CATALOG

2009-2010

SOUTH TEXAS COLLEGE

ACCREDITATION

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

AFFILIATIONS

NATIONAL/REGIONAL

- Alliance for Community College Innovation
- American Association of Collegiate Registrars and Admissions officers
- American Association of Community Colleges
- American Association of Community College Trustees
- American Occupational Therapy Association
- American Health Information Management Association
- American Physical Therapy Association's Commission on Accreditation in Physical Therapy
- American Registry of Radiologic Technologists
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association on Higher Education and Disability
- Association of International Educators
- Board of Vocational Nurse Examiners
- Committee on Accreditation for Respiratory Care
- Community College Baccalaureate Association
- Hispanic Association of Colleges and Universities International Association of GM-ASEP Schools
- International Conference on Teaching and Leadership Excellence (NISOD)
- Junior/College Student Personnel Association of Texas
- League for Innovation of the Community College
- National Association of College and University Business Officers
- National Association of Colleges and Employers
- National Association for Developmental Education
- National Association of Student Financial Aid Administrators
- National Automotive Technicians Education Foundation (NATEF)
- National Coalition of Advanced Technology Centers
- National Community College Hispanic Council
- National Institute for Staff and Organization Development
- National Organization of Associate Degree Nursing
- National Institute for Metalworking Skills, Inc. (NIMS)
- North American Council for Staff, Program and Organizational Development (NCPSOD)
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business officers
- Southern Association of Collegiate Registrars and Admissions officers
- The Instructional Technology Council
- The Sloan Consortium
- United States Distance Learning Association

STATE

- Association of Texas Colleges and Universities
- Board of Nurse Examiners for State of Texas
- South Texas Association of Registrars and Admissions Officers
- STARLINK
- Texas Association for College Admission Counseling
- Texas Association of Chicanos in Higher Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions officers
- Texas Association of Community Colleges
- Texas Association of Community College Trustees and Administrators
- Texas Association of School Boards
- Texas Association of Student Financial Aid Administrators
- Texas Counseling Association
- Texas Community College Teachers Association
- Texas Distance Learning Association
- Texas Organization of Associate Degree Nursing
- The Virtual College of Texas

LOCAL

- Asociación Regional de Maquiladoras de Reynosa, S.A.
- Hidalgo County Library System
- McAllen Chamber of Commerce
- South Texas Manufacturers' Association
- Tech Prep of the Rio Grande Valley
- Weslaco Area Chamber of Commerce

Catalog 2009-2010

Vol. 13 No. 1

Effective September 1, 2009

Published by South Texas College office of Public Relations and Marketing
P.O. Box 9701, McAllen, TX 78502-9701
(956) 872-8302

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www.southtexascollege.edu

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

Comprehensive Mission

for South Texas College

VISION

- A better quality of life for our communities.

PURPOSE

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

CORE VALUES

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

GUIDING PRINCIPLES

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

STRATEGIC DIRECTIONS

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

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

STC Strategic Directions and Outcomes

STUDENT LEARNING

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

Intended Outcomes

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

ACCESSIBILITY & SUCCESS

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

Intended Outcomes

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

COLLEGE-GOING CULTURE

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

Intended Outcomes

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

REGIONAL PROSPERITY

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

Intended Outcomes

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

MODEL PROFESSIONALISM

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

Intended Outcomes

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

CHAMPION EXCELLENCE

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

Intended Outcomes

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

South Texas College Sites

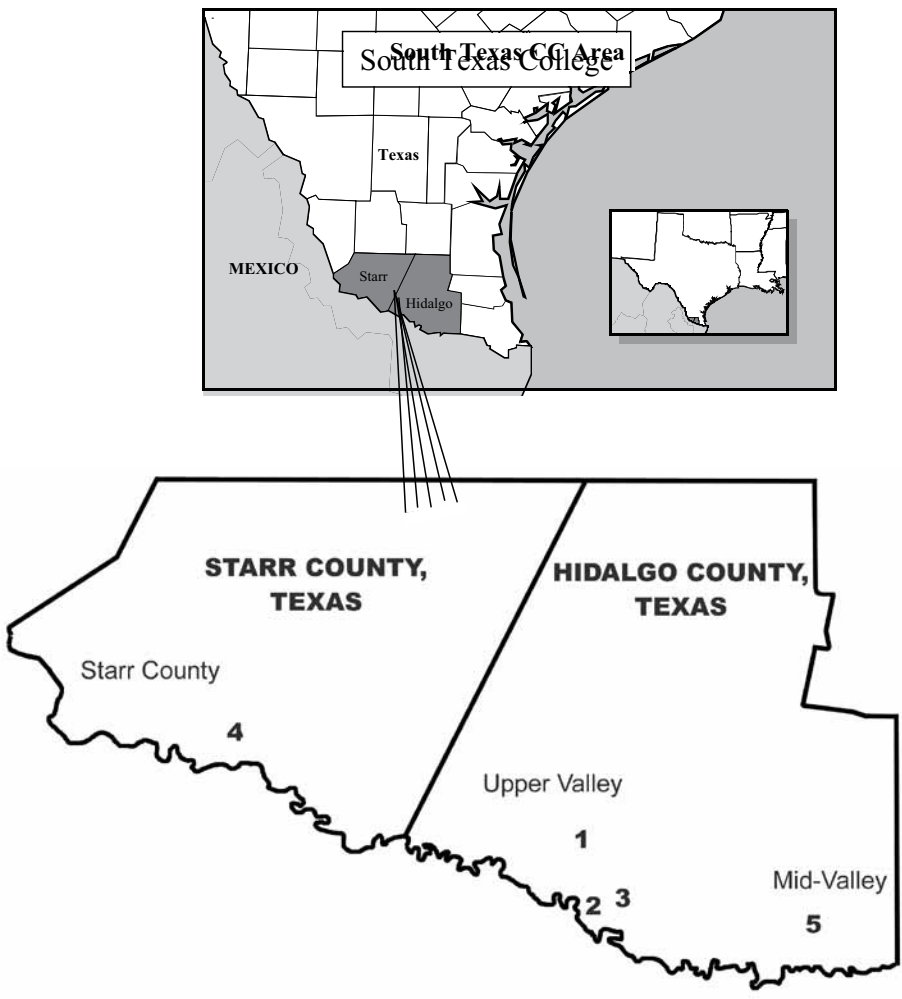
1 Pecan Campus
3201 W. Pecan Blvd.
Mcallen, TX 78501
956-872-8311

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

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

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

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



www.southtexascollege.edu

Creation

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

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

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

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

An enrollment of 1,000 students in 1993 has increased to more than 22,000 in 2009.

Statement of Equal Opportunity

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

Rights of Individuals with Disabilities

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

Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized.

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

Sexual Harassment Policy

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

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

Smoke/Tobacco Free Environment

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

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

Table of Contents

Accreditation 1
Affiliations 1
The Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions Constitute the Comprehensive Mission for South Texas College 2-3
STC sites and phone numbers 4
Creation 5
Statement of Equal Opportunity 5
Rights of Individuals with Disabilities 5
Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances 5
Sexual Harassment Policy 5
Smoke/Tobacco Free 5
Table of Contents 6-8
A Message from the President 9
Board of Trustees 10-11
Academic Calendar 2009-2010 12-13

ADMISSIONS GUIDELINES 14
Requirements 15
High School Graduation 15
Examination 15
Individual Approval 15
Transfer from Another College 15
Dual Enrollment 16
International Student 16
Selective Programs 16
Bachelor Degree Programs 16
Bachelor of Applied Technology 16
Certificate and Associate Degrees 16
Nursing and Allied Health 16
Alternative Exams and Mandatory Placement Testing 18
Who must take an alternative assessment exam? 18
Who does not have to take an alternative assessment test? 18
When must a student take an alternative assessment exam? 19
Registration for the Accuplacer exam 19
Registration for the THEA exam 19
Payment for the THEA exam 19
Taking an alternative assessment examination to fulfill STC placement standards 19
Accuplacer exam 19
Payment for the Accuplacer exam 20
The THEA exam 20
Testing Time Provided 20
Mandatory Participation 20
Dropping or Withdrawing from Developmental Coursework 20
TSI Exemption Scores 21
Academic and Developmental Placement Scores 21
Admission Procedures and Checklist 22
Auditing a Class 22
Tech Prep/Advanced Technical Credit (ATC) 22
Dual Enrollment 23
Student Records 23
Change of Address 23
Change of Major 23
Confidentiality of Records 23
Family Educational Rights and Privacy Act. 23
Directory Information 23
Review of Records 24
Resident Status for Students 24

TUITION AND FEES 26
Tuition Fiscal Year 2009-2010 27
In-District Tuition 27
Out-of-District Tuition 27
Non-Resident Tuition 27
Fees 2009-2010 Academic Year 28
Financial Information 29
Special Courses 29
Financial Obligations/Admittance to Class 29
Registration 29
Payments 29
Insufficient Funds, Stop Payment and Other Returned Checks 29
Schedule Changes (Adding and Dropping Courses) 29
Installment Payments 29
Emergency Loan Program 30
Third Party Contracts and Scholarships 30
Concurrent Enrollment Fees 30
Refunds 30
Tuition Refunds 30
Incidental Fees 31
Bookstore Refunds 31
Highlights for Tax Benefits for Higher Education 32

SCHOLASTIC REGULATIONS 33
Academic Information 34
Transfer of Credit to STC 34
Transfer of Credit from STC 34
Transcripts from Other Institutions 34
Transfer Disputes 34
Orientation 101 (College Success) 34
Change of Schedule 35
Withdrawal from Semester Credit Courses 35
Course Load 35
Basic Skills Test 35
Academic Transferable Courses 36-38
Credit by Examination 39
College Entrance Examination Board (CEEB) ... 39
College Level Examination Program (CLEP) ... 39
Grading System 40
Scholastic Progress Standards 41
Developmental Studies Program 42
Student Absences on Religious Holy Days 42
Attendance Policy 42
Student Code of Conduct 42
Academic Honors 43
Honors Program 43
Admission Requirements 43
Continuing Eligibility Standards 43
Curriculum Structure 43
Honor Program Graduates 44
Honor Graduates 44
Phi Theta Kappa International Honor Society Beta Epsilon Mu Chapter 44
Valley Scholars Program 44
Presidential Inspirational Achievement Award 44
President's Honor List 44
Vice President's Honor List 44
Educational Programs 45
Certificate Programs 45
Associate of Applied Science Degree 45
Transfer Programs 45
Baccalaureate Programs 45
Associate of Arts Degree 45
Associate of Science Degree 45
Graduate Guarantee 46

Table of Contents

Graduation Requirements 46
Course Substitutions 46
Graduation Ceremony and Application 46
Bachelor of Applied Technology 47
Associate of Arts Degree 47
Associate of Science Degree 47
Associate of Applied Science Degree 47
Certificate of Completion 47

