enrollment in OTHA 2366

Patient Care Assistant

NURA 1160 CLINICAL I
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:04

This course is basic health professions work-based instruction that helps students synthesize new knowledge and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), in a clinical setting. Clinical education is an unpaid experience.
Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1401 and NURA 1407

NURA 1401 NURSE AIDE FOR HEALTH ORGANIZATIONS I
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: Eligibility for READ 80, ENGL 81 and MATH 85 (or a pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1160 and NURA 1407

NURA 1407 NURSE AIDE FOR HEALTH ORGANIZATIONS II
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: Eligibility for READ 80, ENGL 81 and MATH 85 (or pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1160 and NURA 1401

NURA 1461 CLINICAL II
CRT HRS:04 LEC HRS:00 OFF CAMPUS LAB HRS:16

This course is intermediate health professions work-based instruction that helps students synthesize new knowledge and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), in a clinical setting. Clinical education is an unpaid experience.
Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a pre-TASP score of 16 or higher); completion of NURA 1160, NURA 1401 and NURA 1407, and concurrent enrollment in NURA 1571

NURA 1571 PATIENT CARE
CRT HRS:05 LEC HRS:04 LAB HRS:02

This course is a study of entry level patient care skills and competencies for a variety of health care settings. Topics address recently identified current events in health care, skills, knowledge's, and attitudes and behaviors

pertinent to the professional development of the student.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a pre-TASP score of 16 or higher); completion of NURA 1160, NURA 1401 and NURA 1407, and concurrent enrollment in NURA 1461

Pharmacy Technology

PHRA 1166 PRACTICUM I
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:07

This course is an intermediate retail pharmacy service experience, that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge of the pharmacy setting. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Admission to the Pharmacy Technology Program.

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. Describes the legal and ethical constraints governing technician and pharmacists responsibilities in various settings.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better

PHRA 1205 DRUG CLASSIFICATION
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is the study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis is on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1206 COMPUTERIZED DRUG DELIVERY SYSTEMS I
CRT HRS:02 LEC HRS:01 LAB HRS:03

This course covers the fundamentals of computer information systems and technology within the health care system. It includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1242 COMPUTERIZED DRUG DELIVERY SYSTEMS II
CRT HRS:02 LEC HRS:01 LAB HRS:03

This is an overview of current pharmacy technology, including equipment and devices for drug distribution, preparation, and manufacturing. Topics will include mechanical, automatic and robotic drug delivery systems.

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 grade of "C" or better.

PHRA 1267 CAPSTONE: PRACTICUM II
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:14

This course is an intermediate hospital pharmacy service experience, that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge of the pharmacy setting. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1301 INTRODUCTION TO PHARMACY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination 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: 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: Admission to the Pharmacy Technology Program.

PHRA 1313 COMMUNITY PHARMACY PRACTICE
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides a mastery of skills necessary to interpret, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers a mastery of skills in compounding sterile products. It includes an introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parental compounding, proper use of equipment (auto injectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), 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 is a continuation of Pharmaceutical Mathematics I. Topics address ratio and proportion, dilution and concentration, milliequivalent units and intravenous flow rates.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1349 INSTITUTIONAL PHARMACY PRACTICE
CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution system, unit dose chart fills, quality assurance, drug storage, and inventory control.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1404 PHARMACOTHERAPY & DISEASE PROCESS
CRT HRS:04 LEC HRS:04 LAB HRS:00

This is a study of disease processes and the therapeutic properties of the drugs used in treatment.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1541 PHARMACY DRUG THERAPY AND TREATMENT
CRT HRS:05 LEC HRS:05 LAB HRS:00

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 a grade of "C" or better.

PHRA 2266 CAPSTONE: PRACTICUM III
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:14

This course is an advanced retail and hospital pharmacy service experience, that helps students gain practical experience in the discipline, enhance skills and integrate knowledge of the pharmacy setting. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade "C" or better.

Philosophy

***PHIL 1301 INTRODUCTION TO PHILOSOPHY**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

***PHIL 2303 INTRODUCTION TO LOGIC**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

•PHIL 2306 INTRODUCTION TO ETHICS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.
Prerequisite: The completion of READ 80 and ENGL 81 or equivalent.

•PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.
Prerequisite: Completion of READ 80 and ENGL 81 or equivalent.

Physical Therapist Assistant

PTHA 1266 PRACTICUM I
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:15

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 (CLINICAL) PATHOPHYSIOLOGY
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases and conditions commonly encountered in physical therapy.

Prerequisite: Completion of previous semester courses with a grade of "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, functional skills and assessment techniques.

Prerequisite: Acceptance to PTA Program.

PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY
CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to the profession of physical therapy. It includes the exploration of the historical and current scope of physical therapy and also lab procedures basic to patient handling and functional skills.

Prerequisite: Acceptance to PTA Program.

PTHA 1513 FUNCTIONAL ANATOMY
CRT HRS:05 LEC HRS:03 LAB HRS:06

This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. It also includes integration of skills related to the kinesiological assessment of the human body.

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, assessment, 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 ASSESSMENT SKILLS
CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of assessment techniques used in physical therapy to prepare the physical therapist assistant to assist physical therapy management.

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 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 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 students 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:03 LAB HRS:04

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:03 LAB HRS:04

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies.

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 and application of techniques related to therapeutic exercise and functional training.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

Physics

***PHYS 1401 COLLEGE PHYSICS I**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.
Prerequisite: MATH 1414 with a grade of "C" or better or instructor's consent

***PHYS 1402 COLLEGE PHYSICS II**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of electricity, magnetics, light and sound with emphasis on fundamental concepts, problem solving, notation and units.
Prerequisite: PHYS 1401 with a grade of "C" or better.

***PHYS 1411 INTRODUCTION TO ASTRONOMY I**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the first part of a general introduction to astronomy covering various topics including: solar system formation, observational instruments and tools, planets, moons, the Sun, comets, meteors and asteroids.
Prerequisite: None.

***PHYS 1412 INTRODUCTION TO ASTRONOMY II**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the second part of a general introduction to astronomy covering various topics including: evolution of the universe, stars and star formation, star clusters, galaxies, quasars, neutron stars, black holes and cosmology.
Prerequisite: PHYS 1411.

***PHYS 1415 PHYSICAL SCIENCE I**
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.
Prerequisite: Pass the reading section of the TASP test or completion of READ 90, pass the MATH section of the TASP test or completion of MATH 90 with a grade of "C" or better.

***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.

***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.

Precision Manufacturing

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 1325.

DFTG 1325 BLUEPRINT READING AND SKETCHING
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts.
Prerequisite: None.

INMT 1445 COMPUTER NUMERICAL CONTROLS
CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of numerically controlled machine operations. Emphasis is placed on standard and computer numerically controlled procedures for planning, preparing and operating a computer-assisted program.
Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.

MCHN 1230 STATISTICAL PROCESS CONTROL (SPC) FOR MACHINIST
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to statistical process control, used by machinists and machine operators. It will include analysis of data collected from work pieces.
Prerequisite: DFTG 1313, QCIC 1305, MCHN 1419, MCHN 1452.

MCHN 1293 COST ESTIMATING
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course covers principles of direct and indirect cost productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.
Prerequisite: MCHN 2341.

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 1343 MACHINING MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.
Prerequisite: Completion of MATH 80 or equivalent.

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 1419 MANUFACTURING MATERIALS AND PROCESSES**CRT HRS:04 LEC HRS:03 LAB HRS:03**

This course is a basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, machining and molding.

Prerequisite: None.

MCHN 1438 MACHINING 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 1325 and MCHN 1438.

MCHN 2341 ADVANCED MACHINING OPERATIONS 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 2345 ADVANCED MACHINING OPERATIONS 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 2470 ADVANCED TOOL & FIXTURE DESIGN**CRT HRS:04 LEC HRS:02 LAB HRS:06**

In this course, students learn the procedure for designing tools, dies, jigs & fixtures that are required to successfully assist in the production of a part.

Prerequisite: INMT 1445, MCHN 2341, MCHN 1419.

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 on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: MCHN 1419.

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.

QCTC 1446 TESTING AND INSPECTION SYSTEMS**CRT HRS:04 LEC HRS:03 LAB HRS:02**

This course is a study of testing and inspection systems, including pertinent specifications, inspection tools, gauges, instruments and mechanisms used for maintaining quality to established standards.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

WLDG 1337 INTRODUCTION TO METALLURGY**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of ferrous and nonferrous metals from the ore to the finished product. Emphasis is placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machine-ability and ductility.

Prerequisite: None.

Professional Office Technology

ITSC 2321 INTEGRATED SOFTWARE APPLICATIONS II**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a continued study of computer applications from business productivity software suites. The student will be instructed in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: ITSC 1309.

ITSW 1301 INTRODUCTION TO WORD PROCESSING**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course provides an overview of the production of documents, tables, and graphics.

Prerequisite: POFT 1329 or ITSC 1309 or COSC 1301.

ITSW 2331 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 applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.

Prerequisite: ITSW 1301.

POFL 1303 LEGAL OFFICE PROCEDURES I**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.

Prerequisite: POFT 1329.

POFL 1305 LEGAL TERMINOLOGY
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.

Prerequisite: None.

POFL 1340 LEGAL OFFICE PROCEDURES II
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of Texas law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

POFL 1355 LEGAL ISSUES FOR MEDICAL DOCUMENTS
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the legal implications regarding medical documents.

Prerequisite: POFT 1329, POFL 1305.

POFL 1359 LEGAL TRANSCRIPTION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office.

Prerequisite: POFT 1329, POFT 1302.

POFL 2264 CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:16

This course assists students in gaining practical experience in legal office administration, enhance skills, and integrate knowledge. The emphasis is on practical work experience. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Students must have completed 46 semester credit hours.

POFL 2301 LEGAL DOCUMENT PROCESSING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in the production of legal documents used in the legal and court systems.

Prerequisite: ITSW 1301.

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, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

Prerequisite: None.

POFT 1302 BUSINESS COMMUNICATIONS I
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 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 1329 KEYBOARDING AND DOCUMENT FORMATTING
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.

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 2264 CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:16

This course assists students in gaining practical experience in office administration, enhance skills and integrate knowledge. The emphasis is on practical work experience. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

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 2301 DOCUMENT FORMATTING AND SKILLBUILDING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is placed on proofreading, editing, and following instructions, and keying documents from various copy.

Prerequisite: POFT 1329.

POFT 2312 BUSINESS COMMUNICATIONS II
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

Prerequisite: POFT 1302.

Psychology

***PSYC 2301 GENERAL PSYCHOLOGY**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

***PSYC 2302 APPLIED PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***PSYC 2307 ADOLESCENT PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the physical, emotional, social and mental factors of growth and development of adolescents.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***PSYC 2308 CHILD PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of physical, mental, emotional and social growth from conception through childhood.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***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 mental factors of growth and development throughout the life span.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments, including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy. Strong emphasis is placed on principles of mental hygiene.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***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 normal personality. Techniques for measuring personality are included.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

***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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

Public Service Administration

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 the organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

Prerequisite: None.

PBAD 2264 CAPSTONE: PRACTICUM IN ADMINISTRATIVE TECHNIQUES

CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:15

This course allows the student to have practical general training and experiences in the workplace. The college along with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Note: Current employment in the public sector may satisfy course requirement.

PBAD 2301 PUBLIC RELATIONS FOR THE PUBLIC SECTOR

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on 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: None.

PBAD 2305 PUBLIC SECTOR MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course teaches the 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: None.

PBAD 2311 PUBLIC SECTOR SUPERVISION
CRT HRS:05 LEC HRS:03 LAB HRS:00

This course includes 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: None.

PBAD 2331 BUDGETING IN THE PUBLIC SECTOR
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines 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: None.

PBAD 2335 ETHICS IN THE WORK PLACE
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on reconciling work place administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

Prerequisite: None.

PBAD 2339 HUMAN RESOURCES MANAGEMENT IN THE PUBLIC SECTOR
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines 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: None.

PBAD 2347 URBAN PLANNING
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

Prerequisite: None.

Radiologic Technology

RADR 1266 PRACTICUM I
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20

This course provides an intermediate work-based learning experience in the Diagnostic Radiology Department at the clinical education centers. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory presented in the classroom. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Practicum I is an unpaid learning experience.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better; and concurrent enrollment in RADR 1313 and RADR 2301.

RADR 1267 PRACTICUM II
CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20

This course is an intermediate work-based learning experience in the Diagnostic Radiology Department at the clinical education centers. The emphasis is to build upon acquired clinical skills and is simultaneously related

to theory presented in the classroom. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Practicum II is an unpaid learning experience.

Prerequisite: RADR 1313 and RADR 2301 with a minimum of "C" or better; RADR 1266 with a minimum of "B" or better; and concurrent enrollment in RADR 2305.

RADR 1311 BASIC RADIOGRAPHIC PROCEDURES
CRT HRS:03 LEC HRS:03 LAB HRS:00

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 and related pathology.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.

RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better; and concurrent enrollment in RADR 2301 and 1266.

RADR 1360 CLINICAL
CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:18

This course is a basic, fundamental work-based instruction performed in the Diagnostic Radiology Department at the clinical education centers. The practical experience is simultaneously related to theory presented in the classroom. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Clinical education is an unpaid learning experience.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1311.

RADR 1409 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.

RADR 2166 CAPSTONE: PRACTICUM V
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10

This course is an advanced work-based learning experience in the Diagnostic Radiology Department at the clinical education centers. The emphasis is to build upon acquired clinical skills and theoretical knowledge. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Practicum V is an unpaid learning experience.

Prerequisite: RADR 2217 with a minimum of "C" or better; RADR 2267 with a minimum of "B" or better; and concurrent enrollment in RADR 2235.

RADR 2213 RADIATION BIOLOGY AND PROTECTION**CRT HRS:02 LEC HRS:02 LAB HRS:00**

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 2305 with a minimum of "C" or better, RADR 1267 with a "B" or better, and concurrent enrollment in RADR 2331, RADR 2301 and RADR 2266.

RADR 2217 RADIOGRAPHIC PATHOLOGY**CRT HRS:02 LEC HRS:01 LAB HRS:02**

This course is an overview of the disease process and common diseases and their appearance on medical images.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2267.

RADR 2235 CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR**CRT HRS:02 LEC HRS:01 LAB HRS:02**

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

RADR 2266 PRACTICUM III**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20**

This course provides an advanced work-based learning experience in the Diagnostic Radiology Department at the clinical education centers. The emphasis is to build upon acquired clinical skills and is simultaneously related to advanced level positioning skills as presented in the classroom. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Practicum III is an unpaid learning experience.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331, RADR 2309, and RADR 2213.

RADR 2267 PRACTICUM IV**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:20**

This course is an advanced work-based learning experience in the Diagnostic Radiology Department at the clinical education centers. The emphasis is to build upon acquired clinical skills and theoretical knowledge. The Clinical Coordinator and/or Clinical Instructor, assigned to the clinical education center in the Radiology Department, provide direct supervision. Practicum IV is an unpaid learning experience.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217.

RADR 2301 INTERMEDIATE RADIOGRAPHIC PROCEDURES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course 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 intermediate anatomy and related pathology.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 1266.

RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation of the study of radiographic imaging technique formulation, image Quality assurance, and the synthesis of all variables in image production.

Prerequisite: RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 1267.

RADR 2309 RADIOGRAPHIC IMAGING EQUIPMENT**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331, RADR 2213 and RADR 2266.

RADR 2331 ADVANCED RADIOGRAPHIC PROCEDURES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This advanced course includes the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309, RADR 2213 and RADR 2266.

Reading

READ 0070 DEVELOPMENTAL READING I**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This initial reading courses is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference.

Prerequisite: Placement based on assessment scores

READ 0080 DEVELOPMENTAL READING II**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.

Prerequisite: Completion of READ 70 with a "C" or better.

READ 0090 DEVELOPMENTAL READING III**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This developmental reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills. Students are expected to take the TASP Test while they are enrolled in the course or after they complete it.

Prerequisite: Completion of READ 80 with a "C" or better.

ROTC

•ROTC 1201 MARKSMANSHIP AND FIRST AID

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.

Prerequisite: None.

•ROTC 1202 SURVIVAL & LAND NAVIGATION TRAINING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

Prerequisite: None.

•ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

Prerequisite: None.

Sign Language (American)

•SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.

Prerequisite: None.

•SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.

Prerequisite: SGNL 1301.

•SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross-cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.

Prerequisite: SGNL 1301 and SGNL 1302.

•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.

Sign Language (Interpreter)

(Courses with SLNG prefix are only applicable to the Institutional Award in Sign Language Interpreter Basic Training.)

SLNG 1211 FINGERSPELLING

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course develops expressive and receptive fingerspelling skills. Receptive focus on whole word and phrase recognition as well as reading fingerspelling in context is included in this course. Furthermore, expressive skills that focus on the development of speed, clarity, and fluency are emphasized.

Prerequisite: None.

SLNG 1215 VISUAL / GESTURAL COMMUNICATION

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course focuses on the development of skills in non-verbal communications. Emphasis is placed on the use and understanding of facial expression, gestures, pantomime, and body language in this course. Furthermore, students create and/or perform stories using these elements.

Prerequisite: SLNG 1211 & SLNG 1321.

SLNG 1321 INTRODUCTION TO THE INTERPRETING PROFESSION

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an overview of the field of sign language interpretation. The course provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

Prerequisite: None.

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 socio-cultural model. Topics include: cultural identity, values, group norms, communication, language, and significant contributions made by deaf people to the world.

Prerequisite: SLNG 1211 & SLNG 1321.

Sociology

*SOCI 1301 INTRODUCTORY SOCIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the scientific study of human behavior as related to group membership. 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, sex, age, major social institutions, population dynamics, and socio-cultural change.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

*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, gerontology, death and dying, or sex roles.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

*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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

*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: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, ACT, or TAAS scores.

Spanish

*SPAN 1300 BEGINNING SPANISH CONVERSATION I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: None.

*SPAN 1310 BEGINNING SPANISH CONVERSATION II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: SPAN 1300.

*SPAN 1311 BEGINNING SPANISH I-NON SPANISH SPEAKERS

CRT HRS:03 LEC HRS:03 LAB HRS:01

Spanish 1311 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 grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

*SPAN 1312 BEGINNING SPANISH II-NON SPANISH SPEAKERS

CRT HRS:03 LEC HRS:03 LAB HRS:01

Spanish 1312 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.

Prerequisite: SPAN 1311.

*SPAN 1505 INTENSIVE BEGINNING SPANISH

CRT HRS:05 LEC HRS:04 LAB HRS:03

This course is a comprehensive intensive beginning Spanish course for students that have prior 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 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 is recommended for those students interested in a more depth study of the Spanish language.

Prerequisite: None.

*SPAN 2306 INTERMEDIATE CONVERSATIONAL SPANISH

CRT HRS:03 LEC HRS:03 LAB HRS:00

The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expression used in daily speech, pronunciation, and vocabulary building will be placed in this course.

Prerequisite: SPAN 1311 and SPAN 1312; or SPAN 1300 and SPAN 1310.

***SPAN 2311 INTERMEDIATE SPANISH I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide 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 of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

Prerequisite: SPAN 2313 and SPAN 2315; or SPAN 1505.

***SPAN 2312 INTERMEDIATE SPANISH II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.

Prerequisite: SPAN 2311.

***SPAN 2313 SPANISH FOR SPANISH SPEAKERS I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussion and presentations. In addition, writing skills will be enhanced and developed in this course.

Prerequisite: None.

***SPAN 2315 SPANISH FOR SPANISH SPEAKERS II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2315 is a comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: SPAN 2313.

***SPAN 2316 CAREER SPANISH I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.

Prerequisite: None.

***SPAN 2317 CAREER SPANISH II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2317 is a comprehensive second semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.

Prerequisite: SPAN 2316.

***SPAN 2321 INTRODUCTION TO SPANISH LITERATURE I**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. This course will be conducted in Spanish.

Prerequisite: None.

***SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. This course will be conducted in Spanish.

Prerequisite: SPAN 2321.

***SPAN 2323 INTRODUCTION TO LATIN AMERICAN LITERATURE**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a comprehensive introduction to Latin American literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Latin American literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. This course will be conducted in Spanish.

Prerequisite: None.

***SPAN 2324 SPANISH CULTURE**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.

Prerequisite: None.

***SPAN 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 hand-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. This program is designed for those students interested in pursuing a career in Spanish and/or cultural studies.

Prerequisite: SPAN 1505, SPAN 2316, and SPAN 2311.

Speech

***SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: None.

***SPCH 1315 PUBLIC SPEAKING**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Prerequisite: None.

***SPCH 1318 INTERPERSONAL COMMUNICATIONS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

Prerequisite: None.

***SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: None.

***SPCH 2333 DISCUSSION & 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: None.

***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: None.

Travel/Tourism

TRVM 1166 PRACTICUM - TRAVEL & TOURISM
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:08

This course assists students in gaining practical experience in travel/tourism, enhance skills, and integrate knowledge. The emphasis is on practical work experience. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

TRVM 1217 CRUISES
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course addresses current issues and trends related to the cruise industry. It includes discussion of many types of cruise lines and the reasons for the popularity of this mode of travel.

Prerequisite: None.

TRVM 1300 INTRODUCTION TO TRAVEL & TOURISM
CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an overview of the travel industry. Emphasis is placed on travel careers and the impact on society.

Prerequisite: None.

TRVM 1308 TRAVEL DESTINATIONS I - WESTERN HEMISPHERE
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasis on the culture, customs, climate, physical features, language, currency, tourist, and seasonal attractions.

Prerequisite: None.

TRVM 1323 GROUP TOUR OPERATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising and promotion, group dynamics, and tour guide qualifications.

Prerequisite: None.

TRVM 1327 HOSPITALITY & SPECIAL EVENTS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on planning and managing special events in the meeting planning arena. It provides an overview of the entire sequence of events, from conceptual stage of the first meeting through completion of the event. Emphasis is placed on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event.

Prerequisite: None.

TRVM 1341 TRAVEL DESTINATIONS II - EASTERN HEMISPHERE
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the study of countries located in the Eastern Hemisphere including Europe, Asia, Africa, Middle East, Commonwealth of Independent States, Australia, and New Zealand. Emphasis is placed on Culture, customs, climate, physical features, language, currency, tourist, and specific seasonal attractions.

Prerequisite: None.

TRVM 1345 TRAVEL AND TOURISM SALES & MARKETING TECHNIQUES
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes a study of marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Other topics covered included marketing mix in travel, market segmentation, market planning, and the use of advertising and other communications techniques. Emphasis is placed on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel.

Prerequisite: None.

Vocational Nursing

TRVM 1349 TRAVEL OPERATIONS I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations; writing itineraries; reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and reissues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares, and miscellaneous related information.

Prerequisite: None.

TRVM 1371 TRAVEL TOURISM DESTINATIONS - VALLEY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course takes an in-depth look at the Lower Rio Grande Valley as a tourist destination area (TDA). Students examine the region's geography, history, economy, infrastructure, attractions, and lodging facilities, as well as the characteristics of the region's inbound visitors.

Prerequisite: None.

TRVM 2337 TRAVEL INDUSTRY OPERATIONS II

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of the study of airline computer reservation systems. Emphasis is placed on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to a passenger.

Prerequisite: TRVM 1349.

Urban Pest Management

(Courses with the AGCR prefix are only applicable to the Institutional Award in Urban Pest Management.)

AGCR 1473 INTRODUCTION TO URBAN PEST MANAGEMENT

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is the study of federal and state laws and regulations pertaining to the use, storage, and disposal of pesticides used in urban environments with emphasis on ecological environmental protection, personal safety, calibration of equipment, calculations for mixing pesticides, proper record keeping and liability.

Prerequisite: None.

AGCR 2401 URBAN PEST MANAGEMENT

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course offers instruction in identification, biology and integrated pest management of pests affecting urban structures and animal health. Emphasis will be placed on classification, chemistry, environmental impact and proper pesticide application and techniques.

Prerequisite: None.

AGCR 2405 PRINCIPLES OF ENTOMOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is the study of morphology, physiology, and classification of the common orders, families, and related arthropods with emphasis on species of economic, biological, and health related importance. Emphasis will be placed on integrated pest management concepts and proper control methods.

Prerequisite: None.

VNSG 1115 DISEASE CONTROL AND PREVENTION

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1116 NUTRITION

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to nutrients and their role in proper growth and development and the maintenance of health.

Prerequisite: Admission to the Vocational Nursing Program.

VNS 1122 VOCATIONAL NURSING CONCEPTS

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1133 GROWTH AND DEVELOPMENT

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of the basic aspects of growth and development throughout the lifespan. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1136 MENTAL HEALTH

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.

VNSG 1138 MENTAL ILLNESS

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.

VNSG 1160 CLINICAL I-A

CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:06

This course is a basic patient care clinical in a long-term care setting that helps synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. The clinical faculty, in a clinical setting, provides close and/or direct supervision. Clinical education is an unpaid experience.

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 basic patient care clinical in a hospital setting that helps synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. The clinical faculty provides close and/or direct supervision. Clinical education is an unpaid experience.

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 an intermediate patient care clinical in a hospital setting that helps students synthesize new knowledge in medical surgical nursing, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. The clinical faculty provides close and/or direct supervision. Clinical education is an unpaid experience.
Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331.

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 elderly.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1261 CLINICAL II-B**CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS:12**

This course is an intermediate patient care clinical in a hospital setting that helps students synthesize new knowledge in pediatrics and maternal/newborn nursing, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. The clinical faculty provides close and/or direct supervision. Clinical education is an unpaid experience.
Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331.

VNSG 1323 BASIC NURSING SKILLS**CRT HRS:03 LEC HRS:02 LAB HRS:04**

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330 MATERNAL - NEONATAL NURSING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.
Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1331 PHARMACOLOGY FOR VOCATIONAL NURSING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.
Prerequisite: Completion of first semester Vocational Nursing Program courses with a grade of "C" or better.

VNSG 1334 PEDIATRICS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process.
Prerequisite: Concurrent enrollment in VNSG 1361.

VNSG 1362 CLINICAL III**CRT HRS:03 LEC HRS:00 OFF CAMPUS LAB HRS:18**

This course is an advanced patient care clinical in a long term care and hospital setting that helps students synthesize new knowledge, apply previous knowledge in medical-surgical nursing, develop experience in the leadership role, and gain experience managing the workflow. Practical experience is simultaneously related to theory. The clinical faculty provides close and/or direct supervision. Clinical education is an unpaid experience.
Prerequisite: Completion of or concurrent enrollment in VNSG 1136, VNSG 1138, VNSG 1432.

VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**CRT HRS:04 LEC HRS:04 LAB HRS:00**

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.
Prerequisite: Eligibility for Read 90.

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 patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.
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 in 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.

Women's Studies

WMNS 2301 INTRODUCTION TO WOMEN'S STUDIES*CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is an introduction to the field of Women's Studies. Women's issues are explored from a variety of perspectives. An emphasis will be placed on women's personal experiences and their connections to larger social structures. The focus of this course is to develop a sense of empowerment and critical thinking in students.
Prerequisite: None.

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B.A., University of South Florida

M.S., University of Hawaii

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South Texas Community College



Catalog Addendum 2003-2004



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* Specialization ** Field of Study *** Concentration

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

ADMISSIONS GUIDELINES

TESTING

Effective with the fall 2003 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.

An institution offering collegiate-level credit to students via a Multi-Institution Teaching Center (MITC) or a university system center, or to in-state students by distance learning delivery systems shall ensure that students are assessed as required by this section. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution. **These rules are subject to change and will be formally approved in October 2003.** STCC reserves the right to revise testing requirements as dictated by the state on an as needed basis.

The following assessment instruments may be used:

- (1) ASSET and COMPASS offered by ACT;
- (2) ACCUPLACER offered by The College Board
- (3) Texas Higher Education Assessment (THEA) (formerly TASP Test) offered by National Evaluation Systems, Inc.

The following minimum passing standards shall be used by an institution to determine a student's readiness to enroll in freshman-level academic coursework:

- (1) ASSET: Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.
- (2) COMPASS: Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.
- (3) ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.
- (4) THEA: Reading - 230; Mathematics - 230; Writing - 220.

For each student who fails to meet the minimum passing standards the following student success initiatives will apply. These new initiatives will foster the academic preparation necessary for students to be successful in future academic courses.

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

For more information, visit the Counseling & Advising Center or call 618-8372, or 1-800-742-STCC. For complete testing information, visit the Testing Center or call 668-6474.

SUPPORT SERVICES

CAMPUS SECURITY

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis. The following are statistics concerning numbers and types of crimes committed at all STCC centers for the period from 1998 to 2000.

CRIME	1999	2000	2001	2002
Murder	0	0	0	0
Sexual Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	2	1	1	1
Burglary	10	9	10	6
Motor Vehicle Theft	0	4	2	5
Liquor Law Violations	1	3	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	2	0	0	0

To report crimes, please call 1-911 from Pecan Campus line, or 683-2589 for Campus Dispatch then follow established Safety & Emergency Plan Procedures.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STCC community. Library facilities are located at the Technology Center, Downtown Center, Mid-Valley Campus, Nursing/Allied Health Center, Pecan Campus, and Starr Campuses. Librarian assistance is available at these sites. The Pecan Campus Library, now at over 30,000 square feet, will more than double its size when a building expansion is completed in June 2003.

By Fall 2003, STCC libraries will hold over 114,000 cataloged items in its collection, including books, video, and audio recordings. The Library catalogs its collections using SIRSI's *Unicorn* library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 300 print periodicals and over 20 web-based on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases allows direct retrieval of the full-text of the contents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers, and distance learning students with network dial-in access.

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 STCC community has access to the collections of several hundred academic and public libraries across the United States. STCC Library patrons can borrow materials directly from participating TexShare libraries with their current STCC ID card and a TexShare card available from the STCC library. Participating TexShare libraries in the region include: University of Texas Pan American, University of Texas at Brownsville/TSC, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

Student-access computers are available at all Library facilities. A Student I.D. is required.

FINANCIAL AID

Education after high school costs time, money, and effort. It's a big investment, and you should carefully evaluate the school you are choosing. South Texas Community College has elected to participate in the following U.S. Department of Education Title IV programs:

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

GENERAL INFORMATION

Student Eligibility

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

1. Fill out a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:
 - a. Have financial need
 - b. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit ATB). Please see Admissions Requirements for more information on ATB benefits.
 - c. Register with the Selective Service, 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
5. All transcripts from previously attended colleges and universities must be evaluated for transfer credit before any federal title IV aid can be awarded and/or credited to a student's account.

Financial Need

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

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

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

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

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

Dependency Status

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

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

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

- You were born before January 1, 1980 for the 2003-2004 (July 1, 2003 to June 30, 2004) Federal Award Year, or January 1, 1981 for the 2004-2005 (July 1, 2004 to June 30, 2005) Financial Aid Award Year;
- You are enrolled in a graduate or professional educational program (Beyond a bachelor's degree);
- You have children or dependents other than a spouse;
- You are an orphan or were a ward of the court until age 18); or
- You are a veteran of the U.S. Armed Forces

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

APPLYING – 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 be used to determine student eligibility for financial aid. The form must be filled out completely and correctly for a student's eligibility to be calculated correctly.

Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area.

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

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

Renewal FAFSAS

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). You will receive it at your home address.

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

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

By Mail

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

If it has been more than four weeks since you mailed in your application and you have not received a response, visit the STCC Office of Financial Aid and we can check on your application, or you can check yourself by calling 1-319-337-5665 (Monday - Friday, 8 a.m.

to 8 p.m., Eastern Time). Please note that you will have to pay for this call. Collect calls cannot be accepted and these services are not available through a toll free number. Or you can write to:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

If you write, make sure you include in your letter your full name, permanent address, Social Security Number, date of birth, and signature.

Filing Electronically

1. Let Us File For You

As a service to you at no charge, STCC's Office of Financial Aid will file your Free Application for Federal Student Aid (FAFSA). **If you apply electronically through STCC, your application will be processed in about two weeks.** The results will be sent electronically to STCC. You will receive a Student Aid Report Acknowledgment Form (SAR). When you receive the SAR you must review it carefully to make sure it is correct.

2. File Using FAFSA On The WEB

Personal computers are located in the STCC Labs where you can file the form yourself online at <http://www.fafsa.ed.gov>.

The Department of Education will not accept any applications without either a signature page with original signatures from the student and a parent (if required), or the transmission of an individualized PIN number that the Department of Education mails to select applicants. If you plan to use FAFSA on the WEB, please be sure to provide the Department of Education with either the PIN or original signatures or your application will not be processed.

WHEN DO I APPLY?

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

NOTE: You must reapply for federal aid every year. If you change schools, your aid does not transfer with you. Check with your new school to find out what steps you must take to continue receiving aid.

Application Submission Deadlines

Whether you apply electronically or by mail, the U.S. Department of Education (DOE) application processor must receive your application by June 30, 2004 for the 2003-2004 school year and June 30, 2005 for the 2004-2005 school year for the application to be processed. The STCC Office of Financial Aid must receive your processed application information from the U.S. Department of Education by your last day of enrollment in the school year for which you are applying for awards.

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

THERE CAN BE NO EXCEPTIONS TO THESE DEADLINES.

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

WHAT HAPPENS AFTER I APPLY?

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

1. The STCC Office of Financial Aid will mail you an award letter. This happens when your financial aid application is complete and there are no unresolved eligibility issues, or;
2. You will be mailed a Missing Information Letter. This occurs when there are issues/questions that need to be resolved before your eligibility may be determined. Approximately 45 percent of the applications submitted to STCC have issues/questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;
3. The U.S. Department of Education determines for one of several possible reasons that you are not eligible for federal student grant aid. This does not mean that you are not eligible for scholarships, state aid, or work study. If you are interested in any of these types of aid, you should inquire with the Office of Financial Aid so we can check to see if you may be eligible for one of these other sources of aid.

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

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

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

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

VERIFICATION

SELECTION OF STUDENTS FOR VERIFICATION

The U.S. Department of Education (DOE) selects 33% of the Free Application for Federal Student Aid (FAFSA) applications at random for verification. In addition, the DOE or South Texas Community College may select a student for verification if the information submitted appears to be incorrect or fraudulent.

The Office of Financial Aid at South Texas Community College verifies all financial aid applications for students who are selected for verification by the U.S. Department of Education who attend South Texas Community College during the Award year in which they are selected. In addition, South Texas Community College reserves the right to select additional applications as deemed appropriate by financial aid professionals.

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

IF THE DOCUMENTATION IS NOT ON TIME

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

ACCEPTABLE DOCUMENTATION

Below is a list all acceptable documentation and forms used:

- Verification Worksheets. These forms are available on the Internet at http://www.stcc.cc.tx.us/finaid/fa_forms.html
- Federal Income Tax Forms for all people whose income information is required by the U.S. Department of Education. STCC will accept copies of federal tax return forms. STCC will also accept IRS generated tax return transcripts (RTFPT).
- In cases where a conflict is perceived, STCC Office of Financial Aid 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:
 - o Untaxed Social Security Benefits – A statement from the Social Security Administration
 - o Unemployment Benefits – A statement from the agency which provided the benefits
- Signature requirements:
 - o Verification Worksheets
 - Dependent Students – Must be signed by the student and one parent.
 - Independent Students – Must be signed by the student
 - o Federal Income Tax Return Forms
 - Must be signed by the tax payer or the tax preparer. In lieu of a signature from the tax payer or preparer, the preparer's firm name and EIN number or Social Security number must appear on the tax return. Tax returns prepared by Vita, or self prepared must be signed by the taxpayer.

NOTIFICATION OF COMPLETION OF VERIFICATION

The STCC Office of Financial Aid 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 Office of Financial Aid and see how verification affected their EFC. The change will be reflected in the award amounts (if any) on the award letter. Award letters are mailed to students after all issues related to verification are resolved and any other eligibility issues are resolved.

CONFLICTING INFORMATION

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

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

PROFESSIONAL JUDGMENT

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

Dependency Overrides

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

1. Parents refuse to contribute to the student's education;
2. Parents are unwilling to provide information on the FAFSA application or for verification;
3. Parents do not claim the student as a dependent for income tax purposes;
4. Student is able to demonstrate total self-sufficiency.

Professional Judgment/Cost of Attendance Appeals

A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases, STCC 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 or dental expenses, 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 Office of Financial Aid in writing, with appropriate documentation attached. The Office of Financial Aid Appeals committee will review cost of attendance professional judgment requests. All decisions made by the committee are final.

Professional Judgment/Income Adjustment

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

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

Frequently Requested Telephone Numbers and Web Sites

The STCC Office of Financial Aid maintains an extensive website which contains:

1. Information about aid programs offered at STCC at:
http://www.stcc.cc.tx.us/finaid/finaid_info.htm
2. Information about all subjects related to the financial aid process at STCC at:
http://www.stcc.cc.tx.us/finaid/finaid_info.htm
3. All STCC financial aid forms in .pdf (Adobe Acrobat) format at:
http://www.stcc.cc.tx.us/finaid/fa_forms.html
4. Links to important Federal Student Aid Websites at:
http://www.stcc.cc.tx.us/finaid/finaid_websites.htm
5. Links to scholarship databases and scholarship sources outside STCC at:
<http://www.stcc.cc.tx.us/finaid/scholarships.htm>

The address of the Office of Financial Aid main web page is: <http://www.stcc.cc.tx.us/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 federal student aid publications to you.
- 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 sent 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), a toll-free number, which is the hotline to the U.S. Department of Education's Inspector General's Office. You may remain anonymous, if you wish.

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

Federal Pell Grant funds are not required to be repaid like loans. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) South Texas Community College's award letters show student eligibility for Federal Pell Grant funds for eligible students assuming that they will take at least 12 credit hours. Eligibility for the Federal Pell Grant is partially determined by the number of credit hours in which the student is enrolled. The Office of Financial Aid 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. More information on eligibility requirements is located in the sections that follow, on the award letter and on STCC's website at: http://www.stcc.cc.tx.us/finaid/pell_grant.html.

How do I qualify?

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by the U.S. Department of Education, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report SAR contains this number and will tell you if you are eligible. There are many school monitored requirements that can affect your eligibility for Federal Pell Grant funds, including but not limited to:

1. Your enrollment status, the number of credit hours that you are registered for and in which your instructors confirm that you attend class at least once.
2. Your continued enrollment within a semester, if you withdraw or are withdrawn from school you may be required to repay funds that have already been awarded to you.
3. Your grades, if you do not earn at least one passing grade in a semester you may be required to repay funds that have already been awarded to you.
4. The number of developmental courses that you have attempted, STCC may only fund 30 credit hours (10 classes) of developmental work over a student's educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the student's enrollment status - which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.

How much money can I get?

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

How will I be paid?

STCC 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 STCC will pay you the difference directly, usually by check or direct deposit into an account that you designate. Eligibility verification takes time, because the STCC

Office of Financial Aid must confirm that all students have attended all of the courses that they are counting in their enrollment status at least once. This enrollment verification takes place after census day and usually takes three weeks. More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter and on STCC's Office of Financial Aid website. Estimated check release dates are provided to students before the start of each semester on the Office of Financial Aid website.

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

Yes, if you are otherwise eligible. You will not receive as much as if you were enrolled full time, but STCC will disburse your Pell Grant funds in accordance with your enrollment status.

FEDERAL STUDENT LOANS

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

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

If you have a subsidized loan, you will not be charged interest during the deferment. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment. 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 can not 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.

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

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

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

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

How much money can I get?

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

How will I be paid?

STCC will credit the 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). Please reference the "How will I be paid?" section in the Pell Grant section for more information about the timing and method of payments.

Federal Work-Study

What is Federal Work-Study?

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.

How much will I make?

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

How will I be paid?

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

Are Federal Work-Study jobs on campus or off campus?

Both. You may be assigned to work at any of the locations of the STCC campus. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

Can I work as many hours as I want?

No. The amount you earn can not exceed your total Federal Work-Study award. When assigning work hours, STCC Office of Financial Aid will consider your class schedule and your academic progress.

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 STCC Office of Admissions and Records.

Non-Resident Texas Public Education Grant Funds

There is a very limited amount of Texas Public Education Grant (TPEG) funds which are generated from the funds that non-resident students pay for tuition at STCC. These funds are set aside every year to make TPEG awards to non-resident students. These funds are awarded each semester based on the information that applicants provide on the Non-Resident TPEG request forms. The forms contain detailed information on how to apply, including application deadlines.

STATE AID PROGRAMS

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

Grants and Scholarships

Educational Aide Exemption Program

The purpose of the Education Aide Program is to encourage elementary and secondary school district employees to complete full teacher certification by providing need-based tuition and mandatory fee exemptions at Texas public institutions of higher education.

Who can apply?

Individuals may apply if they:

- have applied for financial aid through the college to be attended, including filing the Free Application for Federal Student Aid through the college to be attended or by qualifying on the basis of adjusted gross income (see Coordinating Board rules).
- are residents of Texas.
- have at least one school year experience as an educational aide working in a Texas public school classroom directly with students.
- are employed by an elementary or secondary Texas public school during the period of enrollment for which the exemption is given.
- will be enrolled in classes leading to teacher certification at the time they receive the exemption, and
- meet academic progress requirements of the college's financial aid office.

Toward Excellence, Access, & Success (TEXAS)

Grant Program

The purpose of the program is to provide a grant of money to enable well-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas.

Who can compete for an award?

A student who:

- is a Texas resident;
- graduated from a public or accredited private high school in Texas no earlier

than fall 1998;

- completed the recommended or advanced high school curriculum or its equivalent;
- has applied for any available financial aid or assistance;
- enrolls at least 3/4 time in an undergraduate degree or certificate program;
- has not been convicted of a felony or a crime involving a controlled substance; and
- must have financial need (Cost of Attendance - EFC - Other Financial Aid = Need).

Students who do not qualify for TEXAS Grant funds because they do not meet the High School curriculum requirements who earn their first Associates Degree (after May 2001) from a Texas College or University who enroll in a Bachelors Degree program within 12 months of the date they graduated with their Associates Degree may be eligible for TEXAS Grant funds at a Texas 4-year institution. Students who believe that they qualify for TEXAS Grant funds by virtue of their Associates Degree should contact the Office of Financial Aid at the Texas 4-year institution where they intend to pursue a bachelors degree.

Toward Excellence, Access, & Success (TEXAS)

Grant Program II

The purpose of the program is to provide grants of money to enable eligible students to attend community, junior, and technical colleges in the state of Texas. The continuation of the Texas Grant II is subject to the approval of the state legislature, and funding levels are determined yearly.

Who can compete for an award?

- must be a Texas resident;
- must complete and submit a FAFSA (Free Application for Federal Student Aid);
- enroll at least half time in an associate/certificate program of study;
- must not have completed more than 30 credit hours earned towards their certificate/degree plan;
- have a Federal Expected Family (EFC) of 2000 or less;
- must have financial need (Cost of Attendance - EFC - Other Financial Aid = Need);
- may not be convicted of a felony or crime involving a controlled substance;
- must not have an associate's or bachelor's degree;
- must not be eligible for a TEXAS Grant.

Texas Public Educational Grant (TPEG)

- For residents, nonresidents or foreign students.
- For undergraduates or graduates.
- For students attending public colleges in Texas.
- Maximum award based on individual student financial need.
- Students are awarded based on the availability of funds.

Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP)

- For residents or nonresidents.
- For undergraduates or graduates enrolled at least half time.
- For students attending public colleges in Texas.
- Cannot be in default on a student loan.
- Cannot owe a refund on a student grant.
- If male, must meet draft registration requirement.

General Scholarships for Nursing Students

LVN (Licensed Vocational Nurse); ADN (Associate Degree in Nursing); BSN (Bachelor Degree in Nursing).

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN or in an associate, bachelor or graduate degree in professional nursing.
- For students attending a Texas public or independent nonprofit institution.
- ADN and BSN student must not be licensed to practice as a licensed vocational nurse.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN, BSN or graduate nursing students.

Early High School Graduation Scholarships

- For Texas residents only.
- For students enrolled on a full- or a part-time basis.
- Student must have completed the requirements for graduation from a public high school in no more than 36 consecutive months.
- For students who have attended high school in Texas only.

- Total award is \$1000 that may be applied to the cost of tuition for college coursework at Texas colleges and universities.

Persons who believe they are eligible should contact the Texas Higher Education Coordinating Board for a copy of the form letter to be submitted to the Board by the students' high school counselor. The Board then writes to the relevant institution, certifying the students' eligibility.

WORK-STUDY PROGRAMS

Texas College Work-Study Program

- For students attending public or non-profit independent colleges in Texas.
- For Texas residents.
- For undergraduate and graduate students enrolled at least half time.
- Student may not be on an athletic scholarship.
- Student may not be enrolled in a seminary or other program leading to ordination or licensure to preach.
- The number of hours of part-time work is based on the student's financial need.
- Maximum award is based on a student's need.

TUITION AND/OR FEE EXEMPTIONS

Veterans and Dependents (Hazelwood Act)

Exemption from tuition and some fees at public colleges and universities in Texas.

- To be eligible:
- 180 days active service.
 - Resident of Texas when entered service.
 - Honorable discharge or general discharge under honorable conditions.
 - Resident of Texas at time of registration.
 - Limited federal education benefits.

Exemptions may also apply to children whose parent(s) died while in the Armed Forces or who died as a result of illness or injury connected with service and to children of members of the Texas National Guard and Texas Air National Guard who died since Jan. 1, 1946, while on active duty. Prior to enrollment, the student should provide proof of eligibility to registrar of college to be attended. Time should be allowed to determine eligibility at the institution for other federal education benefits.

Students who wish to apply for this program at STCC must:

- Have completed a Hazelwood application.
- Submit VA form DD214.
- Submit a non-entitlement letter from the VA.
- Submit a financial aid SAR.

For Highest Ranking High School Graduates

Exemption from tuition only for two semesters of first regular session at public colleges and universities in Texas following high school graduation. The Texas Education Agency (TEA) mails out valedictorian certificates to public school superintendents each spring to distribute to qualifying students. For more information, contact TEA at (512) 463-9637.

To be eligible:

Must be the highest ranking graduate of an accredited high school in the state. Student should provide proof of eligibility to the registrar of the college to be attended.

Blind, Deaf Students

Exemption from tuition and fees at public colleges and universities in Texas.

To be eligible:

- Must present certification of deafness or blindness from the appropriate state vocational rehabilitation agency.
- Student must provide written statement of educational purpose, indicating the educational goal to be pursued.
- Must have a high school diploma or its equivalent.
- Must furnish proof of high moral character and meet entrance requirements of the educational institution.
- Student should provide relevant documentation to the registrar's office of the institution to be attended.

Children of Disabled Firemen and Peace Officers

Exemption from tuition and fees at public colleges and universities in Texas.

To be eligible:

- Must be the child of deceased or disabled firemen, peace officers, custodial employees of the Department of Corrections, or game wardens, whose death or disability was sustained in the line of duty while serving in Texas.
- Must be applied for prior to 21st birthday.
- May not be transferred, unless to a senior college upon completion of a community/junior college course of study.

Persons who believe they are eligible should contact the Texas Higher Education Coordinating Board for a copy of the form letter to be submitted to the Board by the supervisor of the injured or deceased parent. The Board then writes to the relevant institution, indicating the student is eligible.

Children of Prisoners of War, Persons Missing in Action

Exemption from tuition and fees at public colleges or universities in Texas.

To be eligible:

- Must be a dependent child of Texas resident who is either a prisoner of war or missing in action.
- Must provide proof of parent's status from the Department of Defense.
- Must be under 21 years of age, or a person under 25 years of age who received the majority of his support from his parent(s).

Fire Fighters Enrolled in Fire Science Courses

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

To be eligible:

- Must be fire fighter enrolled in fire science courses offered as a part of a fire science curriculum.
- For residents and nonresidents.

Foster Care Students

Exemption from tuition and fees (other than building use fees) at public colleges and universities in Texas.

To be eligible:

- Must have been in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday.
- Must enroll in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

Temporary Assistance for Needy Families (TANF)

Exemption from tuition and fees (other than building use fees) at Texas public colleges and universities for up to one year.

To be eligible:

- Must have graduated from public high school in Texas.
- During last year of high school must have received financial assistance under Chapter 31, Human Resources Code (TANF) for not less than six months.
- Must be less than 22 years of age at the time of enrollment in college.
- Must enroll in college within 24 months of high school graduation.
- Must be a Texas resident.

The Texas Tomorrow Fund

The Texas Tomorrow Fund 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 at 1-800-445-GRAD or check with the Office of Financial Aid.

OTHER ASSISTANCE PROGRAMS

Scholarships

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

Valley Scholars

Valley Scholars are Hidalgo and Starr County high school graduates who are in the top ten percent of their school's graduating class. Valley Scholars receive a \$500.00 scholarship per semester to be used only at South Texas Community College for 4 regular semesters (funds are not available in the Summer semesters). Other benefits for the Valley Scholars include special mentoring, tutoring; field trips to colleges, universities, motivational speakers, and other incentives. For further information, contact Mr. David Laurel at (956)618-8373.

National Hispanic Scholarship Fund

The purpose of the National Hispanic Scholarship Fund (NHSF) scholarships is to assist Hispanic American students in completing their higher education. NHSF scholarships are available on a competitive basis to undergraduate and graduate students of Hispanic background. Awards normally range from \$500 to \$1000. Applications are usually available

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at the financial aid locations throughout the district during the months of August and September.

Veteran's Educational Benefits

STCC 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 and number of dependents. 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 STCC Veteran Affairs Office. Students receiving V.A. educational benefits must adhere to V.A. Satisfactory Progress Standards. More information on these standards is available from the Veteran Affairs Office. Please visit the Veteran Affairs office or call Cris Flores at (956) 688-2109, or at 1-800-742-STCC.

Texas Rehabilitation Commission (TRC)

The Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Texas Rehabilitation Commission.

Workforce Investment Act (WIA) / Workforce Solutions

Students may qualify for help in meeting their educational expenses through the Workforce Investment Act. Prior to enrollment at STCC, a student should contact their local Workforce Solution Center to determine eligibility and types of assistance available to them. Students needing more information on WIA may contact the STCC Office of Financial Aid.

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 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 STCC Office of Financial Aid.

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. For more information on this program, call 1-800-942-2677 or write to: The Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

VAMOS-Valley Alliance of Mentors for Opportunities & Scholarships

VAMOS is an Hidalgo County organization that provides scholarships to Hidalgo County Hispanic youth graduating in the top 25 percent of their school's graduating class. Students must be Hispanic and U.S. citizens, or permanent lawful residents. The amount of scholarships varies and is dependent on a student's financial aid and unmet need.

TAX BENEFITS FOR HIGHER EDUCATION

HOPE Scholarship

Students will receive a 100 percent tax credit for the first \$1,000 of tuition and required fees and a 50 percent credit on the second \$1,000. This credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance and will be available for payments made after December 31, 1997, for college enrollment after that date. A high school senior going into his or her freshman year of college in September 1998 for example, could be eligible for as much as a \$1,500 HOPE tax credit. Students needing more information on the HOPE Scholarship may contact the STCC Office of Financial Aid.