SUPPORT SERVICES..... 49
Student Support Services Programs 49
Counseling Services 49
Individual and Group Counseling 49
Academic Counseling 49
Career Counseling and Transfer Assistance ... 49
Personal Counseling 49
Special topic Presentations, Workshops and National Mental Health Screenings 49
Providing Academic Support to Students (PASS) 49
disABILITY Services 50
Academic Advisement 50
Retention Specialist 50
Special Programs 50
Upward Bound and GEAR UP 50
Student I.D. Cards 51
Health Services 51
Students Rights and Responsibilities 51
Official Statement Relating to Students with Contagious Diseases.....51
Clinical Requirements of the Nursing and Allied Health Programs.....52
Immunization Requirements.....52
Bacterial Meningitis.....52
Voluntary Student Health Insurance 53
Financial Aid 53
General Information 53
Student Eligibility 53
Financial Need 53
Dependency Status 54
Applying - FAFSA and Renewal FAFSA 54
The Free Application for FAFSA 54
Renewal FAFSA 54
Ways to Submit a FAFSA Application to the U.S. Department of Education 54
By Mail 54
Through the WEB 55
When do I apply? 55
Application Submission Deadlines 55
What happens after I apply? 55
Applications which are questioned by the U.S. Department of Education 55
Verification 55
Selection of Students for Verification 55
If Document is Not on Time 56
Acceptable Documentation 56
Notification of Completion of Verification 56
Conflicting Information 56
Professional Judgment 56
Dependency Overrides 56
Professional Judgement/ Cost of Attendance Appeals 56
Professional Judgment/Income Adjustment 56
Frequently Requested Telephone numbers and websites 57
Federal Pell Grants 57
What is a Federal Pell Grant? 57
How do I qualify? 57
Attendance 58
How much money can I get? 58
How will I be paid? 58
Can I receive a Federal Pell Grant if I am enrolled less than half time? 58
Federal Student Loans 58
College Access Loans 59
Campus-Based Programs 59
Federal Supplemental Educational Opportunity Grants 59
What is a Federal Supplemental Educational Opportunity Grant? 59
What is the difference between the FSEOG and Federal Pell Grant? 59
How much money can I get? 59
How will I be paid? 59
Federal Work-Study 59
What is Federal Work-Study? 59
How much will I make? 59
How much will I be paid? 59
Are Federal Work-Study job on or off campus? 59
Can I work as many hours as I want? 59
What are the requirements under the Federal Work Study program? 60
Federal Academic Competitiveness Grant 60
What is an Academic Competitiveness Grant ACG? 60
How much will I get? 60
Do I have to pay the ACG grant back? 60
How will I get paid? 60
How will I be notified that I am eligible? 60
Federal National Science and Mathematics Access to Retain Talent Grant 60
State Aid Programs 61
Grants and Scholarships 61
Educational Aide Exemption Program 61
Toward Excellence, Access, and Success (TEXAS) Grant Program 62
Texas Educational Opportunity Grant (TEOG) ... 63
Texas Public Educational Grant (TPEG) 63
Leveraging Educational Assistance Partnership (LEAP) Special Leveraging Educational Assistance Partnership (SLEAP) 63
Professional and Vocational Nursing Scholarship Program 64
Early High School Graduation Scholarships 64
State Aid for Foreign Students 64
Texas Work-Study Program 65
Tuition and/or Fee Exemptions 65
Hazelwood Exemption 65
For Highest Ranking High School Graduates .. 66
Blind, Deaf Students Tuition Waiver Exemption 66
What is a Children of Disabled or Deceased Fireman, Peace Officer, Game Wardens, and Employees of Correctional Institutions Exemption 66
What is the exemption for children of U.S. Military who are Mission in Action or Prisoners of War (MIA/POW's)? 67
Fire Fighters Enrolled in Fire Science Courses ... 67
Foster Care Students Tuition Waiver 67
TANF Students 68
Texas Guaranteed Tuition Plan (formerly Texas tomorrow Fund) 68
Other Assistance Programs 68
Scholarships 68
South Texas Academic Rising Scholars 69
Valley Scholars 69
National Hispanic Scholarship Fund 69
Veteran's Educational Benefits 69
Department of Assistive and Rehabilitative Services (DARS) 69
Workforce Investment Act (WIA) Workforce Solutions 69

Table of Contents

Valley Initiative for Development and Advancement (VIDA) ... 70
AmeriCorps ... 71
VAMOS (Valley Alliance of Mentors for Opportunities and Scholarships) ... 71
Tax Benefits for Higher Education ... 71
HOPE Scholarship ... 71
Lifetime Learning tax credit ... 71
Satisfactory Academic Progress ... 71
Financial Aid Satisfactory Academic Progress Policy ... 71
Qualitative Standard ... 71
Quantitative Standard ... 72
Appeals Process ... 72
Additional Information ... 73
Federal Return of Title IV Funds Policy ... 73
Developmental Coursework Limitation ... 75

Campus Parking ... 76
Campus Security ... 77
Student Life ... 77
Student Activities ... 77
Campus Programming Board ... 77
Student Organizations ... 77
First-Year Experience ... 77
Student Leadership Center ... 77
Student Government Association ... 78
Student Leadership Academy ... 78
PEERS Mentoring Program ... 78
Intramural Sports and Wellness Programming ... 78
Judicial Affairs ... 78
Conflict Resolution Center ... 78
Job Placement ... 78
Library Services ... 78
Centers for Learning Excellence ... 79
Alumni and Friends ... 79
Outreach ... 79
Student Information and Welcome Centers ... 79
Distance Education ... 80
Research and Analytical Services ... 80
Institutional Effectiveness and Assessment ... 80
Continuing, Professional and Workforce Education ... 81

CURRICULUM ... 82
Core Curriculum ... 83
Humanities Elective Options ... 87

BACCALAUREATE DEGREES ... 88
Computer and Information Technologies ... 89
Technology Management ... 93

CERTIFICATE AND ASSOCIATE DEGREES ... 97

Division of Business and Technology ... 98
Administrative Office Careers ... 100
Automotive Technology ... 103
Business Administration ... 106
Business Computer Systems ... 114
Combination Welding ... 122
Computer Aided Drafting and Design ... 123
Culinary Arts ... 128
Diesel Technology ... 130
Electrician Assistant ... 132
Electronic and Computer Maintenance Technology ... 133
Heating, Ventilation, Air Conditioning and Refrigeration Technology ... 138
Human Resources ... 140
Manufacturing Technology ... 142
Paralegal ... 144
Plumber Assistant ... 145

Division of Liberal Arts and Social Sciences ... 146
American Sign Language and Interpreter Studies ... 148
Anthropology ... 151
Child Development ... 152
Communication ... 155
Criminal Justice ... 156
Drama ... 158
Education ... 159
English ... 163
Fine Arts ... 164
History ... 168
Interdisciplinary Studies ... 170
Kinesiology ... 171
Language and Cultural Studies ... 173
Mexican-American Studies ... 178
Philosophy ... 179
Political Science (Government) ... 180
Psychology ... 181
Social Work ... 182
Sociology ... 183

Division of Math and Science ... 184
Biology ... 185
Chemistry ... 186
Computer Science ... 187
Engineering ... 190
Mathematics ... 192
Physics ... 193
Pre-Pharmacy ... 197

Division of Nursing and Allied Health ... 196
Associate Degree Nursing ... 197
Emergency Medical Technology ... 203
Health and Medical Administrative Services ... 206
Medical Assistant Technology ... 209
Occupational Therapy Assistant ... 211
Patient Care Assistant ... 213
Pharmacy Technology ... 214
Physical Therapist Assistant ... 217
Radiologic Technology ... 219
Respiratory Therapy ... 221
Vocational Nursing ... 223

COURSE DESCRIPTIONS ... 225

ADMINISTRATORS AND FACULTY ... 292

INDEX ... 308

A Message from the President

South Texas College was established to serve the people of Hidalgo and Starr counties and has successfully done so for the past 15 years. You will find South Texas College conveniently located near your home with campuses in McAllen, Weslaco, and Rio Grande City. There are currently five campuses to choose from, and you will not have to travel far for a quality and affordable education. All campuses are conveniently accessible to you and affordable in these challenging economic times.

As you browse through the catalog, you will find that STC offers more than 100 degree and certificate options for your consideration including two Bachelor of Applied Technology Degrees; one in Technology Management and one in Computer and Information Technologies. South Texas College offers Associate of Arts degrees, Associate of Arts in Teaching, Associate of Science degrees, and Associate of Applied Science degrees. The College also offers numerous certificate options for direct entry into the workforce.

If you find that your current lifestyle keeps you from attending classes on campus, STC's Distance Education Program is available for you to take courses from the comfort of your home. You can select from eight degrees available online.

For those life-long learners who wish to simply refresh their current skills or acquire new skills, you can enroll in one of the College's many continuing and professional education classes. South Texas College also has workforce training available through its Partnership for Business and Industry Training. Here you will receive first-class, customized training in response to the workforce needs of businesses and industries in our area.

To help you get started, South Texas College's Student Affairs and Enrollment Management Division offers a wide array of services including advisement, counseling, dual enrollment, financial aid, a Student DisABILITIES Program, and student life, just to name a few.

I am confident you will find South Texas College is the best choice for higher education and career preparation. The information is within your fingertips. You can learn more at http://www.southtexascollege.edu. I look forward to seeing you among the thousands of students who walk through our doors every semester.