Lifetime Learning tax credit

This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college juniors, seniors, graduate and professional degree students. A family will receive a 20 percent tax credit for the first \$5,000 of tuition and required fees paid each year through 2002, and for the first \$10,000 thereafter. Just like the "HOPE Scholarship" tax credit, the Lifetime Learning tax credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance; families may claim the credit for amounts paid on or after July 1, 1998, for college or vocational school enrollment beginning on or after July 1998. The

maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-secondary students in the family, and is phased out at the same income levels as the "HOPE Scholarship" tax credit. Families will be able to claim the Lifetime Learning tax credit for some members of their family and the "HOPE Scholarship" tax credit for others who qualify in the same year. Students needing more information on the Lifetime Learning tax credit may contact the STCC Office of Financial Aid.

SATISFACTORY ACADEMIC PROGRESS

Financial Aid Satisfactory Academic Progress Policy

Federal regulations mandate that a student receiving financial assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. South Texas Community 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 are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Satisfactory Academic Progress is measured with the following standards as mandated by federal regulations:

- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs/Earned hrs measured by semester).

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the STCC 2002 - 2004 Catalog. STCC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 average after each semester.

Quantitative Standard

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

1. 67 percent completion rate requirement: Students must complete 67 percent of the course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement.

67% Rule (Attempted Semester Hours x 67%)

Attempted Semester Hours	67 Percentage Rule	Earned Sem. Hrs Must Be >or=
18 Credit Hours	67%	12
17 Credit Hours	67%	11
16 Credit Hours	67%	11
15 Credit Hours	67%	10
14 Credit Hours	67%	9
13 Credit Hours	67%	9
12 Credit Hours	67%	8
11 Credit Hours	67%	7
10 Credit Hours	67%	7
9 Credit Hours	67%	6
8 Credit Hours	67%	5
7 Credit Hours	67%	5
6 Credit Hours	67%	4
5 Credit Hours	67%	3
4 Credit Hours	67%	3
3 Credit Hours	67%	2
2 Credit Hours	67%	1
1 Credit Hour	67%	1

2. Maximum Time Frame (MTF): Maximum time frame is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent, then they have reached maximum time frame. The graph below contains two examples. *Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.*

Maximum Time Frame Rule Examples (Required Grad Hours X MTF%)

Hours required to Graduate	Times	Equals the maximum number of credit hours that the student may have and be eligible to receive financial aid for while in that program
60 Credit Hours	150%	90
42 Credit Hours	150%	63

In the first example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit hours would be 150%. In the second example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 credit hours attempted at STCC in that program they would reach maximum time frame.

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

- Courses where grades of "A", "B", "C", "D" and "P" are earned are considered attempted and earned credit hours.
- Courses where grades of "F", "W", "NP", "WP", "WF", "DP", "DF", or "I" are earned are considered credit hours attempted, but not earned.
- Students who withdraw from the college must still maintain satisfactory academic progress. A complete withdrawal will always have a negative effect on a student's standing under the policy. If a student withdraws from school during the semester, his or her grades for the semester will be all Ws. These grades are not passing, therefore the student did not meet the 67 percent completion rate requirement and will be placed either on financial aid probation or suspension depending on what their status was before the semester began.

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

Following the first semester in which the satisfactory academic progress and/or enrollment status are not met, the student will be placed on financial aid probation/warning for the next semester of enrollment. The student will be allowed to receive financial aid funds while on probation as long as they are otherwise eligible for the funds.

- Students who are on probation/warning who **improve** their academic performance to the required 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 probation/warning who **fail to meet** the standards of the satisfactory academic progress policy will be placed on financial aid suspension and denied further funding until he/she meets the standards again.
- A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- Students will be allowed to change their declared major once and have some credits excluded from the maximum time frame calculation. All developmental courses and academic courses where the student earned grades of "F", "W", "NP", "WP", "WF", "DP", or "DF" will be excluded from the Maximum Time Frame calculation. Changing programs due to scholastic suspension does not waive financial aid suspension.
- Students on academic probation or academic suspension will automatically be placed on financial aid probation or financial aid suspension. If a student successfully appeals their **academic** probation or suspension, that appeal has no effect on their standing with the Financial Aid Satisfactory Policy, they will still be on Financial Aid Suspension. Please reference the Appeals Process section below for information on the appeal process.
- If a student graduates from STCC and re-enrolls at STCC to pursue another program, all developmental courses and academic courses where the student earned grades of "F", "W", "NP", "WP", "WF", "DP", or "DF" will be excluded from the Maximum Time Frame calculation.
- Students placed on financial aid probation or financial aid suspension will be notified in writing of their status after grades are available on STCC's computer system.

ADDITIONAL INFORMATION

- 30 credit hours of developmental coursework will be eliminated from the maximum time frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the maximum time frame calculation.
- Students who reduce their course load by dropping a course after the semester has begun risk non-compliance with the 67% completion rate requirement.
- Transfer hours which have an STCC equivalent are counted in the maximum time frame calculation.
- Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled if student is on financial aid suspension.
- When South Texas Community College has a consortium agreement with a participating institution, the student must meet the satisfactory academic progress policy of the institution that is awarding aid.

APPEAL PROCESS

Students who do not meet STCC's financial aid satisfactory academic progress policy because of unusual circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension. The committee meets at least once every two weeks and reviews all appeals in order based on the date that they were

submitted.

- A Financial Aid Appeal form must be obtained and submitted to the STCC Office of Financial Aid.
- Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
- Appeals will be approved/disapproved by the Financial Aid Committee.
- All decisions made by the Financial Aid Committee are final.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Policy Summary

There are three types of Title IV funds that are affected by the return of Title IV funds policy at STCC. They are the Federal Pell Grant, Federal SEOG Grant, and Federal LEAP Grant. When a student who is a recipient of any of these programs withdraws or is withdrawn, there are two policies related to finance that the student should be familiar with. The first is STCC'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 in the following paragraphs.

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 and the Return of Title IV Funds section with the examples please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at (956) 928-3424, and the Cashier's Office may be reached at (956) 618-8309 or both may be reached at (800) 742-STCC.

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

When a student fails to earn at least one passing grade

If a student does not earn at least one passing grade for a semester, the U.S. Department of Education regulations state that the STCC Office of Financial Aid must either document that the student was in physical attendance past the 60% point of the semester or perform a Return of Title IV funds calculation with the percentage earned by the student set at 50% percent.

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% point in a semester, they have earned 100% of their Federal aid and no adjustment is required.

The process for students who are withdrawn or dropped by STCC:

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. The withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn up to the 50% point of the semester. The percentage of aid earned by the student is determined by the withdrawal date up to the 50% point of the semester. If the student is withdrawn on or after the 50% point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50%. For example, if a student is withdrawn for TASP non-compliance at the 20% point of the semester then the calculation will be done using 20% as the percentage of aid earned. If another student is withdrawn because of TASP non-compliance at the 85% point of the semester, the percentage for the calculation will be 50%.

Return of Title IV Funds calculation resulting in money owed to South Texas Community 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, STCC 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 STCC 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 STCC. The debt must be repaid before the student will be allowed to register for a future semester.

Return of Title IV Funds calculation resulting in money owed to the U.S. Department of Education

Students who receive Title IV funds in excess of the costs of tuition and fees, accept the excess funds, and then withdraw or are withdrawn, may be responsible to repay some of those funds. **This is a debt that is separate from any amount that a student may owe STCC as a result of their withdrawal from the semester.** When a student owes money to the Department of Education, he or she has 45 days from the date STCC notifies them of the debt to pay the Department of Education through STCC. Students who want to repay the Department of Education through STCC should make a payment to the Cashier's office and then notify the Financial Aid office that payment was made to be sure that it is sent to the Department of Education.

If the student does not pay STCC within 45 days, STCC will turn the student over to the Department of Education for collections. Students who have been turned over for collections may call ED Collections at 1-800-621-3115, email them at DCS_HELP@ed.gov, 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

Jane Student enrolled for 16 credit hours in the Spring semester at STCC. She withdrew from her classes 55 days into the semester. Her bill for tuition and fees was \$1385.00. There are a total of 110 days in the semester, so Jane earned 50.4% of her Title IV aid. Jane received a total of \$1875.00 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 Jane earned, we must multiply the percentage earned by the amount she was eligible to receive. $50.4\% \times \$1875.00 = \945.00

Since Jane was enrolled for 50.4% of the Fall semester, according to U.S. Department of Education regulations, she has earned \$945.00 of her Pell Grant. The Department of Education requires that STCC return \$686.96 of the unearned funds from the funds that Jane used to pay for her tuition and fees. Because Jane withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Jane will be responsible to repay STCC \$686.96 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

Jane is also responsible to repay the U.S. Department of Education \$121.52. She will have 45 days from the day that the STCC Office of Financial Aid notifies her of her debt to repay the Department of Education through STCC. If she chooses not to repay the debt within 45 days, STCC will turn her over to the Department of Education for collection. The Department of Education will suspend her financial aid eligibility until she makes satisfactory repayment arrangements.

Example #2

Joe Student enrolled for 12 credit hours in the Fall semester, attended a few weeks of his classes and decided to leave school. He was eligible for \$400.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was \$630.00. He did not inform STCC 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 35% 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. $35.0\% \times \$400.00 = \140.00

Since Joe was enrolled for 35.0% of the Fall semester, according to U.S. Department of Education regulations, he has earned \$140.00 of her Pell Grant. The Department of Education requires that STCC return \$260.00 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 STCC \$260.00 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.

Example #3

Sarah Student was enrolled in 12 credit hours for the Spring semester, was not withdrawn and did not initiate the withdrawal process. She earned all Fs for the Spring Semester. The Office of Financial Aid was unable to find documentation showing that she had attended past the 60% point of the semester, and consequently was required to perform a Return of Title IV funds calculation.

Per U.S. Department of Education regulations Sarah is entitled to 50% of her \$2,000.00 Pell Grant award. Sarah will be responsible to repay STCC \$315.00 because STCC will be

required to return \$315.00 to the U.S. Department of Education. Sarah will also be responsible to pay \$342.50 to the U.S. Department of Education. She will have 45 days from the day that the STCC Office of Financial Aid notifies her of her debt to repay the Department of Education through STCC. If she chooses not to repay the debt within 45 days, STCC will turn her over to the Department of Education for collection. The Department of Education will suspend her financial aid eligibility until she makes satisfactory repayment arrangements.

TUITION AND FEES

FEES FOR 2003 - 2004 ACADEMIC YEAR

Other Student Additional Fees

Continuing Education per contact hour	4.25
Drop/Add Fee (1st to 12th class day) one time fee	25.00
Allied Health Loan Late Payment Fee	25.00
NAH Course Fees: Liability Insurance Fee/ Exams/Booklets/Badges/ Certificate/Other Activities ... <i>(Obtain information from your program chair)</i>	
Applied Music Fee per Course	75.00
Computer Science Lab Fee for CS1301	25.00
Science Course Lab Fee per Course	25.00
Electronic Distance Learning	25.00
Wellness Center Student Membership Fee per Semester	45.00
Special Training Activity Fees	to be negotiated

FINANCIAL INFORMATION

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STCC does not re-deposit checks. These checks are forwarded directly to the Check Rite office for processing.
- To clear a returned check, the student must call the Check Rite's Office at 956-630-2878 to pay for the check. Checks will not be accepted.
- Returned checks not promptly paid to Check Rite will be referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department and the student will be charged a \$25 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

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.

	Hope Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuition and Fees Deduction	Coverdell ESA ¹	Qualified Tuition Program (QTP) ¹	Early IRA withdrawals ¹	Education Savings Bond Program ¹	Employer - Provided Educational Assistance ¹
What is your benefit?	Credits can reduce amount of tax you must pay		Can deduct interest paid	Can deduct expenses	Earnings not taxed	Earnings not taxed ²	No 10% additional tax on early withdrawal	Interest not taxed	Employer benefits not taxed
What is the annual limit?	\$1,500 credit per student	\$1,000 credit per family	\$2,500 deduction	\$3,000 deduction	\$2,000 contribution per beneficiary	None	Amount of qualifying expenses	Amount of qualifying expenses	\$5,250 exclusion
What expenses qualify besides tuition and required enrollment fees?	None	None	Books Supplies Equipment Room & board Transportation Other necessary expenses	None	Books Supplies Equipment Expenses for special needs services Payments to QTP Higher education: Room & board if at least half-time student Elem/sec (K-12) education: Tutoring Room & board Uniforms Transportation Computer access Supplementary expenses	Books Supplies Equipment Room & board if at least half-time student Expenses for special needs services	Books Supplies Equipment Room & board if at least half-time student Expenses for special needs services	Payments to Coverdell ESA Payments to QTP	Books Supplies Equipment
What education qualities?	1st 2 years of undergraduate (postsecondary)	Undergraduate & graduate Courses to acquire or improve job skills	Undergraduate & graduate	Undergraduate & graduate	Undergraduate & graduate K-12	Undergraduate & graduate	Undergraduate & graduate	Undergraduate & graduate	Undergraduate & graduate
What are some of the other conditions that apply?	Can be claimed for only 2 tax years Must be enrolled at least half-time in degree program No felony drug conviction(s)		Must have been at least half-time student in degree program	Cannot claim both deduction and education credit for same student in same year	Must withdraw assets at age 30 unless special needs beneficiary			Applies only to qualified series EE bonds issued after 199 or series I bonds	
In what income range do benefits phase out?	\$41,000 - \$51,000 \$82,000 - \$102,000 for joint returns		\$50,000 - \$65,000 \$100,000 - \$130,000 for joint returns	No deduction if income is more than \$65,000 (\$130,000 for joint returns)	\$95,000 - \$110,000 \$190,000 - \$220,000 for joint returns	No phaseout	No phaseout	\$57,600 - \$72,600 \$86,400 - \$116,400 for joint returns	No phaseout

¹ Any nontaxable withdrawal is limited to the amount that does not exceed qualifying educational expenses.

² Does not apply to distributions from QTPs sponsored by educational institution until 1/1/04; however, no 10% additional tax is imposed.

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

The following grading system is used at South Texas Community College:

Grade	Interpretation	Grade Points per Semester 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. 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.

South Texas Community 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

Students are expected to meet certain minimal standards for coursework completed at South Texas Community College. Students who fail to maintain a cumulative grade point average of 2.0 (C average) are considered scholastically deficient and will be placed on academic probation or suspension as appropriate. Students in developmental studies will be limited to a maximum of 13 credit hours of coursework per fall and spring semester, and seven credit hours of coursework per summer session. Students who have not met TASP requirements will be required to take more than one developmental course each semester if they are TASP deficient in more than one area. All students taking developmental math will be tested on Accuplacer for mandatory placement in developmental math courses. All developmental courses will be included in the Grade Point average for all students at STCC. In the case of a repeated course, the last grade recorded will be used in the computation.

The Academic Probation and Suspension Policy for students attending the College is as follows:

Level of Academic Status	GPA Criteria
Good Standing	Cumulative GPA is 2.00 or above
Placed on Academic Probation	Cumulative GPA has dropped below 2.00
Continued on Academic Probation	Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above
Academic Suspension	Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

Academic probation or suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester and cumulative grade point average. Academic suspension shall 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.

A student on academic suspension who raises the 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 low or 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.

Texas Success Initiative Non-complete Students

The Early Academic Alert, Mandatory Intervention, and Suspension Policy for Texas Success Initiative non-complete students attending the College is as follows: **(PENDING APPROVAL)**

Level of Academic Status	GPA Criteria
Good Standing	Cumulative GPA is 2.00 or above
Early Academic Alert	Cumulative or current semester GPA, including developmental coursework, below 2.00
Mandatory Intervention	Previously on Early Academic Alert and current semester GPA is below 2.00
Academic Suspension	Previously on Mandatory Intervention and current semester GPA is below 2.00

Good Standing, Early Academic Alert, Mandatory Intervention, and Academic Suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester grade point average, including developmental studies and College Success coursework. Academic suspension shall 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.

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 low or 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.

SCHOLASTIC REGULATIONS

ACADEMIC TRANSFERABLE COURSES

2003-2004

The following STCC academic courses are transferable in accordance with the Texas Common Course Numbering System. (Last Modified 06-02-03)

Four-year institutions determine which courses will be required for degrees at their institution.

ADDITIONS AND/OR CHANGES:

DANC	1242	BALLET II (formerly KINE 1215)
DANC	1248	JAZZ DANCE II
GEOL	1403	PHYSICAL GEOLOGY (formerly General Geology I)
GEOL	1404	HISTORICAL GEOLOGY (formerly General Geology II)
GEOL	1447	METEOROLOGY
HUMA	1315	FINE ARTS APPRECIATION
KINE	1252	SCUBA II (formerly Advanced Scuba)
MATH	1316	PLANE TRIGONOMETRY
MATH	1324	FINITE MATHEMATICS
MATH	1442	STATISTICS (formerly MATH 1342)
PHYS	1411	INTRODUCTORY ASTRONOMY I
PHYS	1412	INTRODUCTORY ASTRONOMY II
QUMT	2340	QUANTITATIVE METHODS – BUSINESS STATISTICS I

CURRICULUM

CORE CURRICULUM

2003-2004

The following information are changes or additions to the student catalog 2002-2004 core curriculum found on pages 69-72. Please refer to the student catalog 2002-2004 for additional core curriculum.

NATURAL SCIENCES

8 credits

PHYS	1411	Introductory Astronomy I
PHYS	1412	Introductory Astronomy II
GEOL	1403	Physical Geology
GEOL	1404	Historical Geology
GEOL	1447	Meteorology

HUMANITIES & VISUAL AND PERFORMING ARTS

Visual and Performing Arts

3 credits

HUMA	1315	Fine Arts Appreciation
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Humanities

3 credits

FREN	2311	Intermediate French I
HUMA	2319	American Minority Studies
HUMA	2323	World Cultures
SGNL	2301	Intermediate American Sign Language I
SPAN	2311	Intermediate Spanish I
SPAN	2316	Career Spanish I
SPAN	2321	Introduction to Spanish Literature I
SPAN	2323	Introduction to Latin American Literature
SPAN	2324	Spanish Culture

Social & Behavioral Sciences

3 credits

CRJ	1306	Court Systems and Practices
CRJ	1310	Fundamentals of Criminal Law
CRJ	2313	Correctional Systems and Practices
CRJ	2328	Police Systems and Practices
PSYC	2307	Adolescent Psychology
PSYC	2317	Statistical Methods in Psychology

ADDITIONAL HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

2003-2004

Foreign Language*

FREN	2311	Intermediate French I
SGNL	2301	Intermediate American Sign Language I
SPAN	2311	Intermediate Spanish I
SPAN	2316	Career Spanish I
SPAN	2321	Introduction to Spanish Literature I
SPAN	2323	Introduction to Latin American Literature
SPAN	2324	Spanish Culture

Humanities

HUMA	2319	American Minority Studies
HUMA	2323	World Cultures

*Check catalog for course pre-requisites.

DIV

TASP WA

FIRST SE

ITSC

POFT 1

POFT 1

POFT 1

SECOND

ITSW 1

ITSC 2

POFT

POFT 2

POFT 2

THIRD S

ITSW 2

POFT 2

TASP WA

FIRST S

ITSC

POFT

POFT

POFT 2

SECOND

ITSW

ITSC

ITSW

ITSW

ITSW

THIRD S

ITSW

POFT

+

DIVISION OF BUSINESS, MATH, SCIENCE AND TECHNOLOGY

ADMINISTRATIVE OFFICE CARRIERS

OFFICE SPECIALIST CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours	
ITSC	1309	Integrated Software Applications I	3
POFT	1301	Business English	3
POFT	1321	Business Math	3
POFT	1329	Keyboarding and Document Formatting	3
SECOND SEMESTER			
ITSW	1301	Introduction to Word Processing	3
ITSC	2321	Integrated Software Applications II	3
POFT	1309	Administrative Office Procedures I	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Correspondence and Communication	3
THIRD SEMESTER (SUMMER SESSION I)			
ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2
Total Credit Hours:			32

WORD PROCESSING SPECIALIST CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours	
ITSC	1309	Integrated Software Applications I (TP)	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I (TP)	3
POFT	1329	Keyboarding and Document Formatting	3
SECOND SEMESTER			
ITSW	1301	Introduction to Word Processing (TP)	3
ITSC	1313	Internet / Web Page Development (TP)	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	1310	Introduction To Presentation Graphics Software (TP)	3
THIRD SEMESTER (SUMMER SESSION I)			
ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2
Total Credit Hours:			32

ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours	
ITSC	1309	Integrated Software Applications I (TP)	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I (TP)	3
POFT	1329	Keyboarding and Document Formatting	3
PSYC	2301	General Psychology	3
SECOND SEMESTER			
POFT	1349	Administrative Office Procedures II	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Correspondence and Communication	3
ITSW	1301	Introduction to Word Processing (TP)	3
		###Mathematics / Natural Sciences Elective	4
THIRD SEMESTER			
POFI	2331	Desktop Publishing for the Office	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	2331	Advanced Word Processing	3
SPAN	2313	Spanish for Spanish Speakers I	3

FOURTH SEMESTER

ITSW	1310	Introduction To Presentation Graphics Software (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
ENGL	1301	Composition	3
SPCH	1321	Business and Professional Speaking	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 hours General Education Requirement

###Students must take a 4 credit hour course in order to fulfill the MATH / Natural Sciences Elective.

+ Effective September 1, 2003, the assessment instrument will be THEA (Texas Higher Education Assessment)

**LEGAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
ITSC	1309	Integrated Software Applications I	3
POFL	1305	Legal Terminology	3
POFT	1301	Business English	3
POFT	1329	Keyboarding and Document Formatting	3
PSYC	2301	General Psychology	3

SECOND SEMESTER

POFL	1303	Legal Office Procedures I	3
POFL	1355	Legal Issues for Medical Documents	3
ITSW	1301	Introduction to Word Processing	3
		<u>###Mathematics / Natural Sciences Elective</u>	4
SPAN	2313	Spanish for Spanish Speakers I	3

THIRD SEMESTER

POFL	2301	Legal Document Processing	3
POFL	1359	Legal Transcription	3
POFL	1340	Legal Office Procedures II	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	2331	Advanced Word Processing	3

FOURTH SEMESTER

ITSW	1307	Introduction to Database	3
ACNT	1303	Introduction to Accounting I	3
ENGL	1301	Composition	3
SPCH	1321	Business and Professional Speaking	3
POFL	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 hours General Education Requirement

###Students must take a 4 credit hour course in order to fulfill the Math / Natural Sciences Elective.

BUSINESS ADMINISTRATION

**ACCOUNTING CLERK
CERTIFICATE**

TASP WAIVED+

FIRST SEMESTER

			Credit Hours
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
ENGL	1312	Business Writing	3
BNKG	1301	Money and Banking (TP)	3

SECOND SEMESTER

ACNT	1304	Introduction to Accounting II (TP)	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll and Business Tax Accounting	3
HRPO	1311	Human Relations	3

THIRD SEMESTER

BMGT	2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 28

**BANKING
CERTIFICATE**

TASP WAIVED+

FIRST SEMESTER

			Credit Hours
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BNKG	1301	Money and Banking (TP)	3
BNKG	1303	Principles of Bank Operation	3

SECOND SEMESTER

BMGT	1341	Business Ethics	3
BMGT	1305	Communication in Management	3
BNKG	1343	Law and Banking or BUSI 2301	3
BNKG	1347	Bank Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

TASP WAI

FIRST SI
ITSC

BUSI
BMGT
BUSG
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BNKG
BMGT
ITSC
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TASP WZ

FIRST S
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BMGT

TASP W

FIRST
ACNT
ITSC

BMGT
BMGT
BMGT

SECON
BUSI
BMGT
BMGT
BMGT
BMGT

E-COMMERCE CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
BUSG	1371	Introduction to E-Commerce	3
BMGT	1341	Business Ethics	3
SECOND SEMESTER			
BNKG	1301	Money and Banking (TP)	3
BMGT	1305	Communications in Management	3
ITSC	1313	Internet / Web Page Development (TP)	3
BUSG	1375	E - Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			28

MANAGEMENT CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
SECOND SEMESTER			
ITSW	1301	Introduction to Word Processing (TP)	3
BMGT	1305	Communications in Management	3
BMGT	2303	Problem Solving and Decision Making	3
HRPO	2301	Human Resources Management	3
MRKG	1311	Principles of Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			31

INVESTMENT / INSURANCE CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
BUSI	1301	Introduction to Business	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
BUSA	1315	Investment and Securities	3
SECOND SEMESTER			
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
INSR	1349	Delivering Insurance Services	3
MRKG	1301	Customer Service	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			28

MARKETING CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
MRKG	1311	Principles of Marketing	3
SECOND SEMESTER			
BUSI	1301	Introduction to Business	3
BMGT	1305	Communications in Management	3
MRKG	1301	Customer Service	3
MRKG	2333	Principles of Selling	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			28

LOGISTICS CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
LMGT	1319	Introduction to Business Logistics	3
SECOND SEMESTER			
BUSI	1301	Introduction to Business	3
BMGT	1305	Communications in Management	3
LMGT	1321	Principles of Material Management	3
LMGT	1325	Warehouse and Distribution Center Management	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:			28

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Accounting**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
BNKG	1301	Money and Banking (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3

SECOND SEMESTER

BMGT	1305	Communications in Management	3
ACCT	2401	Principles of Financial Accounting	4
ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
<u>SPCH</u>	<u>1321</u>	<u>Business and Professional Speaking</u>	3

THIRD SEMESTER

ACNT	2303	Intermediate Accounting I	3
		<u>Humanities Elective</u>	3
BUSI	1301	Introduction to Business	3
		<u>Mathematics / Natural Sciences Elective</u>	4
ACCT	2402	Principles of Managerial Accounting	4

FOURTH SEMESTER

ACNT	2309	Cost Accounting	3
		###Accounting Elective	3
ACNT	2304	Intermediate Accounting II	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
BUSI	2301	Business Law	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

###ACCOUNTING ELECTIVES

ACNT	1331	Federal Income Tax: Individual	3
ACNT	2330	Government & Not-for-Profit Accounting	3
ACNT	2331	Internal Control and Auditing	3

Identifies courses to fulfill minimum 15 hour General Education Requirement

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Banking**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
BNKG	1301	Money and Banking (TP)	3
BNKG	1303	Principles of Bank Operation	3

SECOND SEMESTER

SPCH	1321	Business and Professional Speaking	3
ACNT	1303	Introduction to Accounting I (TP)	3
BUSI	1301	Introduction to Business	3
BMGT	1305	Communications in Management	3
BNKG	1343	Law and Banking or BUSI 2301	3
BNKG	1347	Bank Marketing	3

THIRD SEMESTER

		<u>Social / Behavioral Sciences Elective</u>	3
ITSW	1304	Introduction to Spreadsheets	3
		<u>Mathematics / Natural Sciences Elective</u>	4
BNKG	1345	Consumer Lending	3
BNKG	1351	Selling Bank Products and Services	3

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
BNKG	1349	Commercial Lending	3
BNKG	1356	Analyzing Financial Statements	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

TASP ELI

FIRST S

ENGL
ITSC

BUSI
BMGT
BUSG
BMGT

SECONI

BNKG
BMGT
ITSC
BUSG

THIRD S

SPCH
ITSE

ITSE
ECON

FOURTH

BUSG
ACCT
BUSG
BMGT

Identifies

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: E-Commerce**

TASP ELIGIBLE+

t Hours	FIRST SEMESTER		Credit Hours
3	<u>ENGL</u> 1301	<u>Composition</u>	3
3	ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
3	BUSI 1301	Introduction to Business	3
3	BMGT 1301	Supervision (TP)	3
3	BUSG 1371	Introduction to E-Commerce	3
3	BMGT 1341	Business Ethics	3
SECOND SEMESTER			
3	BNKG 1301	Money and Banking (TP)	3
3	BMGT 1305	Communications in Management	3
3	ACCT 2401	Principles of Financial Accounting	4
3	ITSC 1313	Internet / Web Page Development (TP)	3
3	BUSG 1375	E – Marketing	3
THIRD SEMESTER			
	SPCH 1321	Business & Professional Speaking	3
	ITSE 2317	Java Programming	3
		<u>Social / Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3
	ITSE 2347	Advanced Database Programming	3
	<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
FOURTH SEMESTER			
		<u>Mathematics / Natural Sciences Elective</u>	4
	BUSG 2371	Electronic Traffic Analysis	3
	ACCT 2402	Principles of Managerial Accounting	4
	BUSG 2374	E- Customer Care	3
	BMGT 2168	CAPSTONE: Business Administration Practicum	1
	Total Credit Hours:		67

Identifies courses to fulfill minimum 15 hour General Education Requirement

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Import/Export**

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
IBUS 1301	Principles of Imports– Exports I	3
IBUS 1305	Introduction to International Business/Trade (TP)	3
BMGT 1341	Business Ethics	3
BMGT 1301	Supervision (TP)	3
SECOND SEMESTER		
SPCH 1321	Business and Professional Speaking	3
ACNT 1303	Introduction to Accounting I (TP)	3
ITSW 1304	Introduction to Spreadsheets	3
BMGT 1305	Communications in Management	3
IBUS 1341	International Purchasing	3
BNKG 1301	Money and Banking (TP)	3
THIRD SEMESTER		
ACNT 2309	Cost Accounting	3
BUSI 1301	Introduction to Business	3
	<u>Mathematics / Natural Sciences Elective</u>	4
IBUS 2345	Import Customs Regulations I	3
IBUS 1354	International Marketing Management	3
FOURTH SEMESTER		
	<u>Social / Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3
BUSI 2301	Business Law	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
IBUS 2371	Import Customs Regulations II	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:		68

Identifies courses to fulfill minimum 15 hour General Education Requirement

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Investment / Insurance**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
ENGL	1301	Composition	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
BUSA	1315	Investment and Securities	3

SECOND SEMESTER

BUSI	1301	Introduction to Business	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
INSR	1349	Delivering Insurance Services	3
MRKG	1301	Customer Service	3

THIRD SEMESTER

SPCH	1321	Business and Professional Speaking	3
		<u>Humanities Elective</u>	3
MATH	1332	College Mathematics	3
MRKG	2333	Principles of Selling	3
BMGT	2303	Problem Solving and Decision Making	3

FOURTH SEMESTER

BUSG	2376	Client Contact Management Systems	3
BUSG	2377	Investment and Insurance Regulations	3
		<u>Social / Behavioral Sciences Elective</u>	3
ECON	2301	Principles of Economics I-Macro	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 hour General Education Requirement

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Logistics Management**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
ENGL	1301	Composition	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
LMGT	1319	Introduction to Business Logistics	3

SECOND SEMESTER

BUSI	1301	Introduction to Business	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
LMGT	1321	Principles of Material Management	3
MRKG	1301	Customer Service	3

THIRD SEMESTER

SPCH	1321	Business and Professional Speaking	3
		<u>Humanities Elective</u>	3
		<u>Math / Natural Sciences Elective</u>	4
LMGT	1345	Economics of Transportation and Distribution	3
LMGT	1325	Warehouse and Distribution Center Management	3

FOURTH SEMESTER

LMGT	2334	Principles of Traffic Management	3
BUSI	2301	Business Law	3
		<u>Social / Behavioral Sciences Elective</u>	3
ECON	2301	Principles of Economics I-Macro	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

TASP ELIGIBL

FIRST SEMI

ENGL	1301
ITSC	1309
BUSI	1301
BMGT	1301
BMGT	1341

SECOND S

SPCH	1321
ITSW	1321
ACNT	1303
BMGT	1305
HRPO	2303
BNKG	1301

THIRD SE

ITSW	1321
BUSI	2301
ACNT	1303
BUSG	2376

FOURTH

BMGT	2303
ECON	2301
MRKG	1301
BMGT	2168

Identifies

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Management**

TASP ELIGIBLE+

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
SECOND SEMESTER			
SPCH	1321	Business and Professional Speaking	3
ITSW	1301	Introduction to Word Processing (TP)	3
ACNT	1303	Introduction to Accounting I (TP)	3
BMGT	1305	Communications in Management	3
HRPO	2301	Human Resources Management	3
BNKG	1301	Money and Banking (TP)	3
THIRD SEMESTER			
ITSW	1304	Introduction to Spreadsheets	3
		<u>Math / Natural Sciences Elective</u>	4
BUSI	2301	Business Law	3
ACNT	1329	Payroll and Business Tax Accounting	3
BUSG	2309	Small Business Management	3
FOURTH SEMESTER			
		<u>Humanities Elective</u>	3
		<u>Social / Behavioral Sciences Elective</u>	3
BMGT	2303	Problem Solving and Decision Making	3
ECON	2301	<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

Identifies courses to fulfill minimum 15 hour General Education Requirement

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Marketing**

TASP ELIGIBLE+

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT	1301	Supervision (TP)	3
BMGT	1341	Business Ethics	3
MRKG	1311	Principles of Marketing	3
SECOND SEMESTER			
ACNT	1303	Introduction to Accounting I (TP)	3
SPCH	1321	Business and Professional Speaking	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money and Banking (TP)	3
MRKG	1301	Customer Service	3
MRKG	2333	Principles of Selling	3
THIRD SEMESTER			
BUSI	1301	Introduction to Business	3
		<u>Math / Natural Sciences Elective</u>	4
MRKG	2349	Advertising and Sales Promotion	3
MRKG	2348	Marketing Research and Strategies	3
FOURTH SEMESTER			
TRVM	1327	Hospitality and Special Events	3
		<u>Humanities Elective</u>	3
		<u>Social / Behavioral Sciences Elective</u>	3
BMGT	2303	Problem Solving & Decision Making	3
ECON	2301	<u>Principles of Economics I-Macro</u>	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

BUSINESS COMPUTER SYSTEMS

BUSINESS COMPUTER SYSTEMS ASSOCIATE OF APPLIED SCIENCE Specialization: Computer Specialist

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours
COSC	1301 Microcomputer Applications	3
ENGL	1301 Composition	3
ITSC	1305 Introduction to PC Operating Systems (TP)	3
ITNW	1325 Fundamentals of Networking Technologies (TP)	3
ITSC	1301 Introduction to Computers (TP)	3

SECOND SEMESTER

	Mathematics / Natural Sciences Elective	4
ITSC	1309 Integrated Software Applications I (TP)	3
ITNW	2321 Networking with TCP/IP	3
ITSC	1325 Personal Computer Hardware (TP)	3
ITNW	2301 Administering Servers	3

THIRD SEMESTER (SUMMER SESSION I)

	Social / Behavioral Sciences Elective	3
	#Computer Specialist Elective	3

FOURTH SEMESTER

ACNT	1303 Introduction to Accounting I (TP)	3
SPCH	1311 Introduction to Speech Communication	3
ITSW	1310 Introduction to Presentation Graphics Software (TP)	3
ITSE	1331 Introduction to Visual Basic Programming	3
ITNW	2335 Network Troubleshooting and Support	3

FIFTH SEMESTER

	Humanities Elective	3
ITSW	2334 Advanced Spreadsheets	3
ITSE	2309 Database Programming	3
ITSC	2339 Personal Computer Help Desk	3
ITSC	2165 CAPSTONE: Systems Administration Practicum	1

TOTAL CREDIT HRS: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

#Electives for Computer Specialist

ITSC	1313 Internet/Web Page Development (TP)	3
POFI	2331 Desktop Publishing for the Office	3

Social/Behavioral Sciences Electives

SOCI	1301 Introductory Sociology	3
SOCI	1306 Contemporary Social Problems	3
PSYC	2301 General Psychology	3

Humanities Elective

Literature

ENGL	2341 Forms of Literature	3
ENGL	2321 British Literature	3
ENGL	2326 American Literature	3
ENGL	2331 World Literature	3

Drama

DRAM	1310 Introduction to Theatre	3
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Art

ARTS	1301 Art Appreciation	3
ARTS	1303 Art History I	3
ARTS	1304 Art History II	3

BUSINESS COMPUTER SYSTEMS ASSOCIATE OF APPLIED SCIENCE Specialization: Database Administrator

TASP ELIGIBLE+

FIRST SEMESTER

		Credit Hours
SPCH	1311 Introduction to Speech Communication	3
COSC	1301 Microcomputer Applications	3
ENGL	1301 Composition	3
ITNW	1325 Fundamentals of Networking Technologies (TP)	3
ITSC	1305 Introduction to PC Operating Systems (TP)	3

SECOND SEMESTER

MATH	1414 College Algebra	4
ITNW	2321 Networking with TCP/IP	3
ITSC	1313 Internet/Web Page Development (TP)	3
ITSE	1302 Computer Programming (TP)	3
ITSC	1309 Integrated Software Applications I (TP)	3

THIRD SEMESTER (SUMMER SESSION I)

	Social / Behavioral Sciences Elective	3
ITSE	2309 Database Programming	3

FOURTH SEMESTER

ITSE	1331 Introduction to Visual Basic Programming	3
ITNW	2317 Networking Security	3
ITNW	2354 Internet/Intranet Server	3
ITSE	1345 Introduction to Oracle SQL & PL/SQL	3
ITNW	2301 Administering Servers	3

FIFTH SEMESTER

	Humanities Elective	3
ITSW	2337 Advanced Database	3
ITSE	2356 Oracle Database Administration I	3
INEW	2334 Advanced Web Page Programming	3
ITSE	2333 Implementing a Database on Microsoft SQL Server	3
ITSC	2165 Capstone: Systems Administration Practicum	1

TOTAL CREDIT HRS: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI	1301 Introductory Sociology	3
SOCI	1306 Contemporary Social Problems	3
PSYC	2301 General Psychology	3

Humanities Elective

Literature

ENGL	2341 Forms of Literature	3
ENGL	2321 British Literature	3
ENGL	2326 American Literature	3
ENGL	2331 World Literature	3

Drama

DRAM	1310 Introduction to Theatre	3
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Art

ARTS	1301 Art Appreciation	3
ARTS	1303 Art History I	3
ARTS	1304 Art History II	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE**

Specialization: Information Security Specialist

TASP ELIGIBLE+

Hours

FIRST SEMESTER			Credit Hours
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
ITNW	1325	Fundamentals of Networking Technologies (TP)	3

SECOND SEMESTER			Credit Hours
MATH	1414	College Algebra	4
ITSC	1309	Integrated Software Applications I (TP)	3
ITNW	2321	Networking with TCP/IP	3
ITNW	2305	Network Administration	3
ITNW	2301	Administering Servers	3

THIRD SEMESTER (SUMMER SESSION I)			Credit Hours
		<u>Social / Behavioral Sciences Elective</u>	3
ITNW	1312	Fundamentals of Information Security	3

FOURTH SEMESTER			Credit Hours
ITSC	2371	Authentication and Cryptography	3
ITSC	2372	Information Security Policy Management	3
ITNW	1354	Implementing and Supporting Servers	3
ITNW	2309	Network Administration for Intranet	3
ITSC	1307	UNIX Operating Systems I	3

FIFTH SEMESTER			Credit Hours
		<u>Humanities Elective</u>	3
ITNW	2346	Designing a Secure Network	3
ITSC	2346	Computer Center Management	3
ITNW	2354	Internet / Intranet Server	3
ITSC	1164	CAPSTONE: Information Security Practicum	1

TOTAL CREDIT HRS: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives			Credit Hours
SOCI	1301	Introductory Sociology	3
SOCI	1306	Contemporary Social Problems	3
PSYC	2301	General Psychology	3

Humanities Elective

Literature			Credit Hours
ENGL	2341	Forms of Literature	3
ENGL	2321	British Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3

Drama			Credit Hours
DRAM	1310	Introduction to Theatre	3

Art			Credit Hours
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1304	Art History II	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE**

Specialization: Internet Development Specialist

TASP ELIGIBLE+

FIRST SEMESTER			Credit Hours
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3
ITSC	1305	Introduction to PC Operating Systems (TP)	3
ITNW	1325	Fundamentals of Networking Technologies (TP)	3
SPCH	1311	Introduction to Speech Communication	3

SECOND SEMESTER			Credit Hours
		<u>Mathematics / Natural Sciences Elective</u>	4
ITNW	1312	Fundamentals of Information Security	3
ITSE	1302	Computer Programming	3
ACNT	1303	Introduction to Accounting I (TP)	3
ITNW	2321	Networking with TCP/IP	3

THIRD SEMESTER (SUMMER SESSION I)			Credit Hours
ITSE	2309	Database Programming	3
ITNW	1354	Implementing and Supporting Servers	3

(SUMMER SESSION II)			Credit Hours
		<u>Social / Behavioral Sciences Elective</u>	3

FOURTH SEMESTER			Credit Hours
ITNW	1353	Supporting Network Server Infrastructure	3
ITSE	1311	Web Page Programming	3
ITNW	2358	Designing and Implementing Mail Servers	3
ACNT	1311	Introduction to Computerized Accounting	3
ITSE	1345	Introduction to Oracle SQL & PL/SQL	3

FIFTH SEMESTER			Credit Hours
		<u>Humanities Elective</u>	3
ITNW	2346	Designing a Secure Network	3
ITNW	2330	Fundamentals of Internetworking	3
ITSE	2333	Implementing a DB on MS SQL Server	3
ITNW	2165	CAPSTONE: Internet Development Practicum	1

TOTAL CREDIT HRS: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives			Credit Hours
SOCI	1301	Introductory Sociology	3
SOCI	1306	Contemporary Social Problems	3
PSYC	2301	General Psychology	3

Humanities Elective

Literature			Credit Hours
ENGL	2341	Forms of Literature	3
ENGL	2321	British Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3

Drama			Credit Hours
DRAM	1310	Introduction to Theatre	3

Art			Credit Hours
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1304	Art History II	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Minicomputer Specialist**

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours
COSC 1301	Microcomputer Applications	3
ENGL 1301	Composition	3
ITSC 1305	Introduction to PC Operating Systems (TP)	3
ITNW 1325	Fundamentals of Networking Technologies (TP)	3
ITSC 1311	AS/400 Operating Systems I	3
SECOND SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
ITSC 1309	Integrated Software Applications I (TP)	3
ITNW 2321	Networking with TCP/IP	3
ITSE 1314	Introduction to RPG Programming	3
ITNW 2301	Administering Servers	3
THIRD SEMESTER (SUMMER SESSION I)		
	<u>Social / Behavioral Sciences Elective</u>	3
SPCH 1311	Introduction to Speech Communication	3
FOURTH SEMESTER		
ACNT 1303	Introduction to Accounting I (TP)	3
ITSE 1318	Introduction to COBOL Programming	3
ITSW 1310	Introduction To Presentation Graphics Software (TP)	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITNW 2335	Network Troubleshooting and Support	3
FIFTH SEMESTER		
	<u>#Minicomputer Elective</u>	3
	<u>Humanities Elective</u>	3
ITSW 2337	Advanced Database	3
ITSC 1302	Computer Control Language	3
ITSC 2346	Computer Center Management	3
ITSC 2164	CAPSTONE: Minicomputer Practicum	1

TOTAL CREDIT HRS: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

#Electives for Minicomputer Specialist

ITNW 2305	Network Administration for Novell Netware	3
ITSC 1327	Multuser Operating Systems	3
ITSE 2317	Java Programming	3

Social/Behavioral Sciences Electives

SOCI 1301	<u>Introductory Sociology</u>	3
SOCI 1306	<u>Contemporary Social Problems</u>	3
PSYC 2301	<u>General Psychology</u>	3

Humanities Elective

Literature

ENGL 2341	<u>Forms of Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	Introduction to Theatre	3
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Art

ARTS 1301	<u>Art Appreciation</u>	3
ARTS 1303	<u>Art History I</u>	3
ARTS 1304	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Multimedia Specialist**

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours
SPCH 1311	Introduction to Speech Communication	3
COSC 1301	Microcomputer Applications	3
ENGL 1301	Composition	3
MATH 1414	College Algebra	4
ITSC 1309	Integrated Software Applications I (TP)	3
SECOND SEMESTER		
ITSE 1302	Computer Programming (TP)	3
ITSW 1310	Intro. To Presentation Graphics Software (TP)	3
ARTC 1313	Digital Publishing I	3
ARTC 1345	3-D Modeling and Rendering	3
ITSC 1313	Internet/Web Page Development (TP)	3
THIRD SEMESTER (SUMMER SESSION I)		
	<u>Social / Behavioral Sciences Elective</u>	3
ARTS 1316	Drawing I	3
FOURTH SEMESTER		
FLMC 2331	Computers in Video Production II	3
ITSC 1331	Introduction to Visual Basic Programming	3
ITSE 2309	Database Programming	3
ARTV 1301	Animation 2-D	3
IMED 1345	Interactive Multimedia I	3
FIFTH SEMESTER		
	<u>Humanities Elective</u>	3
IMED 2315	Web Page Design II	3
ITSE 2317	JAVA Programming	3
IMED 2305	Multimedia Courseware Development II	3
IMED 2166	Capstone: Multimedia Practicum	1

TOTAL CREDIT HRS: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301	<u>Introductory Sociology</u>	3
SOCI 1306	<u>Contemporary Social Problems</u>	3
PSYC 2301	<u>General Psychology</u>	3

Humanities Elective

Literature

ENGL 2341	<u>Forms of Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	Introduction to Theatre	3
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Art

ARTS 1301	<u>Art Appreciation</u>	3
ARTS 1303	<u>Art History I</u>	3
ARTS 1304	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Networking Specialist**

TASP ELIGIBLE+

it Hours	FIRST SEMESTER	Credit Hours
3	SPCH 1311 Introduction to Speech Communication	3
3	COSC 1301 <u>Microcomputer Applications</u>	3
3	ENGL 1301 <u>Composition</u>	3
4	ITSC 1305 Introduction to PC Operating Systems (TP)	3
3	ITNW 1325 Fundamentals of Networking Technologies (TP)	3
SECOND SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
3	ITSC 1309 Integrated Software Applications I (TP)	3
3	ITNW 2321 Networking with TCP/IP	3
3	ITNW 2305 Network Administration	3
3	ITNW 2301 Administering Servers	3
THIRD SEMESTER (SUMMER SESSION I)		
3	<u>Social / Behavioral Sciences Elective</u>	3
3	#Networking Specialist Elective	3
FOURTH SEMESTER		
3	ACNT 1303 Introduction to Accounting I (TP)	3
3	ITSC 1313 Internet/Web Page Development (TP)	3
3	ITSW 1310 Introduction To Presentation Graphics Software (TP)	3
3	ITNW 2335 Network Troubleshooting and Support	3
3	ITNW 2317 Network Security	3
FIFTH SEMESTER		
3	<u>Humanities Elective</u>	3
3	ITSE 2309 Database Programming	3
3	ITNW 2306 Advanced Network Administration for Intra-Netware	3
3	ITSC 2346 Computer Center Management	3
1	ITNW 2164 CAPSTONE: Network Practicum	1
5	TOTAL CREDIT HRS:	65

ement Identifies courses to fulfill minimum 15 hour General Education Requirement

#Electives for Networking Specialist

ITSW 2334	Advanced Spreadsheets	3
ITNW 2354	Internet/Intranet Server	3

Social/Behavioral Sciences Electives

SOCI 1301	<u>Introductory Sociology</u>	3
SOCI 1306	<u>Contemporary Social Problems</u>	3
PSYC 2301	<u>General Psychology</u>	3

Humanities Electives

Literature

ENGL 2341	<u>Forms of Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	<u>Introduction to Theatre</u>	3
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Art

ARTS 1301	<u>Art Appreciation</u>	3
ARTS 1303	<u>Art History I</u>	3
ARTS 1304	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Webmaster Specialist**

TASP ELIGIBLE+

FIRST SEMESTER	Credit Hours
SPCH 1311 Introduction to Speech Communication	3
COSC 1301 <u>Microcomputer Applications</u>	3
ENGL 1301 <u>Composition</u>	3
ITNW 1325 Fundamentals of Networking Technologies (TP)	3
ITSC 1305 Introduction to PC Operating Systems (TP)	3
SECOND SEMESTER	
<u>Mathematics / Natural Sciences Elective</u>	4
ITNW 2321 Networking with TCP/IP	3
ITNW 1314 Network Network Essentials	3
ITSC 1313 Internet/Web Page Development (TP)	3
ITSE 1302 Computer Programming (TP)	3
THIRD SEMESTER (SUMMER SESSION I)	
<u>Social / Behavioral Sciences Elective</u>	3
ITSE 2309 Database Programming	3
FOURTH SEMESTER	
MRKG 1311 Principles of Marketing	3
ITNW 2317 Network Security	3
ITMC 1341 Implementing Microsoft Windows Professional & Server	3
IMED 2315 Web Page Design II	3
ITSE 1331 Introduction to Visual BASIC Programming	3
FIFTH SEMESTER	
<u>Humanities Elective</u>	3
ITNW 2359 Web Server Support and Maintenance	3
ITSE 2317 JAVA Programming	3
ITSE 2347 Advanced Database Programming	3
ITSE 2353 Advanced Web Authoring for NetWare	3
ITSE 2286 Internship - Computer Programming	2
TOTAL CREDIT HRS:	69

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301	<u>Introductory Sociology</u>	3
SOCI 1306	<u>Contemporary Social Problems</u>	3
PSYC 2301	<u>General Psychology</u>	3

Humanities Elective

Literature

ENGL 2341	<u>Forms of Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	<u>Introduction to Theatre</u>	3
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Art

ARTS 1301	<u>Art Appreciation</u>	3
ARTS 1303	<u>Art History I</u>	3
ARTS 1304	<u>Art History II</u>	3

COMPUTER AIDED DRAFTING AND DESIGN TECHNOLOGY

ARCHITECTURAL DRAFTING CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
SECOND SEMESTER		
DFTG 1325	Technical Reading and Sketching	3
DFTG 2328	Architectural Drafting - Commercial **Program Elective	3
DFTG 1317	Architectural Drafting - Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
THIRD SEMESTER (SUMMER SESSION)		
DFTG 2332	CAPSTONE: Advanced Computer-Aided Drafting	3
Total Credit Hours:		34
**PROGRAM ELECTIVES		
HALT 1322	Site Planning / Landscape Design	3
CNBT 1346	Construction Estimating I	3

CIVIL DRAFTING CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
SECOND SEMESTER		
DFTG 1325	Technical Reading and Sketching	3
SRVY 1341	Land Surveying	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
SRVY 1319	Introduction to GIS	3
SRVY 1315	Surveying Calculations I	3
THIRD SEMESTER (SUMMER SESSION)		
SRVY 1380	CAPSTONE: Cooperative Education	3
Total Credit Hours:		34

DIGITAL IMAGING CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
SECOND SEMESTER		
ARTC 1313	Digital Publishing I	3
ARTC 1325	Introduction to Computer Graphics	3
ARTS 1311	Design I **Program Elective	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
THIRD SEMESTER (SUMMER SESSION)		
DFTG 2340	Solid Modeling / Design	3
ARTC 1302	CAPSTONE: Digital Imaging I	3
Total Credit Hours:		37
**PROGRAM ELECTIVES		
ARTS 1316	Drawing I	3
ARTC 2313	Digital Publishing II	3
ARTC 2331	Illustration Concepts	3