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

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Term May 2004-2010

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Term May 2008-2014

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and Western Alton
Term May 2009-2012

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Clinical Lecturer,
University of Texas-Pan American
Retired Superintendent,
Superintendent Emeritus, Hidalgo ISD
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Term May 2008-2014

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South San Juan, South Pharr,
South Weslaco and Progreso
Term May 2006-2012

ACADEMIC CALENDAR
2009-2010

FALL 2009
(Aug. 31 - Dec. 19, 2009)

August 20 **(Thursday)**
New Faculty Start Date-New Faculty Orientation

August 21 **(Friday)**
New Faculty Service tour

August 24 **(Monday)**
Faculty Return-Division/Department Meetings

August 25-27 **(Tuesday-Thursday)**
Faculty Preparation Days

August 28 **(Friday)**
All Faculty Professional Development

August 29 **(Saturday)**
Adjunct Faculty Professional Development Day

August 31 **(Monday)**
Classes Begin

September 7 **(Monday)**
College Closed-Labor Day

September 16 **(Wednesday)**
Twelfth Class Day

September 25 **(Friday)**
College Closed for College-wide Professional Development Day

November 20 **(Friday)**
Last Day to Withdraw

November 26-29 **(Thursday-Sunday)**
College Closed-Thanksgiving Holiday

December 14-19 **(Monday-Saturday)**
Finals

December 21 **(Monday)**
Last Day to Submit Grades

December 21-January 5
(Monday-Tuesday)
College Closed-Winter Break

SPRING 2010
(Jan. 19 - May 14, 2010)

January 6 **(Wednesday)**
College Opens-Staff Returns

January 11 **(Monday)**
Faculty Return-Division/Department Meetings

January 12 **(Tuesday)**
New Faculty/Staff Orientation

January 13-14 **(Wednesday-Thursday)**
Faculty Preparation Day

January 15 **(Friday)**
All Faculty Professional Development

January 16 **(Saturday)**
Adjunct Faculty Professional Development Day

January 18 **(Monday)**
College Closed-Martin Luther King Day

January 19 ***(Tuesday)***
Classes Begin

February 3 **(Wednesday)**
Twelfth Class Day

February 12 **(Friday)**
College Closed for College-wide Professional Development Day

March 15-21 **(Monday-Sunday)**
College Closed-Spring Break

April 1-4 **(Thursday-Sunday)**
College Closed-Semester Break

April 20 **(Tuesday)**
Last Day to Withdraw

May 8-14 **(Saturday-Friday)**
Finals

May 15 **(Saturday)**
Graduation

May 17 **(Monday)**
Last Day to Submit Grades

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ACADEMIC CALENDAR
2009-2010

SUMMER SESSION I
(June 7 - July 8, 2010)

May 31 **(Monday)**
College Closed-Memorial Day Observed

June 1–4 **(Tuesday-Friday)**
Final registration dates for Summer I, II, III

June 7 ***(Monday)***
Classes Begin

June 10 **(Thursday)**
Fourth Class Day

June 30 **(Wednesday)**
Last Day to Withdraw

July 5 **(Monday)**
College Closed-Independence Day Observed

July 8 **(Thursday)**
Classes End/Finals

July 9 **(Friday)**
Last day to submit grades

SUMMER SESSION II
(July 12 - Aug. 11, 2010)

July 6–9 **(Tuesday-Friday)**
Final registration dates for Summer II

July 12 ***(Monday)***
Classes Begin

July 15 **(Thursday)**
Fourth Class Day

August 4 **(Wednesday)**
Last Day to Withdraw

August 11 **(Wednesday)**
Classes End/Finals

August 13 **(Friday)**
Last day to submit grades

SUMMER SESSION III
(June 7 - Aug. 11, 2010)

June 1–4 **(Tuesday-Friday)**
Registration for summer I, II, III

June 7 ***(Monday)***
Classes Begin

June 15 **(Tuesday)**
Seventh Class Day

July 5 **(Monday)**
College Closed-Independence Day Observed

July 27 **(Tuesday)**
Last Day to Withdraw

August 11 **(Wednesday)**
Classes End/Finals

August 13 **(Friday)**
Last Day to Submit Grades

Register Now!!

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ADMISSIONS GUIDELINES

REQUIREMENTS

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

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

HIGH SCHOOL GRADUATION

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

EXAMINATION

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

INDIVIDUAL APPROVAL

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

TRANSFER FROM ANOTHER COLLEGE

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

The following conditions apply regarding transfer from another college:

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

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

DUAL ENROLLMENT

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

INTERNATIONAL STUDENT

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

SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

Bachelor Degree Programs

Bachelor of Applied Technology Admission Requirements

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

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

Certificate and Associate Degrees

NURSING & ALLIED HEALTH SELECTIVE ADMISSION PROGRAMS

Associate Degree Nursing:

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

Emergency Medical Technology

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

Health and Medical Administrative Services:

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

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

Medical Assisting Technology:

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

Occupational Therapy Assistant:

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

Patient Care Assistant:

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

Physical Therapist Assistant

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

Pharmacy Technology:

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

Radiologic Technology:

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

Respiratory Therapy:

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

Vocational Nursing:

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

ALTERNATIVE EXAMS AND MANDATORY PLACEMENT TESTING

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

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

The following assessment instruments may be used:

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

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

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

WHO MUST TAKE AN ALTERNATIVE ASSESSMENT EXAM?

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

WHO DOES NOT HAVE TO TAKE AN ALTERNATIVE ASSESSMENT TEST:

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

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

WHEN MUST A STUDENT TAKE AN ALTERNATIVE ASSESSMENT EXAM?

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

REGISTRATION FOR THE ACCUPLACER EXAM

To register for the ACCUPLACER Exam, a student must fill out an STC Admissions form prior to the test administration. Once an Admissions form has been processed, the student may reserve a test date at the Student Assessment Center (Reservation Fee-$15). Payment for the ACCUPLACER Exam fee is $29 on the day of testing.. A student that has already tested for an ACCUPLACER Exam and failed one or more sections of the test must wait 30 days before attempting the ACCUPLACER Exam. An ACCUPLACER Exam is offered by appointment only.

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

REGISTRATION FOR THE THEA EXAM

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

PAYMENT FOR THE THEA EXAM

The THEA Exam fee is $29.

TAKING AN ALTERNATIVE ASSESSMENT EXAMINATION TO FULFILL STC PLACEMENT STANDARDS

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

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

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

ACCUPLACER EXAM

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

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

Reading Comprehension Test

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

Sentence Skills Test

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

Arithmetic Test

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

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

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

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

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

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

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

PAYMENT FOR THE ACCUPLACER EXAM
The ACCUPLACER Exam fee is $29.

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

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

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

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

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

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

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

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

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

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

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

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

Texas Success Initiative (TSI) Exemption Scores							
TAAS*		**TAKS***		**ACT****		**SAT****	
Reading	89	**Reading**	2200 & 3	**English**	19	**Verbal**	500
Writing	1770	**Writing**		**Math**	19	**Math**	500
Math	86	**Math**	2200	**Composite**	23	**Composite**	1070
*Exemption is valid for a period of three (3) years from the date of testing.				**Exemption is valid for a period of five (5) years from the date of testing.			

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

Academic and Developmental Placement Scores					
SUBJECT AREA	**THEA**	**ACCUPLACER**	**ASSET**	**COMPASS**	**COURSE PLACEMENT**
Reading	230+	78+	41+	81+	**College Reading Standard** HIST 1301/1302 GOVT 2301/2302 COSC 1301
	200-229	61-77	37-40	73-80	READ 90 ENGL 1301 PSYC 2301
	180-199	44-60	33-36	66-72	READ 80
	100-179	0-43	0-32	0-65	READ 70
Writing	220+	E8/60+ E6/60+ E7/60+ E5/80+	E6/40+	E6/59+	**College Writing Standard** ENGL1301/PHIL 1301
	200-219	E8/0-59 E6/0-59 E7/0-59 E5/73-79	E5/36-39	E5/53-58	ENGL 91
	180-199	E5/66-72 E4/66-72	E4/33-35	E4/48-52	ENGL 81
	100-179	E5/0-65 E3/0-65 E4/0-65	E3/0-32	E3/0-47	ENGL 71
	Both Essay and Sentence Skills are required for placement (E=Essay)				
Math	250+	68+	41+	42+	**College Math Standard** MATH 1414
	230-249	AR 65 + EA 55-67	38-40	39-41	MATH 0090
	200-229	AR 65 + EA 18-54	35-37	36-38	MATH 0085
	100-199	AR 0-64 regardless of EA scores unless students meet the EA 68 for college readiness	0-34	0-35	MATH 0080
	AR = Arithmetic and EA = Elementary Algebra				

ADMISSIONS PROCEDURES AND CHECKLIST

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

APPLICATION AND TRANSCRIPTS

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

ORIENTATION

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

FINANCIAL AID

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

TESTING

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

ADVISING

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

REGISTRATION

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

TUITION & FEES

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

BOOKS

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

STUDENT LIFE

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

AUDITING A CLASS

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

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

TECH PREP/ ADVANCED TECHNICAL CREDIT (ATC)

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

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

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

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

DUAL ENROLLMENT

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

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

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

STUDENTS RECORDS

CHANGE OF NAME

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

CHANGE OF ADDRESS

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

CHANGE OF MAJOR

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

CONFIDENTIALITY OF RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

DIRECTORY INFORMATION

STC may release information that includes:

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

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

REVIEW OF RECORDS

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

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

- Students have the right to challenge the content of their academic records in order to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy of the student. They have the right to correct or delete any inaccurate or inappropriate data contained therein. Students who wish to exercise this right should complete and submit a Student Records Challenge Request Form to the Custodian of Records/Registrar in the office of Admissions and Records.
- The Custodian of Records/Registrar may attempt to settle the dispute with the student through informal meetings and discussions held within a reasonable period of time after the request is submitted.
- Formal hearing procedures may be necessary when the informal procedures are not satisfactory to the student or Custodian of Records/Registrar. If a formal hearing is required, the Vice President for Student Affairs and Enrollment Management, or a designee, shall conduct a formal hearing and render a decision within a reasonable period of time following the request. The student and Custodian of Records/Registrar have the opportunity to present evidence relevant to the issue(s). The appeal cannot go beyond the Vice President for Student Affairs and Enrollment Management.

RESIDENT STATUS FOR STUDENTS

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

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

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

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

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

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

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

Persons and their dependents, who do not live in the STC district, but who own property that is subject to ad valorem taxation by the STC taxing district, are also classified as "in-district" students. Proof of ownership of such property is a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties, which must be submitted with the Application for Admission, re-submitted annually

and retained by the College. Dependents of property owners must submit a copy of the income tax return for the previous year, listing the student as a dependent.

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

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

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

(1) graduated from a public high school or received the GED in Texas;
(2) resided in Texas for at least three years as of the date the student graduated from high school or received the GED in Texas;
(3) resided in Texas for 12 months prior to the census date of the semester in which the student plans to enroll;
(4) provides to the institution an Affidavit, stating that the student will file an application to become a permanent resident at the earliest opportunity the student is eligible to do so."