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
SECOND SEMESTER		
CRTG 1321	Introduction To Raster-Based GIS	3
CRTG 1301	Cartography and Geography in GIS and GPS	3
SRVY 1319	Introduction to GIS	3
DFTG 2319	Intermediate Computer-Aided Drafting **Program Elective	3
THIRD SEMESTER (SUMMER SESSION)		
CRTG 1364	CAPSTONE: GIS Practicum	3
Total Credit Hours:		34
**PROGRAM ELECTIVES		
SRVY 2342	GPS Techniques for Surveying and Mapping	3
ITSE 1331	Introduction to Visual Basic Programming	3

**COMPUTER AIDED DRAFTING AND
DESIGN TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Architectural Drafting**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
DFTG	1171	Introduction to the Drafting Profession	1
ENGL	1301	Composition	3
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER

DFTG	1325	Technical Reading and Sketching	3
MATH	2412	Precalculus Algebra and Trigonometry	4
SPCH	1311	Introduction to Speech Communication	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2319	Intermediate Computer-Aided Drafting	3

THIRD SEMESTER

PSYC	2301	General Psychology	3
DFTG	2328	Architectural Drafting - Commercial	3
ARCT	1302	Architectural Materials and Methods of Construction	3
DFTG	2321	Topographical Drafting	3
DFTG	2317	Descriptive Geometry	3

FOURTH SEMESTER

DFTG	1321	Architectural Illustration	3
DFTG	2310	Structural Drafting	3
		Humanities Elective	3
DFTG	2332	Advanced Computer-Aided Drafting	3
DFTG	2340	Solid Modeling / Design	3

FIFTH SEMESTER (SUMMER SESSION)

DFTG	1380	CAPSTONE: Cooperative Education	3
DFTG	2352	Mechanical and Electrical Systems	3
		**Program Elective	3

Total Credit Hours: 72

****PROGRAM ELECTIVES**

HALT	1322	Site Planning / Landscape Design	3
CNBT	1346	Construction Estimating I	3
DFTG	2330	Civil Drafting	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

**COMPUTER AIDED DRAFTING AND
DESIGN TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Civil Drafting**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
DFTG	1171	Introduction to the Drafting Profession	1
ENGL	1301	Composition	3
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER

DFTG	1325	Technical Reading and Sketching	3
MATH	2412	Precalculus Algebra and Trigonometry	4
SPCH	1311	Introduction to Speech Communication	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
SRVY	1313	Plane Surveying	3

THIRD SEMESTER

PSYC	2301	General Psychology or SOCL 1301	3
SRVY	1380	Cooperative Education	3
DFTG	2317	Descriptive Geometry	3
		Humanities Elective	3
DFTG	2330	Civil Drafting	3

FOURTH SEMESTER

SRVY	1341	Land Surveying	3
SRVY	1315	Surveying Calculations I	3
SRVY	2309	Computer-Aided Mapping	3
HALT	1322	Site Planning / Landscape Design	3
SRVY	2342	Global Positioning System Techniques For Survey/Mapping	3

FIFTH SEMESTER (SUMMER SESSION)

DFTG	2354	CAPSTONE: Final Project-Civil Drafting	3
		**Program Elective	3
		**Program Elective	3

Total Credit Hours: 72

****PROGRAM ELECTIVES**

SRVY	2313	Control Surveying	3
DFTG	1317	Architectural Drafting - Residential	3
SRVY	1319	Introduction to Geographic Information Systems	3
SRVY	1349	Surveying Calculations II	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

**COMPUTER AIDED DRAFTING AND
DESIGN TECHNOLOGY**

ASSOCIATE OF APPLIED SCIENCE

Specialization: Digital Imaging

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
DFTG	1171	Introduction to the Drafting Profession	1
ENGL	1301	<u>Composition</u>	3
MATH	1414	<u>College Algebra</u>	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER

ARTC	1313	Digital Publishing I	3
ARTC	1325	Introduction to Computer Graphics	3
MATH	2412	Precalculus Algebra and Trigonometry	4
SPCH	1311	<u>Introduction to Speech Communication</u>	3
DFTG	2319	Intermediate Computer-Aided Drafting	3

THIRD SEMESTER (SUMMER SESSION)

ARTS	1311	Design I	3
ARTC	1302	Digital Imaging I	3
DFTG	2340	Solid Modeling / Design	3
PSYC	2301	<u>General Psychology or SOCI 1301</u>	3
DFTG	2328	Architectural Drafting-Commercial or DFTG 1317	3

FOURTH SEMESTER

IMED	1316	Web Page Design I	3
ARTC	1317	Design Communication I	3
ARTC	1341	3-D Animation I	3
IMED	1351	Digital Video	3
		<u>Humanities Elective</u>	3

FIFTH SEMESTER

ARTC	2341	3-D Animation II	3
		**Program Elective	3
DFTG	2366	CAPSTONE: Digital Imaging Practicum	3

Total Credit Hours: 72

****PROGRAM ELECTIVES**

ARTC	2305	Digital Imaging II	3
ARTC	2347	Design Communication II	3
IMED	2315	Web Page Design II	3
ARTS	1316	Drawing I	3
ARTC	2313	Digital Publishing II	3
ARTC	2331	Illustration Concepts	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

**COMPUTER AIDED DRAFTING AND
DESIGN TECHNOLOGY**

ASSOCIATE OF APPLIED SCIENCE

Specialization: Geographic Information Systems

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
DFTG	1171	Introduction to the Drafting Profession	1
ENGL	1301	<u>Composition</u>	3
MATH	1414	<u>College Algebra</u>	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER

ITSW	1307	Introduction to Database	3
CRTG	1301	Cartography and Geography in GIS and GPS	3
MATH	2412	Precalculus Algebra and Trigonometry	4
SPCH	1311	<u>Introduction to Speech Communication</u>	3
DFTG	2319	Intermediate Computer-Aided Drafting	3

THIRD SEMESTER

DFTG	2321	Topographical Drafting	3
SRVY	1313	Plane Surveying	3
ITSE	1331	Introduction To Visual Basic Programming	3
CRTG	1321	Introduction To Raster-Based GIS	3
PSYC	2301	<u>General Psychology or SOCI 1301</u>	3

FOURTH SEMESTER

CRTG	2311	Workplace Geographic Information systems (GIS)	3
ITSE	2309	Database Programming	3
CRTG	2301	Data Acquisition and Analysis in GIS/GPS	3
SRVY	1319	Introduction to GIS	3
DFTG	2330	Civil Drafting	3

FIFTH SEMESTER (SUMMER SESSION)

		Program Elective	3
		<u>Humanities Elective</u>	3
CRTG	2364	CAPSTONE: GIS Practicum	3

Total Credit Hours: 72

PROGRAM ELECTIVES

ITSE	2347	Advanced Database Programming	3
SRVY	2342	GPS Techniques for Surveying and Mapping	3
SRVY	2309	Computer-Aided Mapping	3
ITSE	2349	Advanced Visual Basic	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

CULINARY ARTS

CULINARY ARTS ASSOCIATE OF APPLIED SCIENCE Specialization: Restaurant Management

TASPELIGIBLE+

FIRST SEMESTER

			Credit Hours
RSTO	1306	Facilities Layout and Design	3
RSTO	1325	Purchasing for Hospitality Operations	3
CULA	1305	Safety and Sanitation	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3

SECOND SEMESTER

RSTO	1301	Beverage Management	3
RSTO	1304	Dining Room Service	3
HAMG	1324	Hospitality Human Resources Management	3
<u>MATH</u>	<u>1324</u>	<u>Finite Mathematics</u>	3
SPCH	1311	Introduction to Speech Communication or SPCH 1321 <u>Humanities Elective</u>	3 3

THIRD SEMESTER

RSTO	1311	Marketing of Hospitality Services	3
RSTO	1321	Menu Management	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ACNT	1303	Introduction to Accounting I	3

FOURTH SEMESTER

RSTO	2405	Management of Food Production and Services	4
RSTO	2431	Food Service Management	4
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	2307	Catering	3
BUSG	2309	Small Business Management	3
RSTO	2264	CAPSTONE: Restaurant Management Practicum	2

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 hour General Education Requirement

DIESEL TECHNOLOGY

DIESEL TECHNOLOGY CERTIFICATE

TASP WAIVED+

FIRST SEMESTER

			Credit Hours
AUMT	2437	Automotive Electronics (TP)	4
DEMR	1416	Basic Hydraulics (TP)	4
DEMR	1410	Diesel Engine Testing and Repair I (TP)	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

AUMT	1345	Automotive Heating and Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1405	Basic Electrical Systems	4
DEMR	1442	Power Train Applications I	4

THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	2432	Electronic Controls	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

TASP ELIGIBLE+

FIRST SEMESTER

Credit Hours

AUMT	2437	Automotive Electronics (TP)	4
DEMR	1416	Basic Hydraulics (TP)	4
DEMR	1410	Diesel Engine Testing and Repair I (TP)	4
		<u>Math / Natural Sciences Elective</u>	4

SECOND SEMESTER

AUMT	1345	Automotive Heating and Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1230	Steering and Suspension I	2
DEMR	1405	Basic Electrical Systems	4
DEMR	1442	Power Train Applications I	4

THIRD SEMESTER (SUMMER SESSION)

		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	2432	Electronic Controls	4
DEMR	1229	Preventative Maintenance	2
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition or ENGL 1312</u>	3

FIFTH SEMESTER

DEMR	1449	Diesel Engines II	4
DEMR	2442	Automatic Power Shift and Hydrostatic Transmissions I	4 4
DEMR	2448	Failure Analysis	4
DEMR	1266	CAPSTONE: Practicum	2

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY

COMPUTER SUPPORT SPECIALIST CERTIFICATE

TASP WAIVED+

FIRST SEMESTER	Credit Hours
CPMT 1403 Introduction to Computer Technology (TP)	4
CPMT 1407 Electronic and Computer Skills (TP)	4
ITNW 1325 Fundamentals of Networking Technologies (TP)	3
TECM 1303 Technical Mathematics	3
SECOND SEMESTER	
ITSC 1311 AS/400 Operating Systems	3
CPMT 1445 Computer Systems Maintenance	4
ITNW 2321 Networking with TCP/IP	3
LOTT 1401 Introduction to Fiber Optics	4
THIRD SEMESTER	
ITNW 2305 Network Administration	3
CPMT 1349 Computer Networking Technology	3
CPMT 2433 CAPSTONE: Computer Integration	4
ITNW 2301 Administering Servers	3

Total Credit Hours: 41

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Specialization: Biomedical Equipment Technology

TASP ELIGIBLE+

FIRST SEMESTER	Credit Hours
CETT 1403 DC Circuits (TP)	4
CETT 1449 Digital Systems (TP)	4
CPMT 1407 Electronic and Computer Skills (TP)	4
<u>MATH 1332 College Mathematics</u>	3
SECOND SEMESTER	
CETT 1405 AC Circuits (TP)	4
CETT 1441 Solid State Circuits	4
BIOL 2401 Anatomy & Physiology I	4
<u>ENGL 1301 Composition</u>	3
THIRD SEMESTER	
LOTT 1401 Introduction to Fiber Optics (TP)	4
CETT 2439 Amplifier Analysis	4
ELMT 2435 Certified Electronics Technicians Training	4
<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER	
BIOM 1309 Applied Biomedical Equipment Technology	3
BIOM 2335 Physiological Instruments I	3
BIOM 2341 General Medical Equipment I	3
<u>Humanities Elective</u>	3
FIFTH SEMESTER	
BIOM 2331 CAPSTONE: Biomedical Clinical Instrumentation	3
BIOM 2339 Physiological Instruments II	3
BIOM 2343 General Medical Equipment II	3
<u>SPCH 1311 Introduction to Speech Communication</u>	3

Total Credit Hours: 69

Identifies courses to fulfill minimum 15 hour General Education Requirement

ELECTRONIC & COMPUTER MAINTENANCE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

Specialization: Computer Support Specialist

TASP ELIGIBLE+

FIRST SEMESTER	Credit Hours
CPMT 1403 Introduction to Computer Technology (TP)	4
CPMT 1407 Electronic and Computer Skills (TP)	4
ITNW 1325 Fundamentals of Networking Technologies (TP)	3
<u>MATH 1332 College Mathematics</u>	3
SECOND SEMESTER	
ITSC 1311 AS/400 Operating Systems	3
CPMT 1445 Computer Systems Maintenance	4
ITNW 2321 Networking with TCP/IP	3
LOTT 1401 Introduction to Fiber Optics	4
<u>ENGL 1301 Composition</u>	3
THIRD SEMESTER	
ITNW 2305 Network Administration	3
CPMT 1349 Computer Networking Technology	3
CPMT 2433 Computer Integration	4
ITNW 2301 Administering Servers	3
<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER	
CPMT 2345 CAPSTONE: Computer System Troubleshooting	3
CPMT 2349 Advanced Computer Networking Technology	3
ITNW 2317 Network Security	3
<u>SPCH 1311 Introduction to Speech Communication</u>	3
<u>Humanities Elective</u>	3

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

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ENGINEERING

ASSOCIATE OF SCIENCE Field of Study in Engineering

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, over two-thirds of all the technical and a large percentage of the 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 such disciplines as:

- | | |
|--------------------------------|-----------------------------------|
| - Aerospace Engineering | - Forest Engineering |
| - Agriculture Engineering | - Industrial Engineering |
| - Bioengineering | - Mechanical Engineering |
| - Chemical Engineering | - Nuclear Engineering |
| - Civil Engineering | - Ocean Engineering |
| - Computer Science Engineering | - Petroleum Engineering |
| - Electrical Engineering | - Radiological Health Engineering |

TASP ELIGIBLE+

FIELD OF STUDY 17 Credits

The student is required to take a minimum of 17 credits from the following list of courses.

MATH 2412	Precalculus Algebra & Trigonometry
MATH 2413	Calculus I
ENGR 1101	Introduction to Engineering
ENGR 1204	Engineering Graphics
ENGR 2301	Statics
ENGR 2302	Dynamics

STCC CORE CURRICULUM 45 credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 of the Catalog-Addendum.

Engineering majors may take the following courses to fulfill the Natural Sciences component of the Core Curriculum: PHYS 2425-University Physics I & PHYS 2426-University Physics II.

FIELD OF STUDY: 17
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 62

ENGINEERING RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER			Credit Hours
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4
ENGR	1101	Introduction to Engineering	1

SECOND SEMESTER			Credit Hours
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
MATH	2412	Precalculus Algebra and Trigonometry	4
ENGR	1204	Engineering Graphics	2

THIRD SEMESTER (SUMMER SESSION)			Credit Hours
MATH	2413	Calculus I	4
PHYS	2425	University Physics I	4

FOURTH SEMESTER			Credit Hours
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
GOVT	2301	American Government I	3
ENGR	2301	Statics	3
PHYS	2426	University Physics II	4

FIFTH SEMESTER			Credit Hours
GOVT	2302	American Government II	3
		Humanities Elective - Core Curriculum	3
ENGR	2302	Dynamics	3
		Social & Behavioral Science Elective -Core Curriculum	3

ENVIRONMENTAL MANAGEMENT

ENVIRONMENTAL MANAGEMENT ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
EPCT	1211	Introduction to Environmental Science	2
CHEM	1411	General Chemistry I	4
ENGL	1312	Business Writing	3
TECM	1303	Technical Mathematics	3
EPCT	1205	Environmental Regulations Overview	2
		<u>Humanities Elective</u>	3

SECOND SEMESTER

EPCT	1249	Environmental Regulations Interpretation and Application	2
CHEM	1412	General Chemistry II	4
SPCH	1311	Introduction to Speech Communication	3
EPCT	1250	Basic Statistics and Calculations for Environmental Technicians	2
COSC	1301	Microcomputer Applications	3
SRVY	1319	Introduction to Geographic Information Systems	3

THIRD SEMESTER

EPCT	1217	Environmental Geology	2
BIOL	2406	Environmental Biology	4
BIOL	1411	General Botany	4
EPCT	1344	Environmental Sampling and Analysis	3
CRTG	1321	Introduction to Raster-Based GIS	3

FOURTH SEMESTER

EPCT	1402	Water Environments	4
EPCT	1213	Contingency Planning	2
EPCT	1241	Principles of Industrial Hygiene	2
BUSI	1301	Introduction to Business	3
PSYC	2301	General Psychology	3
EPCT	2266	Capstone: Practicum	2

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 hour General Education Requirement

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY CERTIFICATE

TASP WAIVED+

FIRST SEMESTER

			Credit Hours
CETT	1402	Electricity Principles (TP)	4
HART	1407	Refrigeration Principles (TP)	4
HART	1494	Special Tools, Fittings & Brazing Basics	4

SECOND SEMESTER

MAIR	1449	Refrigerators, Freezers, and Window Air Conditioners	4
HART	2445	Air Conditioning Systems Design	4
HART	1445	Gas and Electrical Heating	4

THIRD SEMESTER

HART	2442	Commercial Refrigeration	4
HART	2438	Air Conditioning Installation and Startup	4
HART	2441	Commercial Air Conditioning	4
HART	2431	Advanced Electricity	4

CAPSTONE: Technician Refrigerant Certification Exam

Total Credit Hours: 40

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
CETT	1402	Electricity Principles (TP)	4
HART	1407	Refrigeration Principles (TP)	4
HART	1494	Special Tools, Fittings and Brazing Basics	4
ENGL	1301	Composition	3

SECOND SEMESTER

MAIR	1449	Refrigerators, Freezers, and Window Air Conditioners	4
HART	2445	Air Conditioning Systems Design	4
HART	1445	Gas and Electrical Heating	4
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications	3

THIRD SEMESTER

HART	2442	Commercial Refrigeration	4
HART	2438	Air Conditioning Installation and Startup	4
HART	2441	Commercial Air Conditioning	4
HART	2431	Advanced Electricity	4

FOURTH SEMESTER

HART	2443	Industrial Air Conditioning	4
		<u>Humanities Elective</u>	3
		<u>Social/Behavior Sciences Elective</u>	3
SPCH	1318	Interpersonal Communications	3

CAPSTONE: 1. Technician Refrigerant Certificate Exam

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 hour General Education Requirement

MANUFACTURING TECHNOLOGY

INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1325	Technical (Blueprint) Reading and Sketching	3
COSC 1301	Microcomputer Applications	3
MCHN 1343	Machining Mathematics	3
MCHN 1438	Basic Machine Shop I	4
CEIT 1402	Electricity Principles	4
 SECOND SEMESTER		
QCTC 1305	Teaming	3
ENGL 1312	Business Writing	3
DEMR 1301	Shop Safety and Procedures	3
IEIR 1310	Motor Controls	3
HYDR 1305	Basic Hydraulics	3
RBTC 1359	Pneumatics	3
 THIRD SEMESTER		
WLDG 1337	Introduction to Metallurgy	3
MCHN 1382	CAPSTONE: Cooperative Education I	3
Total Credit Hours:		41

PRECISION MANUFACTURING TECHNOLOGY CERTIFICATE

TASP WAIVED+

FIRST SEMESTER		Credit Hours
DFTG 1325	Technical (Blueprint) Reading & Sketching	3
MCHN 1343	Machining Mathematics	3
MCHN 1438	Machining I (TP)	4
ENGL 1312	Business Writing	3
MCHN 1320	Precision Tools and Measurement	3
 SECOND SEMESTER		
QCTC 1305	Teaming	3
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1419	Manufacturing Materials and Processes	4
MCHN 1452	Intermediate Machining I	4
COSC 1301	Microcomputer Applications	3
 THIRD SEMESTER (Summer Session)		
WLDG 1337	Introduction to Metallurgy	3
MCHN 1382	CAPSTONE: Cooperative Education I	3
Total Credit Hours:		39

PRECISION MANUFACTURING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST SEMESTER		Credit Hours
DFTG 1325	Technical (Blueprint) Reading and Sketching	3
MCHN 1438	Machining I (TP)	4
ENGL 1312	Business Writing	3
MCHN 1343	Machining Mathematics	3
MCHN 1320	Precision Tools and Measurements	3
 SECOND SEMESTER		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1419	Manufacturing Materials and Processes	4
MCHN 1452	Intermediate Machining I	4
QCTC 1305	Teaming	3
COSC 1301	Microcomputer Applications	3
 THIRD SEMESTER (SUMMER SESSION)		
MCHN 1382	CAPSTONE: Cooperative Education I	3
 FOURTH SEMESTER		
INMT 1445	Computer Numerical Controls	4
WLDG 1337	Introduction to Metallurgy	3
MCHN 2341	Advanced Machining Operations I	3
	<u>Social/Behavioral Science Elective</u>	3
	<u>Math / Natural Sciences Elective</u>	4
 FIFTH SEMESTER		
MCHN 2547	Specialized Tools and Fixtures	5
	<u>Humanities Elective</u>	3
	**Program Elective	3
SPCH 1311	<u>Introduction to Speech Communication</u>	3
 SIXTH SEMESTER (SUMMER SESSION)		
MCHN 2382	CAPSTONE: Cooperative Education II	3
Total Credit Hours:		70

Identifies courses to fulfill minimum 15 hour General Education Requirement

****PMTD PROGRAM ELECTIVES:**

MCHN 2345	Advanced Machining Operations II	3
MCHN 1293	Cost Estimating	2
PLTC 1445	Plastics Processing I	4

MATHEMATICS

ASSOCIATE OF SCIENCE

Field of Study in Mathematics

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 on 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

TASP ELIGIBLE+

FIELD OF STUDY

15 – 16 Credits

The student is required to take the following 3 courses (12 credits):

- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

The student is required to take a minimum of 1 course (3-4 credits) from the following list:

- MATH 1316 Plane Trigonometry
- MATH 1324 Finite Mathematics
- MATH 1442 Statistics
- MATH 2412 Precalculus Algebra & Trigonometry (pre-requisite for MATH 2413)
- MATH 2418 Linear Algebra
- MATH 2420 Differential Equations

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 of the Catalog Addendum.

FIELD OF STUDY: 15-16

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60-61

MATHEMATICS

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER

Credit Hours

HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4
MATH	1442	Statistics (Optional/ Recommended)	4

SECOND SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric Visual & Performing Arts Elective - Core Curriculum	3
MATH	2412	Precalculus Algebra & Trigonometry	4

THIRD SEMESTER (SUMMER SESSION)

MATH	2413	Calculus I Social & Behavioral Science Elective - Core Curriculum	4
			3

FOURTH SEMESTER

GOVT	2301	American Government I Natural Science Elective – Core Curriculum	3
			4
MATH	2414	Calculus II	4
MATH	2418	Linear Algebra (Optional/ Recommended)	4

FIFTH SEMESTER

GOVT	2302	American Government II Natural Science Elective – Core Curriculum Humanities Elective – Core Curriculum	3
			4
			3
MATH	2415	Calculus III	4
MATH	2420	Differential Equations (Optional/ Recommended)	4

DIVISION OF LIBERAL ARTS AND SOCIAL SCIENCES

HISTORY

ASSOCIATE OF ARTS Field of Study in History

TASP ELIGIBLE+

FIELD OF STUDY **15 Credits**

The student is required to take the following 3 courses (9 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 2380 Mexican American History

***Modern Language / Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language:

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

- FREN 1311 Beginning French I
- FREN 1312 Beginning French II
- FREN 2311 Intermediate French I
- FREN 2312 Intermediate French II
- SPAN 1311 Beg. Spanish I – Non-Spanish Speakers
- SPAN 1312 Beg. Spanish II – Non-Spanish Speakers
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2316 Career Spanish I
- SPAN 2317 Career Spanish II
- SPAN 1300 Beginning Spanish Conversation I
- SPAN 1310 Beginning Spanish Conversation II
- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture
- JAPN 1300 Beg. Japanese Conversation I
- JAPN 1310 Beg. Japanese Conversation II
- SGNL 1301 Beg. American Sign Language I
- SGNL 1302 Beg. American Sign Language II

Humanities Electives

- ENGL 2321 British Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2341 Forms of Literature

STCC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 in the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:**

Humanities **3 credits**

- PHIL 1301 Introduction to Philosophy

FIELD OF STUDY: 15
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 60

HISTORY RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER **Credit Hours**

- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- COSC 1301 Microcomputer Applications 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- MATH 1414 College Algebra or MATH 2412 or MATH 2413 4
- PHIL 1301 Introduction to Philosophy 3
- Visual & Performing Arts Elective - Core Curriculum 3

THIRD SEMESTER

- GOVT 2301 American Government I 3
- HIST 2380 Mexican American History 3
- HIST 2321 World Civilizations I 3
- Natural Sciences Elective— Core Curriculum 4
- *Modern Language or Humanities Elective- Field of Study 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- HIST 2322 World Civilizations II 3
- Natural Sciences Elective— Core Curriculum 4
- Social & Behavioral Science Elective-Core Curriculum 3
- *Modern Language or Humanities Elective- Field of Study 3

*Courses to be chosen for Field of Study

KINESIOLOGY

ASSOCIATE OF ARTS Field of Study in Kinesiology

TASP ELIGIBLE+

FIELD OF STUDY 15 Credits

The student must take the following two courses (6 credit hours):

KINE	1301	Introduction to Kinesiology
KINE	1306	Advanced First Aid and Safety

The student must select one course (3 credit hours) from the following list:

KINE	1321	Techniques of Coaching Sports I
KINE	1331	Kinesiology for Elementary School
KINE	1304	Personal Health and Wellness

Activity Courses

The student must select two courses from each of the following three areas, for a total of 6 credit hours:

Area 1: Team Sports

KINE	1107	Basketball I
KINE	1108	Basketball II
KINE	1111	Flag Football I
KINE	1112	Flag Football II
KINE	1121	Soccer I
KINE	1122	Soccer II
KINE	1123	Softball I
KINE	1124	Softball II
KINE	1129	Volleyball I
KINE	1130	Volleyball II

Area 2: Dual Sports

KINE	1127	Tennis I
KINE	1128	Tennis II
KINE	1119	Racquetball I
KINE	1120	Racquetball II

Area 3: Others

KINE	1101	Fitness & Motor Development I
KINE	1102	Fitness & Motor Development II
KINE	1103	Weight Training I
KINE	1104	Weight Training II
KINE	1109	Bowling I
KINE	1110	Bowling II
KINE	1113	Golf I
KINE	1114	Golf II
KINE	1125	Swimming I
KINE	1126	Swimming II
KINE	1115	Karate I
KINE	1116	Karate II
KINE	1210	Aerobic Dance I
KINE	1211	Aerobic Dance II

(Note: Aerobic Dance courses are two credits each. If a student selects an Aerobic Dance course for Area 3, only one course needs to be taken).