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

TUITION AND FEES

TUITION FISCAL YEAR 2009-2010

Number of Credit Hours	In-District Tuition	Out-of-District Tuition	Non-Residents of Texas Tuition
1	$131.00	$164.50	$202.00
2	$212.00	$264.00	$404.00
3	$252.00	$310.20	$606.00
4	$296.00	$361.60	$808.00
5	$370.00	$452.00	$1,010.00
6	$414.00	$503.40	$1,212.00
7	$483.00	$587.30	$1,414.00
8	$552.00	$671.20	$1,616.00
9	$576.00	$696.60	$1,818.00
10	$640.00	$774.00	$2,020.00
11	$704.00	$851.40	$2,222.00
12	$756.00	$913.20	$2,424.00
13	$819.00	$989.30	$2,626.00
14	$882.00	$1,065.40	$2,828.00
15	$945.00	$1,141.50	$3,030.00
16	$1,008.00	$1,217.60	$3,232.00
17	$1,071.00	$1,293.70	$3,434.00
18	$1,134.00	$1,369.80	$3,636.00
19	$1,197.00	$1,445.90	$3,838.00
20	$1,260.00	$1,522.00	$4,040.00
21	$1,323.00	$1,598.10	$4,242.00

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

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

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

FEES 2009-2010 ACADEMIC YEAR

Other Student Additional Fees

Mandatory Fee:

Student Registration Fee:

- if registered and paid or registered and financial aid complete **BEFORE** August 1, January 1, May 15, and June 15 ..... 90.00
- if registered or paid or financial aid processed **AFTER** July 31, January 1, May 14, and June 14 ..... 125.00

Information Technology Fee *per Credit Hour* 12.00
Learning Support Fee *per Credit Hour* 7.00

Course Fees:

Lab Fee *per Lab Credit Hour (for applicable courses with labs)* 24.00
Electronic Distance Education Fee *per Credit Hour* 22.00
Physical Education Special Activity Fee *per Course* 55.00

Differential Tuition per credit hour for:

Repeating a non-Developmental Studies course for the third or more time 50.00
Enrollment in Developmental Studies courses over the 27 hour rule 50.00
Supplemental Instruction 15.00
3000/4000 level courses 20.00
Associate Degree Nursing 25.00
Emergency Medical Technology 25.00
Occupational Therapy Assistant 25.00
Pharmacy Technology 25.00
Physical Therapist Assistant 25.00
Radiologic Technology 25.00
Respiratory Therapy 25.00
Vocational Nursing 25.00

Continuing Education Tuition and Fees:

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

Dual Enrollment Tuition and Fees:

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

Other Non-Refundable Fees (*refundable):

Drop Fee (one time fee) 25.00
Audit Fee ..... Tuition
Credit by Examination ..... Tuition
*Developmental Studies Fee 30.00
Installment Plan Fee 30.00
Late Installment Payment Fee 30.00
Late Emergency Loan Payment Fee 30.00
Reinstatement Fee 150.00
Student I.D. Replacement Fee 10.00
Lost or Damaged Library Book Fee-Cost of book plus processing fee 30.00
Returned Check 30.00
Wellness Center Student Membership Fee *per Semester* 72.00
Withdrawal Fee (one time fee after census) 50.00
Workforce/Continuing Education and other Conferences/Seminars/Summer Camps/ Workshops/Customized Training/Negotiated Training/Other Training Activities ..... Recovery of cost
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee 50.00
Student Insurance Fee (voluntary) ..... *(Obtain information from Cashier's office)*
NAH Course Fees: *Liability Insurance/Exams/Booklets/Badges/Certificates/ Other Activities* ..... *(Obtain information from your program chair)*
Parking Permit Violations:
- First 30.00
- Second 40.00
- Third 60.00
- 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

THEA/ACCUPLACER Testing Reservation Fee 15.00

FINANCIAL INFORMATION

SPECIAL COURSES

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

FINANCIAL OBLIGATIONS/ ADMITTANCE TO CLASS

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

REGISTRATION

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

PAYMENTS

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

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

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

SCHEDULE CHANGES

(Adding and Dropping Courses)

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

INSTALLMENT PAYMENTS

Available prior to the first day of semester **ONLY**!!!

- Online log on to http://jagnet.southtexascollege.edu or visit Cashier Offices
- To qualify the student must:
  - ✔ Be enrolled at STC for the semester
  - ✔ Complete the installment plan agreement available on-line or at the Cashiers' Office
  - ✔ Not have an outstanding balance with STC.
  - ✔ Be 18 years old.

- Eligible students may select one of three plans
  - *Plan 1* - 50% of the tuition and fees plus other applicable non-deferrable fees. Remaining balance will be divided into two equal payments.
  - *Plan 2* - 25% of the tuition and fees plus other applicable non-deferrable fees. Remaining balance will be divided into three equal payments.
  - *Plan 3* -10% of the tuition and fees plus other applicable non-deferrable fees. Remaining balance will be divided into three equal payments.
- Incidental fees associated with the installment payment plan are as follows:
  - $30.00 processing fee due at time of enrollment
  - $30.00 late payment fee assessed if total balance outstanding is not paid by "each" scheduled due date.
- Students who fail to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.
- Installment Due dates as per Installment agreement and Business Office Student Guide.

EMERGENCY LOAN PROGRAM

(subject to availability)

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

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

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

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

CONCURRENT ENROLLMENT FEES

Students enrolled at two Texas public institutions of higher education.

The total amount of tuition charged at STC may be determined differently if the student registers at more then 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 via mail to the student's address on file at the office of Admissions and Records, credit card or preference selected on JAGCARD/HIGHERONE.

REFUNDS

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

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

DROP OR WITHDRAWAL FROM STC

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

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

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

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

REFUND GUIDELINES

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

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

TUITION

Refund percentage may be greater than stated below.

FALL AND SPRING SEMESTERS

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

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

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

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

SUMMER I AND II SESSIONS

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

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

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

After the sixth class day..... None

SUMMER III SESSION

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

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

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

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

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

INCIDENTAL FEES

OTHER FEES

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

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

First class day and after .....None

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

BOOKSTORE REFUNDS

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

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

100 percent refund with the following:

- Sales receipt
- Unmarked, if new/unopened, if shrink wrapped
- Within first 7 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.

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

	Scholarships, Fellowships, Grants, & Tuition Reductions	Hope Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuitions and Fees Deduction	Coverdell ESA*	Qualified Tuition Program (QTP)*	Educational Exception to Additional Tax on Early IRA Distributions*	Education Savings Bond Program*	Employer Provided Educational Assistance*	Business Deduction for Work-Related Education
What is your benefit?	Amounts received may not be taxable	Credits can reduce amount of tax you must pay		Can deduct interest paid	Can deduct expenses	Earnings not taxed	Earnings not taxed	No 10% additional tax on early distribution	Interest not taxed	Employer benefits not taxed	Can deduct expenses
What is the annual limit?	None	$1,800 credit per student ($3,600 if a student in Midwestern disaster area) per student	$2,000 credit per student ($4,000 if a student in Midwestern disaster area) per student	$2,500 deduction	$4,000 deduction	$2,000 contributions per beneficiary	None	Amount of qualified education expenses	Amount of qualified education expenses	$5,250 exclusion	Amount of qualifying work-related education expenses
What expenses qualify besides tuition and required enrollment fees?	Course-related expenses such as fees, books, supplies, and equipment	None (but see Students in Midwestern disaster areas under Qualified Education Expenses in chapter 2 for an exception)	None (but see Students in Midwestern disaster areas under Qualified Education Expenses in chapter 3 for an exception)	Books, supplies, and equipment; Room and board; Transportation; Other necessary expenses	None (but see Students in Midwestern disaster areas under Qualified Education Expenses in chapter 6 for an exception)	Books, supplies, and equipment; Expenses for special needs services; Payments to QTP; Higher education: Room and board if at least half-time student; Elem/sec (K-12) education: Tutoring, Room and board, uniforms, transportation, computer access, supplementary expenses	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Payments to Coverdell ESA; Payments to QTP	Books, supplies, and equipment	Transportation; Travel; Other necessary expenses
What education qualifies?	Undergraduate and graduate K-12	1st 2 years of undergraduate (postsecondary)	Undergraduate and graduate; Courses to acquire or improve job skills	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Required by employer or law to keep present job, salary, status; Maintain or improve job skills
What are some of the other conditions that apply?	Must be in degree or vocational program; Payment of tuition and required fees must be allowed under the grant	Can be claimed for only 2 tax years; Must be enrolled at least half-time in a degree program; No felony drug conviction(s)	No other conditions	Must have been at least half-time student in degree program	Cannot claim both deduction & education credit for same student in same year	Assets must be distributed at age 30 unless special needs beneficiary	No other conditions	No other conditions	Applies only to qualified series EE bonds issued after 1989 or series I bonds	No other conditions	Cannot be to meet minimum educational requirements of present trade/ business; Cannot qualify you for new trade/business
In what income range do benefits phase out?	No phaseout	$48,000 - $58,000 $96,000 - $116,000 for joint returns		$55,000-$70,000; $115,000-$145,000 for joint returns	$65,000-$80,000; $130,000-$160,000 for joint returns	$95,000 -$110,000; $190,000-$220,000 for joint returns	No phaseout	No phaseout	$67,100 - $82,100; $100,650-130,650 for joint and qualifying widow(er) returns	No phaseout	May be subject to limit on itemized deductions

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

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

SCHOLASTIC REGULATIONS

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

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

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL-A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised SPRING 2005). 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 Texas Common Course Numbering System (TCCNS) 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 College does not issue copies of transcripts (high school or university) or other documents received from other institutions.

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

TRANSFER DISPUTES

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

ORIENTATION 101 (COLLEGE SUCCESS)

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

This course is a requirement for all first-time developmental students who have not passed all sections of an Alternative Exam (THEA). This course is also required for all students (including transfer students) with grade point averages below

2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt.

CHANGE OF SCHEDULE

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

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

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

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

WITHDRAWAL FROM SEMESTER CREDIT COURSES

Initiation of Withdrawal

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

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

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

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

COURSE LOAD

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

BASIC SKILLS TEST

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

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

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

ACADEMIC TRANSFERABLE COURSES

The following STC academic courses are transferable in accordance to the Texas Common Course Numbering System. Four-year institutions determine which courses will be required for degrees at their institution. *(Last modified: August 2009)*

ACCOUNTING

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

ANTHROPOLOGY

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

ART

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

ASTRONOMY

- PHYS 1403 Introductory Astronomy I (formerly PHYS 1411)
- PHYS 1404 Introductory Astronomy II (formerly PHYS 1412)

BIOLOGY

- BIOL 1322 Nutrition and Diet Therapy
- BIOL 1408 General Biology I
- BIOL 1409 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Environmental Biology
- BIOL 2320 Microbiology for the Food Services
- BIOL 2389 Academic Cooperative in the Biological Life Sciences
- BIOL 2401 Anatomy and Physiology I
- BIOL 2402 Anatomy and Physiology II
- BIOL 2416 Genetics
- BIOL 2421 Microbiology
- BIOL 2428 Comparative Vertebrate Anatomy

BUSINESS ADMINISTRATION

- BUSI 1301 Business Principles
- BUSI 2301 Business Law

CHEMISTRY

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

CHILD CARE AND DEVELOPMENT

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

COMMUNICATIONS

- COMM 2311 News Gathering and Writing I
- COMM 2315 News Gathering and Writing II

COMPUTER SCIENCE

- BCIS 1332 Cobol Programming
- BCIS 2332 Advanced Cobol Programming
- COSC 1301 Microcomputer Applications
- COSC 1315 Fundamentals of Programming
- COSC 1336 Programming Fundamentals I
- COSC 1337 Programming Fundamentals II
- COSC 1430 Computer Programming
- COSC 2325 Computer Organization and Machine Language
- COSC 2330 Advanced Structured Languages
- COSC 2336 Programming Fundamentals III

CRIMINAL JUSTICE

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

DANCE

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

DRAMA

- DRAM 1310 Drama Appreciation
- DRAM 1351 Acting I

ECONOMICS

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

EDUCATION

- ◆EDUC 1301 Introduction to the Teaching Profession
- ◆EDUC 2301 Introduction to Special Populations

ENGINEERING

- ◆ENGR 1101 Introduction to Engineering
- ◆ENGR 1204 Engineering Graphics
- ◆ENGR 2301 Statics
- ◆ENGR 2302 Dynamics
- ◆ENGR 2430 Digital Systems Engineering I

ENGLISH

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

GEOGRAPHY

- ◆GEOG 1301 Principles of Physical Geography

GEOLOGY

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

GOVERNMENT

- ◆GOVT 2301 American Government I
- ◆GOVT 2302 American Government II
- ◆GOVT 2304 Introduction to Political Science
- ◆GOVT 2311 Mexican-American Politics
- ◆GOVT 2389 Academic Cooperative in Government

HISTORY

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

HUMANITIES

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

KINESIOLOGY

- ◆KINE 1100 Fitness Walking
- ◆KINE 1101 Fitness and Motor Development I
- ◆KINE 1103 Weight Training and Conditioning I
- ◆KINE 1104 Weight Training and Conditioning II
- ◆KINE 1105 Badminton
- ◆KINE 1107 Basketball I
- ◆KINE 1109 Bowling I
- ◆KINE 1110 Bowling II
- ◆KINE 1111 Flag Football I
- ◆KINE 1113 Golf I
- ◆KINE 1114 Golf II
- ◆KINE 1115 Karate I
- ◆KINE 1116 Karate II
- ◆KINE 1119 Racquetball I
- ◆KINE 1120 Racquetball II
- ◆KINE 1121 Soccer I
- ◆KINE 1123 Softball I
- ◆KINE 1125 Swimming I
- ◆KINE 1126 Swimming II
- ◆KINE 1127 Tennis I
- ◆KINE 1128 Tennis II
- ◆KINE 1129 Volleyball I
- ◆KINE 1131 Yoga and Flexibility Training
- ◆KINE 1132 Self Defense and Personal Safety
- ◆KINE 1133 Outdoor Adventure Training
- ◆KINE 1144 Fitness and Wellness I (formerly KINE 1151)
- ◆KINE 1149 Team Sports I
- ◆KINE 1150 Team Sports II
- ◆KINE 1210 Aerobic Dance I
- ◆KINE 1211 Aerobic Dance II
- ◆KINE 1251 Beginning Scuba
- ◆KINE 1252 Scuba II
- ◆KINE 1253 Lifeguard Training
- ◆KINE 1301 Introduction to Kinesiology
- ◆KINE 1304 Personal Health and Wellness
- ◆KINE 1305 Community and Environmental Health
- ◆KINE 1306 First Aid and Safety
- ◆KINE 1308 Sports Officiating I
- ◆KINE 1309 Sports Officiating II
- ◆KINE 1321 Techniques of Coaching Sports I
- ◆KINE 1322 Techniques for Coaching Sports II
- ◆KINE 1331 Kinesiology for Elementary School
- ◆KINE 1346 Drug Use and Abuse in Society
- ◆KINE 2255 Water Safety Instructor
- ◆ROTC 1201 Marksmanship and First Aid
- ◆ROTC 1202 Survival and Land Navigation Training
- ◆ROTC 3202 Advanced Army Physical Development

MATHEMATICS

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

MUSIC

- ◆MUAP 1201 Applied Violin
- ◆MUAP 1202 Applied Viola
- ◆MUAP 1203 Applied Cello
- ◆MUAP 1204 Applied Double Bass
- ◆MUAP 1205 Applied Flute
- ◆MUAP 1206 Applied Clarinet
- ◆MUAP 1207 Applied Saxophone
- ◆MUAP 1208 Applied Trumpet
- ◆MUAP 1209 Applied French Horn
- ◆MUAP 1210 Applied Trombone
- ◆MUAP 1211 Applied Baritone
- ◆MUAP 1212 Applied Oboe
- ◆MUAP 1213 Applied Bassoon
- ◆MUAP 1214 Applied Tuba
- ◆MUAP 1215 Applied Percussion
- ◆MUAP 1216 Applied Guitar
- ◆MUAP 1217 Applied Piano
- ◆MUAP 1218 Applied Voice
- ◆MUEN 1121 Band Ensemble
- ◆MUEN 1131 Mariachi Ensemble
- ◆MUEN 1141 Choir Ensemble
- ◆MUSI 1181 Piano Class I
- ◆MUSI 1182 Piano Class II
- ◆MUSI 1183 Voice Class I
- ◆MUSI 1184 Voice Class II
- ◆MUSI 1192 Guitar Class
- ◆MUSI 1193 Guitar Class II
- ◆MUSI 1258 Opera Workshop
- ◆MUSI 1290 Electronic Music I
- ◆MUSI 1291 Electronic Music II
- ◆MUSI 1301 Fundamentals of Music
- ◆MUSI 1306 Music Appreciation
- ◆MUSI 1308 Music Literature I
- ◆MUSI 1309 Music Literature II
- ◆MUSI 1311 Music Theory I
- ◆MUSI 1312 Music Theory II
- ◆MUSI 2181 Piano Class II
- ◆MUSI 2182 Piano Class IV
- ◆MUSI 2183 Voice Class III
- ◆MUSI 2184 Voice Class IV
- ◆MUSI 2311 Music Theory III
- ◆MUSI 2312 Music Theory IV

PHILOSOPHY

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

PHYSICS

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

PHYSICAL SCIENCE

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

PSYCHOLOGY

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

SIGN LANGUAGE (AMERICAN)

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

SOCIOLOGY

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

SOCIAL WORK

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

SPANISH

- ◆SPAN 1300 Beginning Spanish Conversation I
- ◆SPAN 1310 Beginning Spanish Conversation II
- ◆SPAN 1311 Beginning Spanish for Spanish Speakers
- ◆SPAN 1312 Beginning Spanish II for Spanish Speakers
- ◆SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
- ◆SPAN 1412 Beginning Spanish II for Non-Spanish Speakers
- ◆SPAN 1505 Intensive Beginning Spanish
- ◆SPAN 2306 Intermediate Conversational Spanish
- ◆SPAN 2311 Intermediate Spanish I
- ◆SPAN 2312 Intermediate Spanish II
- ◆SPAN 2316 Career Spanish I
- ◆SPAN 2317 Career Spanish II
- ◆SPAN 2321 Introduction to Spanish Literature I
- ◆SPAN 2322 Introduction to Spanish Literature II
- ◆SPAN 2323 Introduction to Latin American Literature
- ◆SPAN 2324 Spanish Culture
- ◆SPAN 2389 Academic Cooperative

SPEECH

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

CREDIT BY EXAMINATION

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

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

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

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

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

Required scores for CEEB credit

Subject	Min. Score	STC Course	Hrs. Credit
Biology	3	BIOL 1408, 1409	8
Environ. Science	3	BIOL 2306	3
Chemistry Science (A)	3	CHEM 1411, 1412	8
Computer Science (A)	3	COSC 1301	3
Economics (Macro)	3	ECON 2301	3
Economics (Micro)	3	ECON 2302	3
Eng. Lang./ Comp.	3	ENGL 1301, 1302	6
Eng. Lang./ Comp.	3	ENGL 1301	3
Eng. Lang./ Comp.	4	ENGL 1301, 2341	6
American History	3	HIST 1301, 1302	6
European History	3	HIST 2311, 2312	6
Math (AB Cal.)	3	MATH 2413	4
Math (BC Cal.)	4	MATH 2413, 2414	8
Physics	3	PHYS 1401, 1402	8
Political Science	3	GOVT 2301, 2302	3
Spanish Lang./Lit.	3	SPAN 1411	3
Spanish Lang./Lit.	4	SPAN 1411, 1412	6

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

Required scores for CLEP Subject Examination credit

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

CLEP continued on next page

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

GRADING SYSTEM

The following grading system is used at South Texas College:

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

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

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

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

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

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

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

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

SCHOLASTIC PROGRESS STANDARDS

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

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

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

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

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

Early Academic Alert

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

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

Academic Suspension

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

Readmission After A Period of Suspension

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM

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

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

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

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

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

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

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

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

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

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

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

ATTENDANCE POLICY

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

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

The South Texas College policy states:

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

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

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

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

STUDENT CODE OF CONDUCT

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

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

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

ACADEMIC HONORS

HONORS PROGRAM

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

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

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 Programs and once accepted they must sign an Honors Program Student Course Contract.

Applications may be obtained from the Honors Program Coordinator. Each application will be reviewed and admission determined by the Honors Program Coordinator. Students may apply at any time during the academic year.

For further information about the Honors Program, contact the Honors Program Coordinator, Héctor Villarreal at 956-872-6440 or by email to hectorv@southtexascollege.edu.

To be eligible to apply for the STC Honors Program, a student must be THEA complete and must have a cumulative college GPA of 3.25 on transferable courses only.

To apply, the student must:

1. Submit a complete Honors Application Form
2. Submit STC transcript demonstrating GPA
3. Meet with the Honors Program Coordinator

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 GPA and enroll in one Honors course each semester while attending South Texas College. If a student's GPA falls below a 3.25, the student will be placed on probationary status for one semester.

Removal from probationary status is achieved by raising the cumulative GPA to 3.25 or higher. A student who continues to maintain a GPA 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 STC Core Curriculum and Bachelors of Applied Technology required courses at South Texas College.

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

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

Both lower and upper level honor courses will incorporate, but not limited to, the five Honor Program course components

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 Sessions

Students 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.

Year II
Third Semester, Fourth Semester, and Summer Sessions

Students enrolled in their second year of study at STC will be encouraged to enroll in any courses in the Core Curriculum which they have not completed.

Year III
Fifth, Sixth, and Summer Sessions

Students, who are enrolled in the Bachelors of Applied Technology (BAT), will be encouraged to register for one or more of the BAT required Core Curriculum courses. These courses include TMGT 3302, TMGT 3312, TMGT 3337, TMGT 3411 and TMGT 4320.

Year IV
Seventh Semester, Eighth Semester, and Summer Sessions

Students will be encouraged to enroll in BAT Core Curriculum courses which they have not completed. Also, students must complete the Capstone requirement. Students can select either TMGT 4347 or TMGT 4296 as their Capstone.

HONORS PROGRAM GRADUATES

Students, who have applied for an Associate degree and have completed 18 hours of Core Curriculum Honors courses and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

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

HONOR GRADUATES

Honors at graduation are based on a student's grade point average for the total hours completed at South Texas College, excluding developmental or repeated courses.

Students who have completed at least 30 semester hours at STC 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 and spring semester invitation for membership is extended by the Beta Epsilon Mu Chapter to students who are currently enrolled, have completed at least 12 academic transferrable hours of coursework leading to an associate degree, and have a cumulative GPA of 3.5 or higher (transferable courses only).