STCC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 of the catalog addendum.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

KINESIOLOGY RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER			Credit Hours
COSC	1301	Microcomputer Applications	3
SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
KINE	1321	Techniques of Coaching Sports I or KINE 1331 or KINE 1304	3
		*Kinesiology Elective Area 3 - Field of Study	1
SECOND SEMESTER			
KINE	1306	Advanced First Aid and Safety	3
HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective - Core Curriculum	3
		*Kinesiology Elective Area 3 - Field of Study	1
THIRD SEMESTER			
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
		Natural Sciences Elective - Core Curriculum	4
KINE	1301	Introduction to Kinesiology	3
		*Kinesiology Elective Area 2 - Field of Study	1
		*Kinesiology Elective Area 1 - Field of Study	1
FOURTH SEMESTER			
GOVT	2302	American Government II	3
		Natural Sciences Elective - Core Curriculum	4
		Humanities Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3
		*Kinesiology Elective Area 2 - Field of Study	1
		*Kinesiology Elective Area 1 - Field of Study	1

*Courses to be chosen for Field of Study

KINESIOLOGY

The philosophy of the Kinesiology program is to encourage student participation in a variety of activities, especially those involving new skills. Activities are designed for beginners, unless otherwise described.

The Kinesiology Program advocates emphasis on individual sports and fitness programs that have carry-over value beyond the student's school years. Physical education courses are offered as sports and non-sports classes.

The student with a physical disability who wishes to have the Kinesiology requirement waived must arrange for an interview with the Kinesiology Program Chair. Many students with a disability participate in physical education. The Kinesiology Department Facilitator can arrange for an adapted program or advise the student on KINE courses.

NOTE:

- Kinesiology Special Activity Fee approved for the 2003 - 2004 calendar is \$55.00 per course.
- KINE 1113 & 1114 (Golf) have a \$75.00 course fee.
- KINE 1109 & 1110 (Bowling) have a \$75.00 course fee.
- KINE 1119 & 1120 (Racquetball) have a \$75.00 course fee.
- KINE 1125 & 1126 (Swimming) have a \$75.00 course fee.
- KINE 1251 & 1252 (Scuba) have a \$95.00 course fee.

Physical Activities: 4 credits from this group of courses may be awarded to a degree plan

KINE 1101	FITNESS AND MOTOR DEVELOPMENT I
KINE 1102	FITNESS AND MOTOR DEVELOPMENT II
KINE 1103	WEIGHT TRAINING & CONDITIONING I
KINE 1104	WEIGHT TRAINING & CONDITIONING II
KINE 1107	BASKIETBALL I
KINE 1108	BASKETBALL II
KINE 1109	BOWLING I
KINE 1110	BOWLING II
KINE 1111	FLAG FOOTBALL I
KINE 1112	FLAG FOOTBALL II
KINE 1113	GOLF I
KINE 1114	GOLF II
KINE 1115	KARATE I
KINE 1116	KARATE II
KINE 1119	RACQUETBALL I
KINE 1120	RACQUET BALL II
KINE 1121	SOCCER I
KINE 1122	SOCCER II
KINE 1123	SOFTBALL I
KINE 1124	SOFTBALL II
KINE 1125	SWIMMING I
KINE 1126	SWIMMING II
KINE 1127	TENNIS I
KINE 1128	TENNIS II
KINE 1129	VOLLEYBALL I
KINE 1130	VOLLEYBALL II
KINE 1131	YOGA & FLEXIBILITY TRAINING
KINE 1132	SELF DEFENSE & PERSONAL SAFETY
KINE 1133	OUTDOOR ADVENTURE TRAINING
KINE 1143	ADAPTED PHYSICAL ACTIVITIES AND THERAPEUTIC RECREATION
KINE 1149	TEAM SPORTS I
KINE 1150	TEAM SPORTS II
KINE 2149	TEAM SPORTS III
KINE 2150	TEAM SPORTS IV

Advanced Aquatic Activities: 2 credits from this group of courses may be awarded to a degree plan.

KINE 1253	LIFEGUARD TRAINING
KINE 2255	WATER SAFTEY INSTRUCTOR
KINE 1251	BEGINNING SCUBA
KINE 1252	ADVANCED SCUBA

Recreational Dance: 8 credits from this group of courses may be awarded to a degree plan.

KINE 1210	AEROBIC DANCE I
KINE 1211	AEROBIC DANCE II
KINE 1212	AEROBIC DANCE TRAINING AND CERTIFICATION
KINE 1217	INTRODUCTION TO DANCE FORMS

Dance, Performing Arts:

DANC 1210	TAP DANCE
DANC 1245	MODERN DANCE
DANC 1241	BALLET I
DANC 1242	BALLET II
DANC 1247	JAZZ DANCE
DANC 1248	JAZZ DANCE II
DANC 1249	BALLET FOLKLORICO I
DANC 2303	DANCE APPRECIATION

Concepts of Physical Fitness:

KINE 1338	CONCEPTS OF PHYSICAL FITNESS
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Introduction to Physical Fitness and Sport: 3 credits from this group may be awarded to a degree.

KINE 1238	PERSONAL TRAINER CERTIFICATION
KINE 1301	INTRODUCTION TO KINESIOLOGY
KINE 1331	KINESIOLOGY FOR ELEMENTARY SCHOOL

First Aid: 3 credits from this group may be awarded to a degree.

KINE 1166	BASIC LIFE SUPPORT (CPR)
KINE 1206	FIRST AID & BASIC LIFE SUPPORT (CPR)
KINE 1306	ADVANCED FIRST AID & SAFETY

Sports officiating:

KINE 1308	SPORTS OFFICIATING I
KINE 1309	SPORTS OFFICIATING II

Lecture Courses:

KINE 1304	PERSONAL HEALTH & WELLNESS
KINE 1305	COMMUNITY & ENVIRONMENTAL HEALTH
KINE 1321	TECHNIQUES OF COACHING SPORTS I
KINE 1322	TECHNIQUES OF COACHING SPORTS II
KINE 1336	INTRODUCTION TO RECREATION
KINE 1346	DRUG USE & ABUSE IN SOCIETY

PHILOSOPHY

ASSOCIATE OF ARTS

Field of Study in Philosophy

TASP ELIGIBLE+

FIELD OF STUDY **15 Credits**

The student is required to take the following 3 courses (9 credits):

- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social & Political Philosophy

***Modern Language / Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language:

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

- FREN 1311 Beginning French I
- FREN 1312 Beginning French II
- FREN 2311 Intermediate French I
- FREN 2312 Intermediate French II
- JAPN 1300 Beg. Japanese Conversation I
- JAPN 1310 Beg. Japanese Conversation II
- SGNL 1301 Beg. American Sign Language I
- SGNL 1302 Beg. American Sign Language II
- SPAN 1311 Beg. Spanish I – Non-Spanish Speakers
- SPAN 1312 Beg. Spanish II – Non-Spanish Speakers
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2316 Career Spanish I
- SPAN 2317 Career Spanish II
- SPAN 1300 Beginning Spanish Conversation I
- SPAN 1310 Beginning Spanish Conversation II
- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture

Humanities Electives

- ENGL 2321 British Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2341 Forms of Literature

STCC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 in the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **Within the choices of courses in the Core**

Curriculum the following courses must be taken in order to meet requirements of University Philosophy programs:

Humanities **3 credits**

- PHIL 1301 Introduction to Philosophy

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

PHILOSOPHY

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER **Credit Hours**

- SPCH 1311 Introduction to Speech Communication
or SPCH 1315 or SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- COSC 1301 Microcomputer Applications 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- MATH 1414 College Algebra or MATH 2412 or MATH 2413 4
- PHIL 1301 Introduction to Philosophy 3
- Visual & Performing Arts Elective - Core Curriculum 3

THIRD SEMESTER

- GOVT 2301 American Government I 3
- PHIL 2303 Introduction to Logic 3
- PHIL 2306 Introduction to Ethics 3
- Natural Sciences Elective- Core Curriculum 4
- *Modern Language or
Humanities Elective - Field of Study 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- PHIL 2307 Introduction to Social & Political Philosophy 3
- Natural Sciences Elective- Core Curriculum 4
- Social & Behavioral Science Elective-Core Curriculum 3
- *Modern Language or
Humanities Elective - Field of Study 3

*Courses to be chosen for Field of Study

POLITICAL SCIENCE (GOVERNMENT)

ASSOCIATE OF ARTS

Field of Study in Political Science (Government)

TASP ELIGIBLE+

FIELD OF STUDY **15 Credits**

The student is required to take the following 3 courses (9 credits):

GOVT	2304	Introduction to Political Science
GOVT	2389	Academic Cooperative in Social Science
PSYC	2317	Statistical Methods in Psychology

***Modern Language / Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language:

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

FREN	1311	Beginning French I
FREN	1312	Beginning French II
FREN	2311	Intermediate French I
FREN	2312	Intermediate French II
SPAN	1311	Beg. Spanish I – Non-Spanish Speakers
SPAN	1312	Beg. Spanish II – Non-Spanish Speakers
SPAN	2313	Spanish for Spanish Speakers I
SPAN	2315	Spanish for Spanish Speakers II
JAPN	1300	Beg. Japanese Conversation I
JAPN	1310	Beg. Japanese Conversation II
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SGNL	1301	Beg. American Sign Language I
SGNL	1302	Beg. American Sign Language II
SPAN	2316	Career Spanish I
SPAN	2317	Career Spanish II
SPAN	1300	Beginning Spanish Conversation I
SPAN	1310	Beginning Spanish Conversation II
SPAN	2321	Introduction to Spanish Literature I
SPAN	2322	Introduction to Spanish Literature II
SPAN	2323	Introduction to Latin American Literature
SPAN	2324	Spanish

Humanities Electives

ENGL	2321	British Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2341	Forms of Literature

STCC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 in the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:**

Humanities **3 credits**

PHIL	2307	Introduction to Social & Political Philosophy
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FIELD OF STUDY: 15
 STCC CORE CURRICULUM: 45
 TOTAL CREDIT HOURS: 60

POLITICAL SCIENCE (Government) RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER **Credit Hours**

SPCH	1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HIST	1302	United States History II	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4
GOVT	2304	Introduction to Political Science	3
		Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT	2301	American Government I	3
PSYC	2317	Statistical Methods in Psychology	3
PHIL	2307	Intro. To Social & Political Philosophy	3
		Natural Sciences Elective– Core Curriculum	4
		*Modern Language or Humanities Elective - Field of Study	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
GOVT	2389	Academic Cooperative in Social Science	3
		Natural Sciences Elective– Core Curriculum	4
		Social & Behavioral Science Elective-Core Curriculum	3
		*Modern Language or Humanities Elective - Field of Study	3

*Courses to be chosen for Field of Study

TEACHER PREPARATION - ELEMENTARY

ASSOCIATE OF ARTS

Field of Study In Teacher Preparation

Elementary Education Concentration

The Associate of Arts Degree with a field of study in 2+2 Teacher Preparation gives students the opportunity to take 60 hours of general education courses at STCC and then transfer into a four year university's School of Education.

TASPELIGIBLE+

FIELD OF STUDY 15 Credits

EDUC 1301	Introduction to Education
SPAN 2313	Spanish for Spanish Speakers I (or SPAN 1311 – Non-Spanish Speakers)
PHIL 2303	Introduction to Logic
MATH 1350	Fundamentals of Mathematics I
MATH 1351	Fundamentals of Mathematics II

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 of the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

Speech 3 credits
SPCH 1311 Introduction to Speech Communication

Natural Sciences 8 credits

PHYS 1415	Physical Science I (recommended)
PHYS 1417	Physical Science II (recommended)
or	
BIOL 1408	General Biology I
BIOL 1409	General Biology II

Visual and Performing Arts 3 credits

Student must select 1 course (3 credits) from the following list:

ARTS 1301	Art Appreciation
MUSI 1306	Music Appreciation
DRAM 1310	Introduction to Theatre

Humanities 3 credits

Select any Literature course

Social & Behavioral Science 3 credits

Student must select 1 course (3 credits) from the following list:

ANTH 2346	General Anthropology
PSYC 2301	General Psychology
SOCI 1301	Introductory Sociology
SOCI 1306	Contemporary Social Problems
SOCI 2301	Marriage and the Family

**Note: Students transferring to TPA

Track: ...

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

ELEMENTARY SCHOOL EDUCATION RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER			Credit Hours
EDUC 1301	Introduction to Education		3
SPCH 1311	Introduction to Speech Communication		3
COSC 1301	Microcomputer Applications		3
HIST 1301	United States History I		3
ENGL 1301	Composition		3

SECOND SEMESTER			
	Visual & Performing Arts Elective-Core Curriculum		3
HIST 1302	United States History II		3
	Social & Behavioral Science Elective-Core Curriculum		3
ENGL 1302	Composition II - Rhetoric		3
MATH 1414	College Algebra or MATH 2412 or MATH 2413		4

THIRD SEMESTER			
SPAN 2313	Spanish for Spanish Speakers I or SPAN 1311		3
PHYS 1415	Physical Science I (or BIOL 1408)		4
GOVT 2301	American Government I		3
MATH 1350	Fundamentals of Mathematics I		3
PHIL 2303	Introduction to Logic		3

FOURTH SEMESTER			
PHYS 1417	Physical Science II (or BIOL 1409)		4
GOVT 2302	American Government II		3
	Literature Elective – Core Curriculum		3
MATH 1351	Fundamentals of Mathematics II		3

TEACHER PREPARATION - HIGH SCHOOL EDUCATION CONCENTRATION

ASSOCIATE OF ARTS

Field of Study In Teacher Preparation

High School Education Concentration

The Associate of Arts Degree with a field of study in 2+2 Teacher Preparation gives students the opportunity to take 60 hours of general education courses at STCC and then transfer into a four year university's School of Education.

TASP ELIGIBLE+

FIELD OF STUDY **15 Credits**

The student is required to take the following 3 courses (9 credits):

EDUC	1301	Introduction to Education
PHIL	2303	Introduction to Logic
SPAN	1311	Beginning Spanish I – Non Spanish Speakers or
SPAN	2313	Spanish for Spanish Speakers I

Electives: **6 credits**

The student must select 2 electives (6 credits) from their intended major or minor.

SPAN 1312 - Beginning Spanish II – Non Spanish Speakers or SPAN 2315 - Spanish for Spanish Speakers II are recommended to fulfill one of the elective requirements.

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 14 of the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

Speech **3 Credits**

SPCH	1311	Introduction to Speech Communication
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Natural Sciences **4 Credits**

PHYS	1415	Physical Science I (recommended)
PHYS	1417	Physical Science II (recommended)
Or		
BIOL	1408	General Biology I
BIOL	1409	General Biology II

Visual and Performing Arts **3 Credits**

Student must select 1 course (3 credits) from the following list:

ARTS	1301	Art Appreciation
MUSI	1306	Music Appreciation
DRAM	1310	Introduction to Theatre

Humanities **3 Credits**

Select any Literature course

Social & Behavioral Sciences **3 Credits**

ANTH	2346	General Anthropology
PSYC	2301	General Psychology
SOCI	1301	Introductory Sociology
SOCI	1306	Contemporary Social Problems
SOCI	2301	Marriage and the Family

FIELD OF STUDY: 15
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 60

HIGH SCHOOL EDUCATION RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER **Credit Hours**

EDUC	1301	Introduction to Education	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3

SECOND SEMESTER

		Visual & Performing Arts Elective--Core Curriculum	3
HIST	1302	United States History II	3
		Social & Behavioral Sciences Elective-Core Curriculum	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4

THIRD SEMESTER

SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311)	3
PHYS	1415	Physical Science I (or BIOL 1408)	4
GOVT	2301	American Government I	3
PHIL	2303	Introduction to Logic	3

FOURTH SEMESTER

PHYS	1417	Physical Science I (or BIOL 1409)	4
GOVT	2302	American Government II	3
		Literature Elective – Core Curriculum	3
		Major/Minor Elective – Field of Study	3
		(SPAN 2315 or SPAN 1312 recommended)	
		Major/Minor Elective – Field of Study	3

TEACHER PREPARATION - MIDDLE SCHOOL

ASSOCIATE OF ARTS

Field of Study In Teacher Preparation

Middle School Education Concentration

The Associate of Arts Degree with a field of study in 2+2 Teacher Preparation gives students the opportunity to take 60 hours of general education courses at STCC and then transfer into a four year university's School of Education.

TASP ELIGIBLE+

<u>FIELD OF STUDY</u>		<u>15 Credits</u>
EDUC	1301	Introduction to Education
SPAN	2313	Spanish for Spanish Speakers I (or SPAN 1311 – Non-Spanish Speakers)
PHIL	2303	Introduction to Logic
MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II

Note: TEP majors must take a minimum of 4 academic course sections with a "T" designation.

STCC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page *** of the Catalog Addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

Speech **3 credits**
 SPCH 1311 Introduction to Speech Communication

Natural Sciences **8 credits**
 PHYS 1415 Physical Science I (recommended)
 PHYS 1417 Physical Science II (recommended)
 or
 BIOL 1408 General Biology I
 BIOL 1409 General Biology II

Visual and Performing Arts **3 credits**
 Student must select 1 course (3 credits) from the following list:
 ARTS 1301 Art Appreciation
 MUSI 1306 Music Appreciation
 DRAM 1310 Introduction to Theatre

Humanities **3 credits**
 Select any Literature course

Social & Behavioral Science **3 credits**
 Student must select 1 course (3 credits) from the following list:
 ANTH 2346 General Anthropology
 ECON 2301 Principles of Economics I - Macro
 PSYC 2301 General Psychology
 SOCI 1301 Introductory Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2301 Marriage and the Family

FIELD OF STUDY: 15
 STCC CORE CURRICULUM: 45
 TOTAL CREDIT HOURS: 60

MIDDLE SCHOOL EDUCATION RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER			Credit Hours
EDUC	1301	Introduction to Education	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I	3
ENGL	1301	Composition	3

SECOND SEMESTER			
		Visual & Performing Arts Elective—Core Curriculum	3
HIST	1302	United States History II	3
		Social & Behavioral Science Elective—Core Curriculum	3
ENGL	1302	Composition II - Rhetoric	3
MATH	1414	College Algebra or MATH 2412 or MATH 2413	4

THIRD SEMESTER			
SPAN	2313	Spanish for Spanish Speakers I or SPAN 1311	3
PHYS	1415	Physical Science I (or BIOL 1408)	4
GOVT	2301	American Government I	3
MATH	1350	Fundamentals of Mathematics I	3
PHIL	2303	Introduction to Logic	3

FOURTH SEMESTER			
PHYS	1417	Physical Science II (or BIOL 1409)	4
GOVT	2302	American Government II	3
		Literature Elective – Core Curriculum	3
MATH	1351	Fundamentals of Mathematics II	3

DIVISION OF NURSING AND ALLIED HEALTH

ASSOCIATE DEGREE NURSING

ASSOCIATE DEGREE NURSING ASSOCIATE OF APPLIED SCIENCE

ASSOCIATE DEGREE NURSING ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

TASP ELIGIBLE+

FALL ADMISSION

FIRST YEAR

Prerequisites:

			Credit Hours
BIOL	1408	General Biology I	4
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
PSYC	2314	Lifespan Growth and Development	3
RNSG	1209	Introduction to Nursing	2

FIRST SEMESTER (FALL)

BIOL	2401	Anatomy and Physiology I	4
RNSG	1413	Foundation for Nursing Practice	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1201	Pharmacology for Professional Nursing	2

SECOND SEMESTER (SPRING)

BIOL	2402	Anatomy and Physiology II	4
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
RNSG	1244	Nursing Skills II	2

SECOND YEAR (SUMMER SESSION)

BIOL	2421	Microbiology	4
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THIRD SEMESTER (FALL)

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
SPCH	1311	Introduction to Speech Communication	3

FOURTH SEMESTER (SPRING)

		<u>Humanities Elective</u>	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 hours General Education Requirement

SPRING ADMISSION

FIRST YEAR

Prerequisites: (FALL)

			Credit Hours
BIOL	1408	General Biology I	4
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
PSYC	2314	Lifespan Growth and Development	3
*RNSG	1209	Introduction to Nursing	2

FIRST SEMESTER (SPRING)

BIOL	2401	Anatomy and Physiology I	4
RNSG	1413	Foundation for Nursing Practice	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1201	Pharmacology for Professional Nursing	2

SUMMER SESSION

BIOL	2402	Anatomy and Physiology II	4
RNSG	1244	Nursing Skills II	2

SECOND SEMESTER (FALL)

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
BIOL	2421	Microbiology	4

SECOND YEAR

THIRD SEMESTER (SPRING)

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
SPCH	1311	Introduction to Speech Communication	3

FOURTH SEMESTER (SPRING)

		<u>Humanities Elective</u>	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 hours General Education Requirement

**ASSOCIATE DEGREE NURSING
LVN/ADN Transition Option
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE+

SPRING ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-ADN Transition nursing courses of RNSG 1144, RNSG 1327 and RNSG 1162.

Prerequisites:		Credit Hours
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
<u>BIOL 2421</u>	<u>Microbiology</u>	4
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	3

SECOND YEAR

SPRING SEMESTER

RNSG 1144	Transition Skills	1
RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1162	Transition Clinical	1
RNSG 1341	Common Concepts of Adult Health	3
RNSG 2263	Clinical— Medical / Surgical (8 weeks)	2

SUMMER SESSION

RNSG 2213	Mental Health Nursing	2
RNSG 2262	Clinical – Mental Health (8 weeks)	2
<u>SPCH 1311</u>	<u>Introduction to Speech Communication*</u>	3

FALL SEMESTER

	<u>Humanities Elective</u>	3
RNSG 2121	Management of Client Care	1
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2363	CAPSTONE: Clinical V	3

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hours General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327, 1144 and 1162, the student earns 19 semester credit hours.

*Courses that may be taken prior to acceptance into the LVN-ADN program.

**ASSOCIATE DEGREE NURSING
LVN/ADN Transition Option
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE+

SUMMER ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-ADN Transition nursing courses of RNSG 1144, RNSG 1327 and RNSG 1162.

Prerequisites:		Credit Hours
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
<u>BIOL 2421</u>	<u>Microbiology</u>	4
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	3

SECOND YEAR

SUMMER SESSION

RNSG 1144	Transition Skills	1
RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1162	Transition Clinical	1

FALL SEMESTER

RNSG 2213	Mental Health Nursing	2
RNSG 1341	Common Concepts of Adult Health	3
RNSG 2262	Clinical— Mental Health (8 weeks)	2
RNSG 2263	Clinical— Medical / Surgical (8 weeks)	2
<u>SPCH 1311</u>	<u>Introduction to Speech Communication*</u>	3

SPRING SEMESTER

	<u>Humanities Elective</u>	3
RNSG 2121	Management of Client Care	1
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2363	CAPSTONE: Clinical V	3

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hours General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327, 1144 and 1162, the student earns 19 semester credit hours.

*Courses that may be taken prior to acceptance into the LVN-ADN program.

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FOR

EMERGENCY MEDICAL TECHNOLOGY

EMERGENCY MEDICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST SEMESTER			Credit Hours
EMSP	1501	EMT – Basic	5
EMSP	1160	EMT– Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

SECOND SEMESTER			Credit Hours
EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT –Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1
ENGL	1301	Composition	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate

THIRD SEMESTER (SUMMER SESSION)			Credit Hours
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4

FOURTH SEMESTER			Credit Hours
EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
EMSP	2243	Assessment Based Management	2
SPCH	1311	Introduction to Speech Communication	3
		Humanities Elective	3

FIFTH SEMESTER			Credit Hours
PSYC	2301	General Psychology or PSYC 2314	3
BMGT	1301	Supervision	3
EMSP	2434	Medical Emergencies	4
EMSP	2330	Special Populations	3
EMSP	2161	Paramedic Clinical II	1
EMSP	2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam - Paramedic Level

Total Credit Hours: 70

IDENTIFIES MINIMUM 15 HOURS GENERAL EDUCATION REQUIREMENTS FOR AN AAS DEGREE

MEDICAL ASSISTANT TECHNOLOGY

MEDICAL ASSISTANT TECHNOLOGY CERTIFICATE

TASP WAIVED+

FIRST SEMESTER			Credit Hours
HITT	1305	Medical Terminology	3
MDCA	1321	Administrative Procedures	3
MDCA	1343	Medical Insurance	3
VNSG	1420	Anatomy and Physiology for Allied Health Or NURA 1407	4
MDCA	1205	Medical Law and Ethics	2

SECOND SEMESTER			Credit Hours
MDCA	1216	Procedures in a Clinical Setting I	2
MDCA	1348	Pharmacology and Administration of Medications	3
HPRS	2301	Pathophysiology	3
MDCA	1356	Phlebotomy for Medical Assistants	3
MDCA	1352	Medical Assistant Laboratory Procedures	3
MDCA	1166	Practicum I	1

SECOND YEAR			Credit Hours
THIRD SEMESTER			
PSYC	2301	General Psychology or PSYC 2314 Lifespan Growth & Development	3
SPCH	1311	Introduction to Speech Communication	3
MDCA	1217	Procedures in a Clinical Setting II	2
MDCA	1254	Certified Medical Assisting Exam Review	2
MDCA	1167	Practicum II	1

Total Credit Hours: 41

**MEDICAL ASSISTANT TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE+

FIRST SEMESTER

			Credit Hours
HITT	1305	Medical Terminology	3
MDCA	1321	Administrative Procedures	3
MDCA	1343	Medical Insurance	3
VNSG	1420	Anatomy and Physiology for Allied Health	4
		Or NURA 1407	
MDCA	1205	Medical Law and Ethics	2

SECOND SEMESTER

MDCA	1216	Procedures in a Clinical Setting I	2
MDCA	1348	Pharmacology and Administration of Medications	3
HPRS	2301	Pathophysiology	3
MDCA	1356	Phlebotomy for Medical Assistants	3
MDCA	1352	Medical Assistant Laboratory Procedures	3
MDCA	1166	Practicum I	1

THIRD SEMESTER (SUMMER SESSION)

****Math / Natural Sciences Elective** 4

FOURTH SEMESTER

PSYC	2301	General Psychology	3
		<u>Or PSYC 2314 Lifespan Growth & Development</u>	
HITT	1341	Coding Classification Systems	3
SPCH	1311	Introduction to Speech Communication	3
MDCA	1217	Procedures in a Clinical Setting II	2
MDCA	1254	Certified Medical Assisting Exam Review	2
MDCA	1167	Practicum II	1

FIFTH SEMESTER

		<u>Humanities Elective</u>	3
ENGL	1301	<u>Composition</u>	3
SPAN	1311	Beginning Spanish I (Non-Spanish Speakers) or SPAN 2313 (Spanish Speakers)	3
HITT	2371	Current Procedural Term Coding-CPT4	3
MDCA	2266	Capstone: Practicum III	2

Total Credit Hours: 62

****Math / Natural Sciences Elective Options:**

BIOL	1408	General Biology I
BIOL	2401	Anatomy and Physiology I
MATH	1414	College Algebra
MATH	1332	College Mathematics

Identifies courses to fulfill minimum 15 hours General Education Requirement

OCCUPATIONAL THERAPY ASSISTANT

**OCCUPATIONAL THERAPY ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE+

PRE-REQUISITES

			Credit Hours
HITT	1305	Medical Terminology	3
PSYC	2314	Lifespan Growth and Development	3
BIOL	1408	General Biology I	4
SPCH	1318	Interpersonal Communications	3
ENGL	1301	Composition	3

FIRST SEMESTER

BIOL	2401	Anatomy and Physiology I	4
OTHA	1405	Principles of Occupational Therapy	4
OTHA	1409	Human Structure and Function in OT	4
OTHA	1415	Therapeutic Media I in OT	4

SECOND SEMESTER

BIOL	2402	Anatomy and Physiology II	4
OTHA	1341	Life Skills Performance of Childhood in OT	3
OTHA	2301	Pathophysiology in OT	3
OTHA	2309	Mental Health in Occupational Therapy	3

THIRD SEMESTER—SUMMER SESSION I.

OTHA	1460	Clinical – OTA	4
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FOURTH SEMESTER

		<u>Humanities Elective</u>	3
OTHA	1349	Life Skills Performance of Maturity in OT	3
OTHA	1419	Therapeutic Modalities I in OT	4
OTHA	2335	Health Care Management in OT	3

FIFTH SEMESTER

OTHA	2366	CAPSTONE: Practicum— OTA (A)	3
OTHA	2367	CAPSTONE: Practicum— OTA (B)	3

SIXTH SEMESTER – (SUMMER SESSION I)

OTHA	2371	CAPSTONE: OT Seminar	3
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Total Credit Hours: 71

Identifies the fifteen credits of general education requirements

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

All OTA students must complete their CAPSTONE (Fieldwork Level II) Practicum coursework within eighteen months of completion of the academic / technical coursework.

PHARMACY TECHNOLOGY

PHARMACY TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP ELIGIBLE+

FIRST YEAR

FIRST SEMESTER

			Credit Hours
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
PHRA	1301	Introduction to Pharmacy	3
PHRA	1205	Drug Classification	2
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	1313	Community Pharmacy Practice	3

SECOND SEMESTER

PHRA	1206	Computerized Drug Delivery Systems I	2
PHRA	1345	Intravenous Admixture and Sterile Compounding	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1202	Pharmacy Law	2
PHRA	1404	Pharmacotherapy and Disease Process	4
PHRA	1166	Practicum I	1

SUMMER SESSION

PHRA	1243	Capstone: Pharmacy Technician Certification Review	2
PHRA	1267	Capstone: Practicum II	2

SECOND YEAR

THIRD SEMESTER

PHRA	1242	Computerized Drug Delivery Systems II	2
PHRA	1347	Pharmaceutical Mathematics II	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology or PSYC. 2314</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

		<u>Math / Natural Sciences Elective</u>	4
<u>SOCI</u>	<u>1301</u>	<u>Introductory Sociology</u>	3
PHRA	1541	Pharmacy Drug Therapy and Treatment	5
PHRA	2266	Capstone: Practicum III	2

Total Credit Hours: 64

COURSE DESCRIPTIONS

+ Effective September 1, 2003, the assessment instrument will be THEA (Texas Higher Education Assessment)

ACCOUNTING

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL
(changed course description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 02

This course is a study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.
Prerequisite: ACNT 1303.

ACNT 2330 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING (changed course description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 02

This course is a study of the 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.

ADMINISTRATIVE OFFICE CAREERS (FORMERLY PROFESSIONAL OFFICE TECHNOLOGY)

POFL 2264 CAPSTONE: PRACTICUM
(changed course description)

CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 16

This is an intermediate work-based instruction that provides career exploration and helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Emphasis will be placed on practical work experience. Indirect supervision will be provided by the work supervisor.
Prerequisite: Students must have completed 46 semester credit hours.

POFT 1301 BUSINESS ENGLISH (formerly POFT 1302)

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 2312 BUSINESS CORRESPONDENCE & COMMUNICATION
(changed course title & description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course teaches the development of writing skills required to produce effective business documents.
Prerequisite: POFT 1301.

POFT 2264 CAPSTONE: PRACTICUM
(changed course description)

CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 16

This is a basic or intermediate work-based instruction that provides career exploration and helps student gain practical experience in the discipline, enhance skills, and integrate knowledge. Emphasis will be placed on practical work experience. Indirect supervision will be provided by the work supervisor.
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.

ASSOCIATE DEGREE NURSING

RNSG 1144 TRANSITION SKILLS (changed course description)

CRT HRS: 01 LEC HRS: 00 LAB HRS: 03

This course provides the LVN to RN transition student the opportunity to study the concepts and principles necessary to perform intermediate or advanced

nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal / ethical framework.

Prerequisite: Administrative approval; admission to the Professional Nursing Transition Track.

RNSG 1201 PHARMACOLOGY FOR PROFESSIONAL NURSING
(changed prerequisite)

CRT HRS: 02 LEC HRS: 02 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 safe administration of medications within a legal/ethical framework.
Prerequisite: Admission to Professional Nursing Program or administrative approval.

RNSG 1205 NURSING SKILLS I (changed prerequisite)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 04

This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: Admission to Professional Nursing Program or administrative approval.

RNSG 1209 INTRODUCTION TO NURSING
(changed course description)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course offers an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal / ethical framework.
Prerequisite: TASP+ completion.

RNSG 1244 NURSING SKILLS II (changed course description)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 04

This course is the study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.
Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201, or Administrative approval.

RNSG 1251 CARE OF THE CHILDBEARING FAMILY (new course)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 03

This course is the study of concepts related to the provision of nursing care for childbearing families. Topics include selected complications of mother and infant. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: BIOL 2401 (and BIOL 2402, RNSG 1244 if spring admission), RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201.

RNSG 1341 COMMON CONCEPTS OF ADULT HEALTH
(new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

In this course, students will study the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: BIOL 2421, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, RNSG 1244, or Administrative approval.

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RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE*(new course)***CRT HRS:04 LEC HRS:04 LAB HRS:01**

This course provides an introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, beginning development of critical-thinking skills, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: BIOL 1408, ENGL 1301, COSC 1301, PSYC 2314, RNSG 1209.

RNSG 2121 MANAGEMENT OF CLIENT CARE *(new course)***CRT HRS: 01 LEC HRS:01 LAB HRS:00**

This course is an exploration of leadership and management principles and current issues applicable to the role of the nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263 or Administrative approval.

RNSG 2163 CLINICAL IV *(changed prerequisite)***CRT HRS: 01 LEC HRS:00 OFF CAMPUS LAB HRS:06**

This is an advanced nursing work-based instruction that assists students to synthesize and apply new knowledge, critical thinking, and to gain experience in nursing management and the nursing care of critically ill clients and their families with multiple alterations in health in various structured settings. Practical experience is simultaneously related to theory. Direct supervision is provided by the clinical instructor.

Prerequisite: RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, SPCH 1311.

RNSG 2201 CARE OF CHILDREN AND FAMILIES *(new course)***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 2401, (and BIOL 2402, RNSG 1244 if spring admission), RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201.

RNSG 2213 MENTAL HEALTH NURSING *(new course)***CRT HRS:02 LEC HRS:02 LAB HRS: 01**

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

Prerequisite: BIOL 2421, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, RNSG 1244, or Administrative approval.

RNSG 2260 CLINICAL – PEDIATRICS *(new course)***CRT HRS: 02 LEC HRS:00 OFF CAMPUS LAB HRS:08**

This is an intermediate nursing work-based instruction that assists students in synthesizing new knowledge, applying previous knowledge, and gaining experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty, generally in a clinical setting.

Prerequisite: BIOL 2401, (and BIOL 2402, RNSG 1244 if spring admission), RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201.

RNSG 2261 CLINICAL – MATERNAL CHILD HEALTH *(new course)***CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS: 08**

This is an intermediate nursing work-based instruction that assists students in synthesizing new knowledge, applying previous knowledge, and gaining

experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty, generally in a clinical setting.

Prerequisite: BIOL 2401, (and BIOL 2402, RNSG 1244 if spring admission), RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201.

RNSG 2262 CLINICAL – MENTAL HEALTH *(new course)***CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS: 08**

This is an intermediate nursing work-based instruction that assists students in synthesizing new knowledge, applying previous knowledge, and gaining experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty, generally in a clinical setting.

Prerequisite: BIOL 2421, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, RNSG 1244, or Administrative approval.

RNSG 2263 CLINICAL – MEDICAL / SURGICAL *(new course)***CRT HRS:02 LEC HRS: 00 OFF CAMPUS LAB HRS: 08**

This is an intermediate nursing work-based instruction that assists students in synthesizing new knowledge, applying previous knowledge, and gaining experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional faculty, generally in a clinical setting.

Prerequisite: BIOL 2421, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, RNSG 1244, or Administrative approval.

RNSG 2331 ADVANCED CONCEPTS OF ADULT HEALTH*(new course)***CRT HRS: 03 LEC HRS:03 LAB HRS:01**

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis will be placed on knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263 or Administrative approval.

RNSG 2363 CAPSTONE: CLINICAL V *(changed prerequisite)***CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB HRS: 10**

This course utilizes a method of instruction providing detailed education, training, and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.

AUTOMOTIVE TECHNOLOGY

AUMT 2437 AUTOMOTIVE ELECTRONICS *(changed prerequisite)***CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

Topics in this course address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology.

Prerequisite: None.

BIOLOGY

BIOL 2406 ENVIRONMENTAL BIOLOGY *(changed prerequisite)**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

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: Pass the reading section of the TASP+ test or completion of READ 90 with a grade of "C" or better, or equivalent.

BUSINESS ADMINISTRATION

BMGT 1341 BUSINESS ETHICS *(new course)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course includes the discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. It includes a review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

Prerequisite: None.

BNKG 1356 ANALYZING FINANCIAL STATEMENTS

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a study of the process of evaluating financial statements, cash flow, and ration analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: ACNT 1303.

BUSA 1315 INVESTMENT AND SECURITIES

(changed course description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 02

This course is a study of relevant terminology and changes in the stock market as a result of economic and political events and changes in interest rates and taxes.

Prerequisite: None.

MRKG 1301 CUSTOMER SERVICE *(formerly HRPO 1301)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

Prerequisite: None.

MRKG 1311 PRINCIPLES OF MARKETING

(changed course description)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues. A description and analysis of the importance of marketing research is also provided.

Prerequisite: None.

MRKG 2333 PRINCIPLES OF SELLING *(formerly BMGT 1333)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an introduction to 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 2348 MARKETING RESEARCH & STRATEGIES

(formerly BMGT 1348)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is designed to enhance student understanding of the marketing environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility. A simulated marketing environment will be created for experience in marketing decision-making and to provided practical experiences in analyzing market cases for the students.

Prerequisite: None.

MRKG 2349 ADVERTISING AND SALES PROMOTION

(formerly BMGT 1349)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an introduction to the advertising principles, practices, and the multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

Prerequisite: None.

BUSINESS COMPUTER SYSTEMS

ARTC 1302 DIGITAL IMAGING I

(formerly GRPH 1325)

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: ARTC 1313.

ARTC 1313 DIGITAL PUBLISHING I *(formerly GRPH 1322)*

CRT HRS: 03 LEC HRS: 02 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: COSC 1301 or ITSC 1309.

ARTC 1325 INTRODUCTION TO COMPUTER GRAPHICS

(new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course is a survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

Prerequisite: COSC 1301 and ENGL 1301 or concurrent enrollment.

ARTC 2305 DIGITAL IMAGING II *(formerly GRPH 1357)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course covers the principles of digital image processing and electronic painting. Emphasis will be placed on bitmapped or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

Prerequisite: ARTC 1302.

ARTC 2313 DIGITAL PUBLISHING II *(formerly GRPH 1354)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course provides layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis will be placed on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

Prerequisite: ARTC 1313.

ARTV 1301 ANIMATION 2-D *(changed prerequisite)*

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing and sequencing media elements to create multimedia presentations. Emphasis is placed on conceptualization, creativity and visual aesthetics.

Prerequisite: ARTC 1313 and ARTC 1345.

FLMC 2331 COMPUTERS IN VIDEO PRODUCTION II

(changed course description/prerequisite)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course is the study of the applications of computers to production. Topics include vector and raster graphics; rendering techniques; the design and production of three-dimensional materials; and the selection of hardware, software, and peripherals for the configuration of a studio.

Prerequisite: ARTC 1313 and ARTC 1345.

IMED 1345 INTERACTIVE MULTIMEDIA I
(changed course description/prerequisite)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course is the exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software. Prerequisite: ARTC 1313 and ARTC 1345.

IMED 2305 MULTIMEDIA COURSEWARE DEVELOPMENT II
(changed course title)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides in-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products. Prerequisite: IMED 1345.

IMED 2315 WEB PAGE DESIGN II
(changed course description/prerequisite)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course is a study of mark-up language advanced layout techniques for creating web pages. Emphasis is placed on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.

Prerequisite: ITSC 1313 or ITSE 2309, or IMED 1316.

**ITMC 1341 IMPLEMENTING MICROSOFT WINDOWS
PROFESSIONAL AND SERVER**
(changed course title, description and pre-requisite)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides students with in-depth knowledge and skills necessary to install and configure Microsoft Windows on stand-alone computers and on client computers that are part of a workgroup or domain. The skills and knowledge necessary to install and configure Windows Server to create file, print, and servers will be provided.

Prerequisite: ITNW 2321 and ITNW 1314.

ITNW 1312 FUNDAMENTALS OF INFORMATION SECURITY
(new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course covers the 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: COSC 1301 and ITSC 1305.

ITNW 1314 NETWORK NETWORKING ESSENTIALS
(formerly ITMC 1301)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides more in-depth study of networking technologies. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Prerequisite: ITNW 1325 and ITSC 1305.

ITNW 1325 FUNDAMENTALS OF NETWORKING TECHNOLOGIES
(changed course title)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

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 1353 SUPPORTING A NETWORK SERVER
INFRASTRUCTURE** *(new course)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides skills development in installing, configuring, managing, and supporting a network infrastructure.

Prerequisite: ITNW 1354.

ITNW 1354 IMPLEMENTING AND SUPPORTING SERVERS
(new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment.

Prerequisite: ITNW 1312 or ITNW 2301.

ITNW 2164 CAPSTONE: NETWORK PRACTICUM
(changed course description)

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 student.

Prerequisite: ITNW 2335 and INTW 2317.

ITNW 2165 CAPSTONE: INTERNET DEVELOPMENT PRACTICUM
(new course)

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 student.

Prerequisite: ITNW 2358 and ITNW 1353.

ITNW 2301 ADMINISTERING SERVERS
(changed course title/description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course is the study of networking technologies. Topics include pre-installation and day-to-day administration tasks of various network operating system servers.

Prerequisite: ITNW 1325.

ITNW 2305 NETWORK ADMINISTRATION
(changed course title/description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

Topics in this course include network components, user accounts and groups, network file systems, file system security, and network printing.

Prerequisite: ITNW 1325.

**ITNW 2306 ADVANCED NETWORK ADMINISTRATION FOR
INTRANETWARE** *(formerly ITNW 2343)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides instruction in tuning the network and server for better performance and managing complex tree structures. It prepares the student to oversee a complex network environment, including partitioning and replication and time-synchronization strategies.

Prerequisite: ITNW 2317.

ITNW 2309 NETWORK ADMINISTRATION FOR INTRANET
(new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

In this course, student will learn to perform the role of network administrator or system manager for an Intranet network.

Prerequisite: ITNW 2321.

ITNW 2321 NETWORKING WITH TCP/IP
(changed course description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

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 1325.

ITNW 2330 FUNDAMENTALS OF INTERNETWORKING*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers advanced concepts of internetworking to include internetworking devices and protocols.

Prerequisite: ITNW 2358.

ITNW 2346 DESIGNING A SECURE NETWORK*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks.

Prerequisite: ITNW 1353 or ITNW 2309.

ITNW 2354 INTERNET / INTRANET SERVER*(changed prerequisite)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server.

Prerequisite: ITNW 1354 or ITNW 2321.

ITNW 2358 DESIGNING AND IMPLEMENTING MAIL SERVERS*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an in-depth study of electronic messaging using mail servers.

Prerequisite: ITNW 1354.

ITNW 2359 WEB SERVER SUPPORT AND MAINTENANCE*(changed course title/description/prerequisite)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides instruction in the installation, configuration, and implementation of Internet web servers.

Prerequisite: ITNW 2317 and ITMC 1341.

ITSC 1164 CAPSTONE: INFORMATION SECURITY PRACTICUM*(new course)***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 student.

Prerequisite: ITSC 2372.

ITSC 1301 INTRODUCTION TO COMPUTERS*(changed course description)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an overview of computer information systems. It introduces computer hardware, software, procedures, and human resources.

Prerequisite: None.

ITSC 1307 UNIX OPERATING SYSTEM I*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

Prerequisite: ITNW 2301.

ITSC 2164 CAPSTONE: MINICOMPUTER PRACTICUM*(changed course description)***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 student.

Prerequisite: ITSE 1318 and ITSE 1314.

ITSC 2165 CAPSTONE: SYSTEMS ADMINISTRATION**PRACTICUM***(changed course description)***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 student.

Prerequisite: ITNW 2335 or ITSE 1345.

ITSC 2339 PERSONAL COMPUTER HELP DESK*(changed course description)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course instructs the student in the diagnosis and solution of user hardware and software problems with on-the-job projects.

Prerequisite: ITNW 2335.

ITSC 2346 COMPUTER CENTER MANAGEMENT*(changed course prerequisite)***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 2335 or ITSC 2372.

ITSC 2371 AUTHENTICATION AND CRYPTOGRAPHY*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course covers theory and application of authentication protocols and encryption algorithms. Students will analyze the relative strength and weaknesses of each protocol or algorithm and the uses of authentication and cryptography, including confidentiality, integrity, and non-repudiation. Students will also learn how to plan and manage public key and certificate infrastructure.

Prerequisite: ITNW 1312.

ITSC 2372 INFORMATION SECURITY POLICY MANAGEMENT*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course covers security policy development, implementation, monitoring, and enforcement. Students will identify security risks, types of attacks, and malicious software. In addition, students will learn how to properly monitor and scan networks and systems to detect incidents and learn how to develop proper incident response procedures, investigate incidents, and preserve evidence. The legal issues in security and how to train users to increase security through social engineering will also be covered.

Prerequisite: ITNW 1312.

ITSE 1302 COMPUTER PROGRAMMING*(changed course title)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an introduction to computer programming with an emphasis 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: COSC 1301.

ITSE 1311 WEB PAGE PROGRAMMING*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, JAVASCRIPT, OR ASP.

Prerequisite: ITSE 1302.

ITSE 1345 INTRODUCTION TO ORACLE SQL AND PL/SQL*(changed course description)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL).
Prerequisite: ITSE 2309.

ITSE 2286 INTERNSHIP-COMPUTER PROGRAMMING*(changed course description)***CRT HRS: 02 LEC HRS: 00 LAB HRS: 10**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: ITMC 1341 or Program Chair's approval.

ITSE 2309 DATABASE PROGRAMMING *(changed course title)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

In this course the student will learn application development using database programming techniques emphasizing database structures, modeling, and database access.
Prerequisite: ITSE 1331 or ITSC 1309 or ITSE 1302.

ITSE 2333 IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER *(changed course title/description)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system.
Prerequisite: ITSE 1345.

ITSE 2353 ADVANCED WEB AUTHORIZING FOR NETWARE*(changed course title)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course teaches advanced applications for Web authoring. Topics include Server Side Include (SSI) commands, Perl scripts, JavaScript and Java Applets.
Prerequisite: IMED 2315.

ITSE 2356 ORACLE DATABASE ADMINISTRATION I*(changed course description)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course teaches fundamentals of the tasks and functions required of a database administrator using Oracle.
Prerequisite: ITSE 1345.

ITSW 1310 INTRODUCTION TO PRESENTATION GRAPHICS**SOFTWARE *(changed course title)*****CRT HRS: 03 LEC HRS: 02 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: COSC 1301 or ITSC 1309.

CHILD CARE AND DEVELOPMENT**CDEC 1319 CHILD GUIDANCE *(changed course description)*****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.
Prerequisite: None.

COLLEGE SUCCESS**ORIN 0101 COLLEGE SUCCESS *(changed course description)*****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course helps the student to set goals, utilize campus resources, determine personal learning styles and intelligences, manage time, memorize information, read textbooks for maximum learning, take effective class notes, take tests, develop basic research skills, think critically, communicate in both written and oral formats, 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 TASP+. 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 TASP+ exempt.
Prerequisite: None.

COMPUTER-AIDED DRAFTING AND DESIGN**ARTC 1317 DESIGN COMMUNICATION I *(new course)*****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 1313, ARTC 1302 and ARTS 1311.

ARTC 1341 3-D ANIMATION I *(new course)***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 1302.

ARTC 2331 ILLUSTRATION CONCEPTS *(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is the advanced study of different painting media such as digital and traditional tools. Emphasis will be placed on conceptualization and composition as they relate to "real world" assignments.
Prerequisite: ARTC 1302.

ARTC 2341- 3-D ANIMATION II *(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis will be placed on production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering, animation, and outputting software.
Prerequisite: ARTC 1341.

ARTC 2347 DESIGN COMMUNICATION II *(new course)***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.

CNBT 1346 CONSTRUCTION ESTIMATING I *(new course)***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: None.

CRTG 1301 CARTOGRAPHY AND GEOGRAPHY IN GIS AND GPS*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.

Prerequisite: COSC 1301 or DFTG 1309.

CRTG 1321 INTRODUCTION TO RASTER-BASED GIS*(new course)***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: COSC 1301.

CRTG 1364 CAPSTONE: GIS PRACTICUM *(new course)***CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB HRS: 21**

This course is an basic work-based instruction that provides career exploration and helps the student gain practical experience in the discipline, enhance skills, and integrate knowledge. Emphasis will be placed on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: DFTG 2319 and SRVY 1319.

CRTG 2301 DATA ACQUISITION & ANALYSIS IN GIS/GPS*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is the study of the management of geographic information, system life cycles, and cost and benefits. Topics include demographic management and institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data; and applications of GIS for demographic modeling and analysis.

Prerequisite: CRTG 1301 and DFTG 2319.

CRTG 2311 WORKPLACE GEOGRAPHIC INFORMATION SYSTEMS*(GIS) (new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides application of GIS technology to real workplace applications from the public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.

Prerequisite: CRTG 1301, CRTG 1321, DFTG 2319.

CRTG 2364 CAPSTONE: GIS PRACTICUM *(new course)***CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB HRS: 21**

This course is an intermediate work-based instruction that provides career exploration and helps the student gain practical experience in the discipline, enhance skills, and integrate knowledge. Emphasis will be placed on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: CRTG 2311, ITSE 2309, and SRVY 1319.

DFTG 1171 INTRODUCTION TO THE DRAFTING PROFESSION*(new course)***CRT HRS: 01 LEC HRS: 01 LAB HRS: 00**

This course is an introduction to the drafting fields including architectural drafting, civil drafting, GIS (Geographic Information Systems), and digital imaging.

Prerequisite: None.

DFTG 1325 TECHNICAL READING AND SKETCHING*(changed course title)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to reading and interpreting working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.

Prerequisite: None.

DFTG 2330 CIVIL DRAFTING *(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is an in-depth study of drafting methods and principles used in public works civil engineering.

Prerequisite: MATH 2412.