For further information, contact STC's Chapter advisor Marie E. Olivarez or co-advisor Hector Villarreal at 872-6440.

VALLEY SCHOLARS PROGRAM

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

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top 10 percent of their school's graduating class. Students in the program participate in priority registration, the honors program, and receive special student employment opportunities at various STC campuses.

The scholarships are contingent on students being enrolled at the college on a full time basis, maintaining a GPA of 3.25 each semester, and participating in scholastic and leadership activities.

Importantly, the program also requires students to be actively engaged in community service projects. All community service projects are structured and utilize the team concept as a motivational tool.

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

For further information about this program, contact Program Coordinator, Marie Olivarez at 872-6440.

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

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

PRESIDENT'S HONOR LIST

South Texas College recognizes students with high academic achievement by naming them to the President's Honor List.

To receive this honor, a student must be enrolled in 12 or more credit hours and must have earned a grade point average (GPA) of a 4.0 on a 4.0 scale for the semester.

VICE PRESIDENT'S HONOR LIST

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

EDUCATIONAL PROGRAMS

CERTIFICATE PROGRAMS

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

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

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

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

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

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

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

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

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

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

TRANSFER PROGRAMS

BACCALAUREATE PROGRAMS

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

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

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

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

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

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

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

- ***Core Curriculum***
  The Core Curriculum includes the courses in 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 44-45-semester-credit-hour core curriculum at STC, that block of courses may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum.

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

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

GRADUATE GUARANTEE

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

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the degree or certificate program with the College (with 75% of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

GRADUATION REQUIREMENTS

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

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

COURSE SUBSTITUTIONS

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

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

GRADUATION CEREMONY AND APPLICATION

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

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

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

Those who have satisfied the following requirements may be graduated.

BACHELOR OF APPLIED TECHNOLOGY

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

1. Complete the appropriate course of study for a 4 year Bachelor of Applied Technology program as specified in the College catalog. Developmental, other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology granted by STC.
3. Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses).
4. Pay all debts to the College prior to graduation

ASSOCIATE OF ART

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

1. Complete the appropriate course of study for an Associate of Art program as listed in the catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AA granted by STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

ASSOCIATE OF SCIENCE

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

1. Complete the appropriate course of study for an Associate of Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AS granted by STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

ASSOCIATE OF APPLIED SCIENCE

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

1. Complete the appropriate course of study for a 2 year Associate of Applied Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 semester credits of applicable course work transferred from another accredited college or university toward an AAS granted by STC.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

CERTIFICATE OF COMPLETION

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

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. Accreditation requirements mandate that at least 25% of the required semester credits be STC courses.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

SUPPORT SERVICES

STUDENT SUPPORT SERVICES PROGRAMS

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

COUNSELING SERVICES

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

INDIVIDUAL AND GROUP COUNSELING

Academic Counseling

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

Career Counseling and Transfer Assistance

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

Personal Counseling

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

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

Special topic Presentations, Workshops and National Mental Health Screenings

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

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

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

Providing Academic Support to Students (PASS)

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

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

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

PASS provides specialized case management services for students with career and technical education majors, Associate of Applied Science majors, or Certificate majors. CTE are evaluated upon entering the program and placed into one of three risk categories based on their THEA or Accu-placer status. The PASS program is able

to assist eligible students in the following areas:

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

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

dis-ABILITY SERVICES

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

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

ACADEMIC ADVISEMENT

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

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

Retention Specialist

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

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

Some of the services offered by the Advisement Center:

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

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

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

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

SPECIAL PROGRAMS

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

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

Upward Bound and GEAR UP

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

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

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

STUDENT I.D. CARDS

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

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

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

HEALTH SERVICES

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

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

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

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

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

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

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

CLINICAL REQUIREMENTS OF NURSING AND ALLIED HEALTH PROGRAMS

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

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

BACTERIAL MENINGITIS

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

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

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

What are the symptoms?

- High fever, severe headache, rash or purple patches on skin, vomiting, light sensitivity, stiff neck, confusion and sleepiness, nausea, lethargy or seizures.
- There may be a rash of tiny, red-purple 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 being perfectly healthy to dead)
- Coma
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Gangrene
- Limb damage that requires amputation (fingers, toes, arms, legs)
- Convulsions

Can the disease be treated?

- Antibiotic treatment, if received early, 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 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe-most common side effects are redness and minor pain at injection site for up to 2 days.

How can I find out more information?

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

VOLUNTARY STUDENT HEALTH INSURANCE

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

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

Students have the following options in regard to insurance purchase:

a. Have their own insurance
b. Purchase one of the STC 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

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

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

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study Program
- Federal Academic Competitiveness Grant (ACG)
- Federal National Science and Mathematics Access to Retain Talent Grant (SMART)

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

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

GENERAL INFORMATION

Student Eligibility

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

1. Fill out a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:
   a. Have financial need
   b. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit ATB). Please see Admissions Requirements for more information on ATB benefits.
   c. Register with the Selective Services, if required.
   d. Be a U.S. citizen or eligible non-citizen.
   e. Have a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP).

Financial Need

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

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

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

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

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

Dependency Status

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

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

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

- You were born before January 1, 1986 for the 2009-2010 (July 1, 2009 to June 30, 2010) Federal Award Year, or January 1, 1987 for the 2010-2011 (July 1, 2010 to June 30, 2011) Financial Aid Award Year
- You will be working on a master's or doctorate program on the award year you are applying for (beyond a bachelor's degree)
- You are married
- You have children or dependents other than a spouse
- You are an orphan or were a ward of the court (until age 18)
- You currently serving on active duty in the U.S. Armed Forces for purposes other than training or
- You are a veteran of the U.S. Armed Forces

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

APPLYING FOR FAFSA AND RENEWAL FAFSA

The Free Application for Federal Student Aid (FAFSA)

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

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

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

Renewal FAFSA

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

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

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

By Mail

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

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

Through the WEB

File Using FASFA on the WEB

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

WHEN DO I APPLY?

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

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

THERE ARE NO EXCEPTIONS TO THESE DEADLINES.

APPLICATION SUBMISSION DEADLINES

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

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

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

WHAT HAPPENS AFTER I APPLY?

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

1. The STC Financial Aid office 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 STC have issues/questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;
3. The U.S. Department of Education may determine for one of several possible reasons that you are not eligible for Federal Student Aid. This does not mean that you are not eligible for scholarships, state aid, or work study. If you are interested in any of these types of aid, you should inquire with the Financial Aid office so they can determine whether or not you are eligible for one of these other sources of aid.

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

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

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

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

VERIFICATION

Selection of Students for Verification

The U.S. Department of Education (DOE) selects 33 percent of the Free Application for Federal Student Aid (FAFSA) applications at random for verification. In addition, DOE or South Texas College may select a student for verification if the information submitted appears to be incorrect or fraudulent.

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

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

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

Acceptable Documentation
Below is a list all acceptable documentation and forms used:

- Verification Worksheets. These forms are available on the Internet at http://studentservices.southtexascollege.edu/finaid/forms/index.html
- Federal Income Tax Forms for all people whose income information is required by the U.S. Department of Education.
- In cases where a conflict is perceived, STC Financial Aid office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets from the student. This proof will vary by agency. For example:
  - Untaxed Income Sources
  - Unemployment Benefits-A statement from the agency which provided the benefits.
- Signature requirements:
  - Verification Worksheets
  - Dependent Students-Must be signed by the student and one parent.
  - Independent Students-Must be signed by the student
  - Federal Income Tax Return Forms.
  - Must be signed by the tax payer or the tax preparer can sign it but the EIN number or Social Security number must appear on the tax return. Tax returns prepared by VITA or self prepared must be signed by the taxpayer.

Notification of Completion of Verification
The STC Financial Aid Office will rely on the U.S. Department of Education to mail students a copy of their corrected Student Aid Report for notification that the verification changes are complete. If the student wishes, he or she may check with the Financial Aid office 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 and any other eligibility issues are resolved.

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

The applicant can reconcile conflicting or inaccurate information with the 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 FAO will request that the student provide a tax transcript from the IRS, rather than a copy of the form that they have submitted. If the student's record is incomplete, no funds are approved for disbursement until the conflicting information is resolved.

PROFESSIONAL JUDGEMENT

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

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

1. Parents refuse to contribute to the student's education,
2. Parents are unwilling to provide information on the FAFSA application or for verification,
3. Parents do not claim the student as a dependent for income tax purposes,
4. Student is able to demonstrate total self-sufficiency.

Professional Judgment/Cost of Attendance Appeals
A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases, STC may adjust your cost of attendance to take into account additional costs which are not included in the normal need calculation. These circumstances could include a family's unusual medical, dental, or tuition expenses for children attending a private elementary or secondary school, and additional costs related to school attendance for students with disabilities.

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

Professional Judgment/Income Adjustment
An adjustment to the income amounts that you reported on your FAFSA application may be made if you, your spouse, or either of your parents (parental information is relevant to dependent students only) have been recently unemployed,

or have had experienced a significant decrease in income. If conditions such as these apply to you or your family, contact the STC Financial Aid office.

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

Frequently Requested Telephone Numbers and Websites

The STC Financial Aid office maintains an extensive website which contains:

1. Information about aid programs offered at STC at: http://studentservices.southtexascollege.edu/finaid/
2. Information about all subjects related to the financial aid process at STC at: http://studentservices.southtexascollege.edu/finaid/faq.html
3. All STC financial aid forms in.pdf (Adobe Acrobat) format at: http://studentservices.southtexascollege.edu/finaid/forms/index.html
4. Links to important Federal and State Aid Websites at: http://studentservices.southtexascollege.edu/finaid/websites.html
5. Links to scholarship databases and scholarship sources outside STC at: http://studentservices.southtexascollege.edu/finaid/programs/scholarships.html

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

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

The Federal Student Aid Information Center can:

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

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

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

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

The Financial Aid office adjusts the amount of Pell Grant that students receive if the number of credit hours that students are enrolled in changes through the census date of each semester. Effective Award Year 2009-2010 under amendments made by the Higher Education Opportunity Act of 2008 (HEOA), students may receive up to two consecutive Federal Pell Grant scheduled awards during a single award year if the student is enrolled at least half-time for more than one academic year or more than two semesters or the equivalent time during a single award year and is in a certificate, associate degree or baccalaureate degree program.

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

How do I qualify?

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

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

1. Your enrollment status, the number of credit hours that you are registered for and in which your instructors confirm that you attend class at least once.
2. Your continued enrollment within a semester, if you withdraw or are withdrawn from school you may be required to repay funds that have already been awarded to you.
3. Your grades, if you do not earn at least one passing grade in a semester you may be required to repay funds that have already been awarded to you.
4. The number of developmental courses that you have attempted, STC may only fund 30

credit hours (10 classes) of developmental work over a student's educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status- which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.

5. Students who receive Federal Pell Grant for the first time on or after Fall 2008 semester will have a limited period of time where they may receive the Federal Pell Grant. The limit will be 18 semesters or the equivalent as determined by Federal Regulations. The regulations are to provide fractional equivalents for terms in which a student is enrolled less than full-time. As a result, a student is eligible to receive up to nine Federal Pell Grant scheduled awards.

Attendance

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

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

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

How much money can I get?

How much you may receive will depend on your EFC, your cost of attendance, your enrollment status, and whether you attend school for a full academic year. You may not receive Pell Grant funds from more than one school at a time. Effective Award Year 2009-2010 under amendments made by the Higher Education Opportunity Act of 2008 (HEOA), students may receive up to two consecutive Federal Pell Grant scheduled awards during a single award year if the student is enrolled at least half-time for more than one academic year or more than two semesters or the equivalent time during a single award year and is in a certificate, associate degree or baccalaureate degree program.

How will I be paid?

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

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

More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter and on STC's Financial Aid office website.

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

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

FEDERAL STUDENT LOANS

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

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

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

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

contact the lender or agency holding the loans. You 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.

COLLEGE ACCESS LOANS

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

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants (FSEOG)

What is a Federal Supplemental Educational Opportunity Grant?

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

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

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

How much money can I get?

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

How will I be paid?

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

FEDERAL WORK-STUDY

What is Federal Work-Study?

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Federal Work Study Program is from September 1, 2009 through June 30, 2010 for Award Year 2009-2010. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

How much will I make?

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

How will I be paid?

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

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

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

Can I work as many hours as I want?

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

What are the requirements under the Federal Work Study Program?

- Student must be registered for at least 6 credit hours
- Student must have unmet need
- Student must have his/her Financial Aid File complete
- Student must be meeting Financial Aid Satisfactory Academic Progress

FEDERAL ACADEMIC COMPETITIVENESS GRANT

What is an Academic Competitiveness Grant ACG?

An ACG grant is an additional source of Federal Student Aid that is awarded to students receiving the Federal Pell Grant who meet the following additional requirements:

- Are U.S. Citizens or eligible non-citizens
- Are a 2005 or later graduate from high school (2006 or later for ACG1 and 2005 for ACG2)
- Graduated from a rigorous high school program (in Texas: Academic Achievement/ Recommend)
- Have completed less than 60 college credit hours (less than 30 for ACG1 and 30-59 for ACG2)
- Are enrolled at least half time (6 hours or more)
- Have declared a valid 1 year certificate or higher (two year or four year degree)
- Have met GPA requirements (2.0 for ACG1 and 3.0 at completion of first 30 hours for ACG2)

How much will I get?

The award amount received depends on which ACG grant you are eligible for. If you are a 2006 or later graduate and meet all the requirements of the Pell Grant and the ACG, and have completed less than 30 college credit hours you will be eligible for ACG1. The ACG1 Grant award is up to $375.00 per semester depending on need.

If you are a 2005 graduate and meet all the requirements for a Federal Pell Grant and the ACG, and have completed 30-59 college credit hours you may be eligible for ACG2. The ACG2 grant award is up to $650.00 per semester depending on need. ACG grants are awarded only to students who have met all previously mentioned requirements and who meet the 3.0 GPA requirement upon completion of the first 30 college credit hours.

Do I have to pay the ACG grant back?

No, however it follows the same attendance requirements as the Federal Pell Grant. The ACG grant will be disburse in accordance with your enrollment status.

How will I get paid?

South Texas College will credit ACG 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 any funds after tuition fees, and other school related costs have been paid and you meet all the requirements, STC will pay you the difference directly, usually via the Jagcard, check or direct deposit into an account that you designate.

Students' confirmation of attendance for any ACG grant takes time. STC Office of Financial Aid must confirm through an enrollment verification process, that all students have attended all of the courses that they have enrolled in before awarding the ACG grant. Enrollment verification takes place after census date of each semester, and may take up to three weeks.

More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter and on STC's Financial Aid office website.

How will I be notified that I am eligible?

The Office of Financial Aid will automatically identify most eligible students with information found in our school records. However, students who self identified themselves as potential recipients on their FAFSA will be identified and contacted by the Financial Aid office with more instructions on what steps to take to determine their eligibility. Once eligibility is determined, an award letter will be mailed; it will list all awards and will give students the opportunity to read the terms and conditions for each of them.

Note: No action will need to be taken if students agree to these terms, but if students disagree with receiving any of the aid offered, they have the opportunity to use the award letter to indicate the rejection of any or all of the award(s). Students may also reject any or all awards on their JagNet account.

FEDERAL NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT

What is a National Science and Mathematics Access to Retain Talent Grant (SMART)?

A SMART Grant is an additional source of Federal Student Aid that is awarded to students receiving a Federal Pell Grant who meet the following additional requirements:

- Are U.S. Citizens, or eligible non-citizens
- Have completed more than 60 college credit hours and are classified as a Junior or Senior
- Are enrolled at least half time (6 hours or more)
- Have declared a valid eligible four year degree (at STC, the Bachelor of Applied Technology in Computer and Information Technologies)
- Have met GPA requirement of a 3.0 or higher

How much will I get?

If you have completed more than 60 college credit hours you may be eligible for up to $2,000.00 per semester depending on need. The National SMART Grant is awarded only to students who meet all previously mentioned requirements and who have a 3.0 GPA upon completion of their first 60 credit hours. Recipients of this grant must maintain a 3.0 GPA until completion of major.

Do I have to pay the SMART grant back?

No, however it follows the same attendance

requirements as the Federal Pell Grant. The National SMART grant will be disbursed in accordance with your enrollment status.

How will I get paid?
South Texas College will credit the National SMART 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 any funds, after tuition, fees, and other school related costs have been paid and you meet all the requirements, STC will pay you the difference directly, usually via the Jagcard, check or direct deposit into an account that you designate.

Students' confirmation of attendance for the National SMART grant takes time. The STC Financial Aid office must confirm, through an enrollment verification process that all students have attended all of the courses that they have enrolled in. Enrollment verification takes place after census date, of each semester, and may take up to three weeks.

More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter and on STC's Financial Aid office website.

How will I be notified that I am eligible?
The office of Financial Aid will automatically identify most eligible students with information found in our school records. Once eligibility is determined, an award letter will be mailed. It will list all awards and will give students the opportunity to read the terms and conditions for each of them.

Note: No action will need to be taken if students agree to these terms, but if students disagree with receiving any of the aid offered, they have the opportunity to use the award letter to indicate the rejection of any or all of the award(s). Students may also reject any or all awards on their JagNet account

STATE AID PROGRAMS

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

COLLEGE ACCESS LOANS

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

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

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

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

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

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

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

GRANTS AND SCHOLARSHIPS

Educational Aide Exemption Program

Texas needs more qualified Teachers. That is the reason why the Texas Higher Education Coordinating Board created the Educational Aide Exemption Program. The program exempts students attending public colleges or universities from the payment of tuition and fees (other than class or laboratory fees).

Spring term exemptions are conditional upon meeting program requirements in the fall and continued employment by the school district in the spring.

Summer awards are dependent upon the availability of funds. Individuals who receive

awards in one year may apply for awards in subsequent years.

How do I apply?
Contact your school district, the Office of Financial Aid of the college or university you're going to attend or log on to www.collegefortexans.com, select English, Forms, and Applications and Educational Aid Exemption or the Texas Higher Education Coordinating Board at (800) 242-3062, ext. 6387.

How do I qualify?
To qualify for the Education Aide Exemption (EAE) Program, you must:

1. Be a Texas resident,
2. Have applied for financial aid through the college to be attended, including filing the Free Application for Federal Student Aid or by qualifying on the basis of adjusted gross income.
   Effective September 1, 2009, AGI limits are as follows:
   - *single independent student-$30,902 or less.*
   - *married independent student-$61,806 or less.*
   - *dependent student-$61,806 or less including student and family AGI.*
3. Have been employed as a full-time educational aide for at least one of the past five school years, or as a substitute teacher for 180 days of the past five school years preceding the term or semester for which the student is awarded his or her initial exemption.
4. Be employed in some capacity by a school district in Texas during the full term for which the student receives the award unless granted a hardship waiver as described in Section 1.1089 of this title (relating to Hardship Provision).
5. Enroll in courses leading to teacher certification;
6. Declare a teaching major (ELEM, ECED, MIDL and SECD);
7. If males, must register for the Selective Service or are exempt (females) from this requirement;
8. Meet academic requirements established by the college or university.

How much money can I get?
The maximum award is tuition and fees (other than class or laboratory fees) or the student's financial need, whichever is less. This exemption does cover developmental classes.

How will I be paid?
STC will credit Educational Aide Exemption funds to your school account to pay for tuition, fees and other related costs which appear on your student account (except for laboratory fees). If you are eligible for funds STC will disburse the difference after census date directly, usually by direct deposit, check or through your jagcard.

TEXAS Grant (Towards, EXcellence, Access and Success)
What is a TEXAS Grant?
The TEXAS Grant is a grant that was established by the Texas Legislature to help well-prepared high school graduates with financial need attend public institutions of higher education in Texas.

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

Other requirements include:

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

How much can I get?
The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2009-2010 the amount is $1780 per year, or $890 per semester.

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

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

What are the academic requirements for the grant?
The academic requirements for continuing to receive the grant are as follows. At the end of the

first year the student must meet STC's Financial Aid Satisfactory Academic Progress Policy. The student must complete 67% of the hours attempted in the academic year, and have an overall grade point average (GPA) of 2.0 on a 4.0 scale.

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

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

Texas Educational Opportunity Grant Program (TEOG)

What is a TEOG Grant?

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

How do I qualify?

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

Other requirements include:

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

How much can I get?

The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2009-2010 the amount is $1780 per year, or $890 per semester.

How long can I get it?

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

What are the academic requirements for the grant?

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

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

Texas Public Educational Grant (TPEG)

What is a Texas Public Educational Opportunity Grant?

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

How much money can I get?

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

How will I be paid?

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

How do I qualify?

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

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

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

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

What is LEAP and SLEAP?

The LEAP and SLEAP Programs are state and federal funds administered by the Texas Higher

Education Coordinating Board. The awards are based on availability of funds allocated to STC. STC selects students based on the following criteria:

- Student must be a Texas resident.
- Student must be A U.S. citizen or eligible non-citizen
- Student must have a high school diploma or GED.
- It is for undergraduates enrolled as a regular student in an eligible program.
- It is for students attending public colleges in Texas.
- Student must demonstrate financial need.
- Student must meet Financial Aid Satisfactory Academic Progress Policy as measured by institution.
- Student cannot be in default on a student loan.
- Student cannot owe a refund on a student grant.
- If male student must meet Selective Service requirements

Professional and Vocational Nursing Scholarship Program

What is the Professional and Vocational Nursing Scholarship Program?