DFTG 2354 CAPSTONE: FINAL PROJECT – CIVIL DRAFTING*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a civil drafting course in which students participate in a simulated project. The process from conception to conclusion is studied.

Prerequisite: SRVY 1341, SRVY 1315, SRVY 2309, HALT 1322.

DFTG 2366 CAPSTONE: DIGITAL IMAGING PRACTICUM*(new course)***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 student.

Prerequisite: ARTC 1317.

HALT 1322 SITE PLANNING / LANDSCAPE DESIGN*(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is the study of the principles and elements of landscape design. Topics include client interview, site analysis, pan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

Prerequisite: Completion of, or concurrent enrollment in DFTG 2319.

IMED 1316 WEB PAGE DESIGN I *(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, and browsers.

Prerequisite: ARTC 1313 and ARTC 1302.

IMED 1351 DIGITAL VIDEO *(new course)***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: ARTC 1302.

ITSE 2349 ADVANCED VISUAL BASIC *(new course)***CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides further application of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation.

Prerequisite: ITSE 1331.

SRVY 1313 PLANE SURVEYING *(new course)***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 2412 or concurrent enrollment.

SRVY 1315 SURVEY CALCULATIONS I *(new course)***CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to the mathematics used in surveying and mapping, e.g., algebra, plane trigonometry, and plane, solid and analytical geometry.

Prerequisite: None.

SRVY 1319 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This is a study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, utilization and client requirements, including prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems will be included.

Prerequisite: None.

SRVY 1341 LAND SURVEYING (new course)

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: None.

SRVY 1349 SURVEYING CALCULATIONS II (new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This is a study of the mathematical applications used in surveying and mapping. An overview of software and hardware, including programmable calculators used in problem solving will be covered.

Prerequisite: SRVY 1315.

SRVY 1380 COOPERATIVE EDUCATION (new course)

CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20

This is an intermediate course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision will be provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2319, or permission from the department.

SRVY 2309 COMPUTER-AIDED MAPPING (new course)

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 topographic maps utilizing coordinate geometry data points will also be covered.

Prerequisite: DFTG 2319 and SRVY 1313.

SRVY 2313 CONTROL SURVEYING (new course)

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 1313 and MATH 1414.

SRVY 2342 GLOBAL POSITIONING SYSTEM TECHNIQUES FOR SURVEY/MAPPING (new course)

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: Completion of, or concurrent enrollment in SRVY 1341 and SRVY 2309; and MATH 1414.

CRIMINAL JUSTICE

***CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE**

(changed prerequisite)

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: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT or ACT or TAAS score.

***CRIJ 1306 COURT SYSTEMS AND PRACTICES**

(changed prerequisite)

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: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT, ACT or TAAS score.

***CRIJ 1307 CRIME IN AMERICA (changed prerequisite)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT, ACT or TAAS score.

***CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW**

(changed prerequisite)

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: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT, ACT or TAAS score.

***CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES**

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is 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: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT, ACT or TAAS score.

***CRIJ 2328 POLICE SYSTEMS AND PRACTICES**

(changed prerequisite)

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: A passing score of 230+ on the reading portion of the TASP+ test, or completion of READ 90 with a grade of "A or B," or TASP+ exemption via SAT, ACT or TAAS score.

CULINARY ARTS

RSTO 1304 DINING ROOM SERVICE *(new course)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

Prerequisite: None.

RSTO 1306 FACILITIES LAYOUT AND DESIGN *(new course)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an overview of the planning, development, and feasibility aspects of building or renovating a food service facility. Application of principles of work and flow analysis, spatial relationships, and equipment selection as they relate to the overall layout and design will be covered.

Prerequisite: None.

RSTO 1311 MARKETING OF HOSPITALITY SERVICES

(new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an overview of marketing strategies for the hospitality industry including unique features of the hospitality business for marketing orientation. Topics include service marketing, strategic planning, competition, analyzing the environment, and marketing to the season/event.

Prerequisite: None.

RSTO 1321 MENU MANAGEMENT *(new course)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis is placed on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

Prerequisite: None.

RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS

(new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

In this course, students will study purchasing and inventory management of foods and other supplies including the development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis is placed on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Prerequisite: None.

RSTO 2264 CAPSTONE: RESTAURANT MANAGEMENT PRACTICUM *(new course)*

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 student. Prerequisite: Fourth semester standing in the Restaurant Management AAS Specialization.

RSTO 2405 MANAGEMENT OF FOOD PRODUCTION & SERVICES

(new course)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 02

This course is the study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. It includes laboratory experiences in quantity food preparation and service.

Prerequisite: RSTO 1321.

RSTO 2431 FOOD SERVICE MANAGEMENT *(new course)*

CRT HRS: 04 LEC HRS: 03 LAB HRS: 02

This course covers mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats to include cafeteria, table service, meetings, banquets, and catered events.

Prerequisite: RSTO 1311.

DANCE

DANC 1210 TAP DANCE *(formerly KINE 1215)

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 *(changed course description)

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 *(new course)

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 1248 JAZZ DANCE II *(new course)

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.

DIESEL TECHNOLOGY

DEMR 1230 STEERING AND SUSPENSION I

(changed prerequisite)

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: None.

DEMR 1266 CAPSTONE: PRACTICUM *(new course)*

CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 20

This course is an intermediate work-based instruction that provides career exploration and helps the student gain practical experience in the discipline, enhance skills, and integrate knowledge. Emphasis will be placed on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Permission from the department.

DEMR 1303 BASIC DRIVING SKILLS *(new course)*

CRT HRS: 03 LEC HRS: 01 LAB HRS: 06

This course is an introduction to the use of a Class 8 combination vehicle, and various types of heavy equipment. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL), and safe and efficient operation of various types of heavy equipment. The Texas CDL is not a requirement.

Prerequisite: AUMT 2437, DEMR 1416, DEMR 1410, TECM 1303, AUMT 1345, DEMR 1317, DEMR 1405, DEMR 1442.

DEMR 1317 BASIC BRAKE SYSTEMS *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

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: None.

DEMR 1410 DIESEL ENGINE TESTING AND REPAIR I

(changed prerequisite)

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: None.

DEMR 1416 BASIC HYDRAULICS *(changed prerequisite)*

CRT HRS: 04 LEC HRS: 02 LAB HRS: 06

This covers the fundamentals of hydraulics including components and related systems.

Prerequisite: None.

DEMR 1442 BASIC POWER TRAIN APPLICATIONS I

(changed prerequisite)

CRT HRS: 04 LEC HRS: 02 LAB HRS: 06

This course provides in-depth coverage of the mechanics and the theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.

Prerequisite: None.

WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS

(changed prerequisite)

CRT HRS: 04 LEC HRS: 02 LAB HRS: 06

This course provides an introduction to the fundamentals of equipment used, oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

Prerequisite: None.

DRAMA

*DRAM 1310 INTRODUCTION TO THEATRE

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

Prerequisite: Completion of READ 80 or equivalent.

EDUCATION

*EDUC 1301 INTRODUCTION TO EDUCATION

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is designed for prospective education major students. The content emphasizes: selected teaching / learning concepts; exploration of career opportunities; and proper infusion of technology. This is a field-based course that will require significant time conducting observations in local school district classrooms.

Prerequisite: A passing score of 230+ on the reading portion of the TASP+ test or completion of READ 90 with a grade of "C" or better or TASP+ exemption via SAT, ACT, or TAAS scores.

ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY

CPMT 1349 COMPUTER NETWORKING TECHNOLOGY

(changed prerequisite)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This is a beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations is included.

Prerequisite: CPMT 1403.

CPMT 1403 INTRODUCTION TO COMPUTER TECHNOLOGY

(changed prerequisite)

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: CPMT 1407.

ELMT 2435 CERTIFIED ELECTRONICS TECHNICIAN TRAINING

(changed prerequisite)

CRT HRS: 04 LEC HRS: 04 LAB HRS: 00

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: CETT 1405, CETT 1441, and concurrent enrollment in CETT 2439.

LOTT 1401 INTRODUCTION TO FIBER OPTICS

(changed prerequisite)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course provides an introduction to fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, source, detectors, and connectors.

Prerequisite: TECM 1303 or MATH 1332, and CPMT 1407.

EMERGENCY MEDICAL TECHNOLOGY

EMSP 2444 **CARDIOLOGY** (*changed prerequisite*)
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.

Prerequisite: Concurrent enrollment in EMSP 2160.

ENGLISH

*ENGL 2307 **CREATIVE WRITING I**
(*changed prerequisite/description*)

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 2321 **BRITISH LITERATURE** (*changed prerequisite*)
CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course emphasizes selected reading of British literature. It encompasses the study of three genres, which may include short stories, poetry and drama, novel or novella, and essay. ENGL 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** (*changed prerequisite*)
CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course emphasizes selected reading of American literature. It encompasses the study of three genres, which may include short stories, poetry and drama, novel or novella, and essay. ENGL 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** (*changed prerequisite*)
CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course emphasizes selected reading of world literature. It will include the study of three genres, which may include short stories, poetry and drama, novel or novella, and essay. ENGL 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 **FORMS OF LITERATURE** (*changed prerequisite*)
CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course provides students an introduction to the study of a minimum of three genres, which may include short stories, poetry and drama, novel or novella, and essay. ENGL 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**
(*changed prerequisite*)

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. ENGL 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 2389 **ACADEMIC COOPERATIVE IN ENGLISH**
(*changed prerequisite*)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

ENVIRONMENTAL MANAGEMENT TECHNOLOGY

EPCT 1205 **ENVIRONMENTAL REGULATIONS OVERVIEW**

(*new course*)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

Prerequisite: None.

EPCT 1211 **INTRODUCTION TO ENVIRONMENTAL SCIENCE**

(*new course*)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course provides an overview of environmental science and current global concerns, and a brief history of environmental ethics, resource use, and conservation. It will include discussion of fundamental principles of resource economics and environmental health.

Prerequisite: None.

EPCT 1213 **CONTINGENCY PLANNING** (*new course*)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plan, and evaluating the effectiveness of the contingency plan.

Prerequisite: None.

EPCT 1217 **ENVIRONMENTAL GEOLOGY** (*new course*)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is a study of the relationships between earth science and the environment. It emphasizes crustal geological influences on air, water, and soil focusing on the effects of human habitation.

Prerequisite: Completion of EPCT 1211 with a grade of "C" or better or program chair approval.

EPCT 1241 **PRINCIPLES OF INDUSTRIAL HYGIENE** (*new course*)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 03

This course is a study of skills required in treatment, remediation, and disposal processes of solid waste, hazardous materials, and hazardous waste. It emphasizes the technologies applicable to the field.

Prerequisite: Completion of BIOL 2406 with a grade of "C" or better or program chair approval.

EPCT 1249 **ENVIRONMENTAL REGULATIONS INTERPRETATION AND APPLICATION** (*new course*)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is an in-depth study of the major federal and state environmental regulations.

Prerequisite: Completion of EPCT 1205 with a grade of "C" or better or program chair approval.

EPCT 1250 BASIC STATISTICS & CALCULATIONS FOR ENVIRONMENTAL TECHNICIANS (new course)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course is the application of math skills and chemical knowledge in solving environmental technology problems.

Prerequisite: MATH 90 or equivalent, or program chair approval.

EPCT 1344 ENVIRONMENTAL SAMPLING AND ANALYSIS (new course)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course covers sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis will be placed on analysis commonly performed by the field technician.

Prerequisite: Completion of CHEM 1411 with a grade of "C" or better or program chair approval.

EPCT 1402 WATER ENVIRONMENTS (new course)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course is a survey of aquatic ecosystems, including lakes, rivers, streams, wetlands, estuaries, and coastal marine environments. Emphasis will be placed on identifying the physical, chemical, and biological characteristics of these systems and their interactive effects. Cultural impacts of these ecosystems will be addressed.

Prerequisite: Completion of CHEM 1411 and BIOL 2406 with a grade of "C" or better or program chair approval.

EPCT 2266 CAPSTONE: PRACTICUM (new course)

CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 16

This course is an intermediate work-based instruction that helps the student gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor.

Prerequisite: Completion of 3 full semesters in the program (36 hours or more) with a grade point average of "2.0" or better, or approval of the program chair.

FRENCH

***FREN 2311 INTERMEDIATE FRENCH I (changed prerequisite)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

FREN 2311 is a comprehensive Intermediate French course designed for students with prior knowledge in French. This course includes review of the grammar, francophone literature and culture. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion and writing.

Prerequisite: FREN 1311 and FREN 1312 or departmental placement exam.

GEOLOGY

***GEOL 1403 PHYSICAL GEOLOGY (changed course title)**

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: Pass the reading section of the TASP+ test or completion of READ 90.

***GEOL 1404 HISTORICAL GEOLOGY (changed course title)**

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 1447 METEOROLOGY (new course)**

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course is a survey of physical and historical geology, astronomy, meteorology, and oceanography and related sciences.

Prerequisite: Pass the reading section of the TASP+ test or completing of READ 90 with a grade of "C" or better; pass the math section of the TASP+ test or completion of MATH 90 with a grade of "C" or better.

GOVERNMENT

***GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE**

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: A passing score of 230+ on the reading portion of the TASP+ test or TASP+ exemption via SAT, or ACT scores.

***GOVT 2389 ACADEMIC COOPERATIVE IN SOCIAL SCIENCE**

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This is an instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: Completion of GOVT 2301 and GOVT 2302.

HEALTH AND HUMAN SERVICES

SCWK 2371 ORGANIZATIONAL WORKPLACE

(changed course description)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course provides a conceptual and theoretical framework for human service practice in diverse settings and client systems with which human service workers interact. It examines theory of organizational structures and cultures. This course provides skills and techniques necessary for entry into the workplace.

Prerequisite: SCWK 1309, SCWK 1371 and SCWK 2301.

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

HITT 1255 HEALTH CARE STATISTICS

(changed course description)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.

Prerequisite: HITT 1301.

MRMT 1211 COMPUTERS IN HEALTH CARE

(changed prerequisite)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 04

This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisite: MRMT 1203.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

HART 1407 REFRIGERATION PRINCIPLES

(changed course description)

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 1445 GAS AND ELECTRICAL HEATING

(changed course description)

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: CETT 1402, HART 1407, HART 1494.

HART 2431 ADVANCED ELECTRICITY *(new course)*

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: CETT 1402, HART 1407, HART 1494.

HART 2438 AIR CONDITIONING INSTALLATION & STARTUP

(changed course title and description)

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: CETT 1402, HART 1407, HART 1494.

HART 2442 COMMERCIAL REFRIGERATION

(formerly HART 1442)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 04

Theory of and practical application in the maintenance of commercial refrigeration; high, medium and low temperature applications and ice machines are introduced in this course.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2445 AIR CONDITIONING SYSTEMS DESIGN

(changed course description)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 04

This course is the study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HISTORY

*HIST 2311 WESTERN CIVILIZATION I *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 230+ on the reading portion of the TASP+ test or TASP+ exemption via SAT, or ACT scores.

*HIST 2312 WESTERN CIVILIZATION II *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is a continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 230+ on the reading portion of the TASP+ test or TASP+ exemption via SAT, or ACT scores.

*HIST 2380 MEXICAN AMERICAN HISTORY

(changed prerequisite)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier; the impact of Mexico's Independence movement on the northern frontier; 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States; and twentieth century social political and economic issues among Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or TASP exemption via SAT, or ACT scores.

HUMANITIES

*HUMA 1315 FINE ARTS APPRECIATION *(new course)*

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: READ 80 or equivalent.

KINESIOLOGY

*KINE 1104 WEIGHT TRAINING & CONDITIONING II

(changed prerequisite)

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 1110 BOWLING II *(changed prerequisite)*

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 1114 GOLF II (changed prerequisite)**

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/trough 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 1116 KARATE II (changed prerequisite)**

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, sparring, 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 1120 RACQUETBALL II (changed prerequisite)**

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 1126 SWIMMING II (changed prerequisite)**

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 1128 TENNIS II (changed prerequisite)**

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 1211 AEROBIC DANCE II (changed prerequisite)**

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 1252 SCUBA II (changed title / prerequisite)**

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.

LANDSCAPE HORTICULTURE

(These 4 courses are only applicable to the Institutional Award in Landscape Horticulture)

HALT 1301 PRINCIPLES OF HORTICULTURE (new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an overview of the horticulture industry, plant science, terminology, classification, propagation, environmental as well as, some techniques that can be used in landscaping horticulture.

Prerequisite: None.

HALT 1307 PLANT DISEASES (new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is an overview of the factors causing plant diseases. Topics include physiological disorders, fungi, bacteria, viruses, mollicutes, nematodes, parasitic plants, non-pathogenic factors, and control methods.

Prerequisite: None.

HALT 2314 PLANT PROPAGATIONS (new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is the study of sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separations, and tissue culture; and environmental factors of propagation.

Prerequisite: None.

HALT 2318 SOIL FERTILITY AND FERTILIZERS (new course)

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course is the in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

Prerequisite: None.

MATHEMATICS

***MATH 1316 PLANE TRIGONOMETRY (new course)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course covers trigonometric functions, identities, equations and applications.

Prerequisite: MATH 1414 with a grade of "C" or better.

***MATH 1324 FINITE MATHEMATICS (new course)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

Course topics include inequalities, quadratic functions, sequences and series, matrices, systems of linear equations, mathematics of finance, sets and probability, and an introduction to linear programming.

Prerequisite: A passing score of 230+ on the math portion of the TASP+ test or equivalent.

***MATH 1325 BUSINESS CALCULUS (changed prerequisite)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

Course topics include applications of differential and integral calculus to business and economics, probability and statistics. Theory of extrema, area under a curve and applications of optimization techniques are included.

Prerequisite: MATH 1324 or MATH 1332 or MATH 1414 with a grade of "C" or better.

***MATH 1332 COLLEGE MATHEMATICS (changed prerequisite)**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

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.

Prerequisite: A passing score of 230+ on the math portion of the TASP+ test or equivalent; or qualify for the "B or Better" option.

***MATH 1414 COLLEGE ALGEBRA (changed prerequisite)**

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.

Prerequisite: A passing score of 250+ on the math portion of the TASP+ test; or completion of MATH 1332 or MATH 1324 with a grade of "C" or better; or qualify for the "B or Better" option; or TASP+ exemption via SAT, ACT, or TAAS scores.

***MATH 1442 STATISTICS (formerly MATH 1342)**

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.

Prerequisite: READ 90 and MATH 90 or equivalent.

MEDICAL ASSISTANT TECHNOLOGY

MDCA 1166 PRACTICUM I (changed course description)

CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 08

This course is an intermediate medical office, clinical, or medical outpatient service experience in basic medical office administrative and clinical procedures, that helps the students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1167 PRACTICUM II (changed course description)

CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 08

This is a continuation of MDCA 1166-Practicum I. It is an intermediate medical office, clinical, or medical outpatient service experience in basic medical office administrative and clinical procedures, that helps the students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. This practicum is an unpaid learning experience.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1254 CERTIFIED MEDICAL ASSISTING EXAM REVIEW

(new course)

CRT HRS: 02 LEC HRS: 02 LAB HRS: 00

This course provides preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. An explanation of how the exam is scored, and opportunities to take practice exams will be provided.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program who is preparing for the Certification

exam by the American Association of Medical Assistants. See the Program Chair for details.

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1341 LIFE SKILLS PERFORMANCE OF CHILDHOOD IN OCCUPATIONAL THERAPY

(changed course description)

CRT HRS: 03 LEC HRS: 02 LAB HRS: 04

This course is a study of the physical, psychosocial, and cognitive occupational performance of children (newborns to adolescents) with emphasis on characteristics of purposeful activities. Other topics include 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

(formerly OTHA 1305)

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: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1409 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (formerly OTHA 1309)

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, muscle and nerves, and biomechanical assessment procedures.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1415 THERAPEUTIC MEDIA I IN OCCUPATIONAL THERAPY (formerly OTHA 1315)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 04

This course is an introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis is placed on activity analysis, how to adapt and teach therapeutically, and how to supply equip, and maintain a safe work environment.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1419 THERAPEUTIC MODALITIES I IN OCCUPATIONAL THERAPY (changed course description)

CRT HRS: 04 LEC HRS: 02 LAB HRS: 04

This course offers instruction concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment modalities in occupational therapy. Special emphasis is placed on the occupational therapy process within the context of the occupational performance model.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PATIENT CARE ASSISTANT

NURA 1160 CLINICAL I (changed prerequisite)

CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 04

This course is basic health professions work-based instruction that helps students synthesize new knowledge and gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), in a clinical setting. Clinical education is an unpaid experience.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or pre-TAS score of 16 or higher) and concurrent enrollment in NURA 1401.

NURA 1401 NURSE AIDE FOR HEALTH ORGANIZATIONS I

(changed prerequisite)

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: Eligibility for READ 80, ENGL 81 and MATH 85 (or pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1160.

NURA 1407 NURSE AIDE FOR HEALTH ORGANIZATIONS II

(changed prerequisite)

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: Eligibility for READ 80, ENGL 81 and MATH 85 (or pre-TASP score of 16 or higher).

PHYSICAL THERAPIST ASSISTANT

PTHA 1405 BASIC PATIENT CARE SKILLS

(changed course description)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course is an introduction to the theory and application of basic patient handling, functional skills, assessment techniques, and data collection techniques.

Prerequisite: Acceptance to the PTA program.

PHYSICS

***PHYS 1411 INTRODUCTORY ASTRONOMY I**

(changed course title & prerequisite)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course is the first part of a general introduction to astronomy covering various topics including: solar system formation, observational instruments and tools, planets, moons, the Sun, comets, meteors and asteroids.

Prerequisite: Pass the reading section of the TASP test or completion of READ 90 with a grade of "C" or better; pass the math section of the TASP+ test or completion of MATH 90 with a grade of "C" or better.

***PHYS 1412 INTRODUCTORY ASTRONOMY II**

(changed course title)

CRT HRS: 04 LEC HRS: 03 LAB HRS: 03

This course is the second part of a general introduction to astronomy covering various topics including: evolution of the universe, stars and star formation, star clusters, galaxies, quasars, neutron stars, black holes and cosmology.

Prerequisite: PHYS 1411.

RADIOLOGIC TECHNOLOGY

RADR 1311 BASIC RADIOGRAPHIC PROCEDURES

(changed course description)

CRT HRS:03 LEC HRS: 03 LAB HRS:00

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.

RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I

(changed course description)

CRT HRS:03 LEC HRS: 02 LAB HRS:04

This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric

properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better. RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and RADR 1266.

RADR 1409 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE
(changed course description)

CRT HRS: 04 LEC HRS:03 LAB HRS: 03

This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interactions skills, and basic pharmacology are also included.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.

RADR 2217 RADIOGRAPHIC PATHOLOGY

(changed course description)

CRT HRS: 02 LEC HRS: 01 LAB HRS: 02

This course is presentation of the disease process and common diseases and their appearance on medical images. Special imaging procedures and modalities used for diagnosis and treatment are also included.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2267.

RADR 2235 CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR

(changed course description)

CRT HRS: 02 LEC HRS:01 LAB HRS:02

This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

RADR 2301 INTERMEDIATE RADIOGRAPHIC PROCEDURES

(changed course description)

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 1266.

RADR 2331 ADVANCED RADIOGRAPHIC PROCEDURES

(changed course description)

CRT HRS:03 LEC HRS:03 LAB HRS:00

This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309, RADR 2213 and RADR 2266.

SIGN LANGUAGE (AMERICAN)

***SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I** *(changed prerequisite)*

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 primarily without voice.

Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.

SIGN LANGUAGE INTERPRETER

(Courses with SLNG prefix are only applicable to the Institutional Award in Sign Language Interpreter Basic Training)

SLNG 2301 INTERPRETING I *(new course)*

CRT HRS: 03 LEC HRS: 02 LAB HRS: 03

This course provides an overview of the interpreting process and current models. It will introduce the skills necessary to achieve message equivalency in interpreting. Fieldwork will be required.

Prerequisite: SLNG 1211, SLNG 1215, and SLNG 1347.

SPANISH

***SPAN 1311 BEGINNING SPANISH I-NON SPANISH SPEAKERS** *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

SPAN 1311 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 grammatical structures of the Spanish Language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: Departmental Placement exam required.

***SPAN 1312 BEGINNING SPANISH II-NON SPANISH SPEAKERS** *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

SPAN 1312 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 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 or departmental placement exam.

***SPAN 2311 INTERMEDIATE SPANISH I** *(changed prerequisite)* **CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

SPAN 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 1311 and SPAN 1312; or SPAN 2313 and SPAN 2315; or SPAN 1505; or departmental placement exam.

***SPAN 2316 CAREER SPANISH I** *(changed course description)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

SPAN 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. In addition, students will be exposed to literary topics and themes related to business, medical and/or legal areas. Topics will vary.

Prerequisite: None.

SPEECH

***SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION** *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: Completion of READ 80 or equivalent.

***SPCH 1315 PUBLIC SPEAKING** *(changed prerequisite)* **CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Prerequisite: Completion of READ 80 or equivalent.

***SPCH 1318 INTERPERSONAL COMMUNICATIONS** *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course includes instruction and activities in the principles of human communication and interaction. It includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

Prerequisite: Completion of READ 80 or equivalent.

***SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING** *(changed prerequisite)*

CRT HRS: 03 LEC HRS: 03 LAB HRS: 00

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: Completion of READ 80 or equivalent.

***SPCH 2333 DISCUSSION & SMALL GROUP COMMUNICATION** *(changed prerequisite)*

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: Successful completion of any SPCH 1300 course or permission from the instructor.

***SPCH 2335 ARGUMENTATION AND DEBATE** *(changed prerequisite)*

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: Successful completion of any SPCH 1300 course or permission from the instructor.

***ACGM Courses**

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 Community College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

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