The purpose of this program is to provide financial assistance to encourage students to become LVN (Licensed Vocational Nurse); ADN (Associate Degree in Nursing; BSN (Bachelor Degree in Nursing). This scholarship is awarded based on availability of funds by the Texas Higher Education Coordinating Board, Students must meet the following requirements:

- Must be a Texas resident.
- Must be enrolled at least half time.
- If male, must meet selective service requirements.
- Must demonstrate financial need.
- Must meet Financial Aid Satisfactory Academic Progress Policy as measured by institution.
- Must be enrolled in a program leading to licensure as an LVN or in an associate, bachelor or graduate degree in professional nursing.
- Must be attending a Texas public or independent nonprofit institution.
- ADN and BSN student must not be licensed to practice as a licensed vocational nurse.

How do I apply?

All students interested in this scholarship must request and submit an application at the STC Office of Financial Aid. The Financial Aid Office will review the applications and make the awards to eligible students.

How much can I get?

Maximum award is $1,500 for LVN students; $2,500 for ADN, BSN or graduate nursing students.

Early High School Graduation Scholarship

What is the Early High School Graduation Scholarship (EHS)?

The Early High School Graduation Scholarship Program provides tuition and fee assistance to students completing grades 9-12 early or with a significant number of college hours; thus enabling and encouraging the student to attend college in Texas.

How do I qualify?

To determine if you qualify for the Early High School Graduation Scholarship you must have graduated from a Texas high school, be a Texas resident and a U.S. Citizen or otherwise lawfully authorized to be in the United States. You must also have completed either the recommended high school curriculum or the distinguished achievement high school curriculum in no more than 36 consecutive months, no more than 41 months, or no more than 46 months, and attended high school in Texas.

Other requirements include:

- If male register for Selective Service

How much can I get?

A student who graduates from high school in no more than 36 consecutive months may be eligible for a $2,000 scholarship for use toward tuition and required fees. If the student also graduates with at least 15 semester hours of college credit he/she may receive an additional $1,000 scholarship.

A student who graduates from high school in more than 36 months but no more than 41 months may be eligible for a $500 scholarship for use toward tuition and fees. If the student also graduates with at least 30 semester hours of college credit he/she may receive an additional $1,000 scholarship.

A student who graduates in more than 41 months but no more than 45 months (46 months for students graduating after 6-15-07) may be eligible for a $1,000 scholarship for use toward tuition and fees if he/she graduates with at least 30 semester hours of college credit.

A student whose graduation date is before September 1, 2005 may be eligible for a $1,000 scholarship for use toward tuition only.

How long can I get it?

Student's may use their scholarship the first regular semester or term following high school graduation (excluding the summer session between graduation and the first fall term). Students have a total of six years to use their scholarship (unless the student seeks and is granted a hardship extension). Students whose scholarship is for tuition only do not have time limit to use their scholarship.

STATE AID FOR FOREIGN STUDENTS

Texas Education Code 54.07 and 54.052(j)

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

Non-Resident Texas Public Education Grant Funds

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

TEXAS WORK-STUDY PROGRAM

What is Texas Work-Study?

The Texas Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of Texas Work Study is from September 1, 2009 through May 30, 2010 for Award Year 2009-2010, and September 1, 2010 through May 30, 2011 for Award Year 2010-2011. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive and once funds have been exhausted employment will end

How much will I make?

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

How will I be paid?

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

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

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

Can I work as many hours as I want?

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

What are the requirements under the Texas Work Study Program?

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

TUITION AND/OR FEE EXEMPTIONS

Hazlewood Exemption

What is the Hazlewood Act?

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

How do I qualify for the Hazlewood Act?

Veterans who:

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

Dependents who:

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

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

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

What Institutions are eligible for the Hazlewood Act?

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

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

How do you apply for the Hazlewood Act?
To use the Hazlewood benefits, you must complete an application/ release form:
1. Application for Veterans New to Hazlewood
2. Application for Dependent New to Hazlewood
3. Application for Previous Hazlewood Recipients

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

For Highest Ranking High School Graduates
What is an exemption for Highest Ranking High School Graduate?
The purpose of this exemption is to provide an award to students graduating top of their classes in high school.

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

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

Blind/ Deaf Students Tuition Waiver/ Exemption
What is a Blind/ Deaf Tuition Waiver/ Exemption?
The Blind/ Deaf students' tuition waiver is an exemption from tuition and fees at public colleges and universities in Texas. There are a variety of services available to the consumer, including:
- Assessments
- Rehabilitation Teaching
- Counseling, Guidance, Referral
- Services for Deaf blind Individuals
- Orientation and Mobility Services
- Physical and Mental Restoration
- Reader Services
- Transportation
- Technological Aids and Devices
- Vocational Training
- Employment Assistance

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

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

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

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

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

How do I qualify for this exemption?
1. Apply before their 21st birthday or, if the person is eligible to participate in a school district's special education program under section 29.003, age 22,
2. Had a parent who was a paid or volunteer fireman, paid municipal, county, or state peace officer, or a custodial employee of the Texas Department of Corrections, or a game warden
3. Are the child of a parent who suffered an injury, resulting in disability or death, sustained in the line of duty

4. Enroll in classes for which the college receives tax support (i.e. a course that does not depend solely on student tuition and fees to cover its costs).

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

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

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

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

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

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

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

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

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

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

Fire Fighters Enrolled in Fire Science Courses
Exemption from tuition and laboratory fees for courses of a fire science curriculum at public colleges or universities in Texas. To be eligible:
- Must be fire fighter enrolled in fire science courses offered as a part of a fire science curriculum.
- Is for residents and nonresidents.

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

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

And enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of
- The date the student was discharged from foster or other residential care, or
- The date the student graduated from high school or received the equivalent of a high school diploma, whichever date is earliest; or
- The student's 21st birthday.

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

Regulatory Services and the adoptive parents under Subchapter D, Chapter 162, of the Texas Family Code.

3. Exemptions for Students over Age 21
   Some students meeting the above eligibility requirements may qualify for the tuition waiver if they enroll after age 21, using the earlier of the two following dates:
   - The third anniversary of the date of discharge from foster or other residential care.
   - The third anniversary of the date of high school graduation or completion of an equivalency of a high school diploma (GED). For example, a student would be exempt from the payment of tuition and fees if he or she received a GED at age 19 and enrolled at age 22.
4. Exemption Based on Adoption Assistance Agreement
   Another way a student is exempt from payment of tuition and fees is if the student was:
   a) Adopted; and
   b) The subject of a signed adoption assistance agreement between Protective and Regulatory Services and the adoptive parents under Subchapter D, Chapter 162, of the Texas Family Code.

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

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

How much money can I get?
The Foster Care Students Tuition Waiver / Exemption covers tuition and fees only. Once the financial aid office has received a tuition waiver, funds will be posted provided the student is registered.

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

Temporary Assistance for Needy Families (TANF) Exemption
What is TANF?
The purpose of this exemption is to help children whose parents received TANF get a start in college. The eligibility requirements are:
- Must be a Texas resident
- Must have graduated from public high school in Texas.
- Must have been a dependent child whose parents received financial assistance through the TANF program for at least six months of the year the child's high school graduation.
- 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.

How do I apply?
The student must provide proof from the Health and Human Services Commission of receiving TANF benefits to the Financial Aid Office.

How much can I get?
The exemption covers tuition and fees for the first academic year in which the student enrolls at a Texas public institution of higher education. No funds may be used to pay for continuing education classes.

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

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

OTHER ASSISTANCE PROGRAMS

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

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

How do I qualify?
To qualifying for the Top 10 % Scholarship students must submit the Free Application for Federal Student Aid (FAFSA) by April 1, 2009 and have financial need. Other requirements include:
- Be a Texas Resident
- Demonstrate financial need (to be determined by the college Financial Aid office)

- Complete a 2009-2010 FAFSA and file by April 1, 2009
- Complete Recommended or Distinguished Achievement high school curriculum
- Rank in the top 10 percent
- Graduate from an accredited high school in Texas
- Enroll full time in Fall 2009

How much can I get?
If eligible you will receive a $2,000 scholarship if you enroll full time in a Texas public college or university in the Fall 2009 semester.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Workforce Investment Act (WIA)
Workforce solutions
What is WIA?
WIA is the Workforce Investment Act, and its purpose is to provide workforce investment activities that increase the employment, retention, and earnings of participants. WIA programs are intended to increase occupational skills attainment by participants and improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIA authorizes several job training programs including Adult Employment and

Training Activities, Youth Activities, and Job Corps. Students interested in applying for WIA should contact their local WorkFORCE center.

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

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

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

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

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

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

Starr County:
Rio Grande STC Campus - (Youth site)
142 FM 3167
Rio Grande City, TX 78582
Phone: (956) 488-5894

La Joya Workforce Center
724 E. Expressway 83
La Joya, TX 78572
Phone: (956) 585-8962

Weslaco Workforce Center
709 Angelina Street
Weslaco, TX 78596
Phone: (956) 447-4693

Starr County
Roma Workforce Center
4 West Lincoln Ave
Roma, TX 78584
Phone: (956) 847-2100

McAllen Workforce Center
3101 W. Business 83
McAllen, TX 78501
Phone: (956) 687-1121

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

Willacy County
Raymondville Workforce Center
100 N. Exp 77, Unit H-1
Raymondville, TX 78580
Phone: (956) 689-3412

Note: Information is subject to change.

How much can I get?
WIA covers tuition, fees, books, equipment, tools and uniforms up to an approved amount. The WIA contract also specifies a contract end date in which the student will not be awarded unless a modification has been received from WIA. A student who is approved under a program must be registered in courses that are on the degree plan. WIA does not cover developmental courses, repeat courses and courses not a part of the degree plan.

How will I be paid?
A student may receive financial aid and WIA funds. However a student cannot receive VIDA and WIA at the same time because both are state funded grants. Any funds remaining will not be issued until after enrollment has been verified.

Valley Initiative for Development and Advancement (VIDA)
What is VIDA?
VIDA is a workforce development program designed to respond to the job training needs of the Rio Grande Valley's Empowerment Zones. Participants of the program will be recruited and trained to qualify for higher paying jobs available in the Rio Grande Valley.

Long-term training (1-2 years) will be limited to targeted occupations with identified job openings. Customized training (less than 1 year) will be made available through a contractual partnering between VIDA, industry and local community colleges. Applications are available at VIDA satellite offices. Students needing more information on VIDA may contact the STC Financial Aid office.

How do I qualify?
Interested students must be majoring in one of the following degrees in order to apply for the VIDA program,
One Year Certificate Programs
- Accounting Clerk
- Automotive Technology
- EMT-Intermediate
- Import/Export
- Computer Aided Drafting & Design Technology
- Computer Maintenance Technology
- Electronic & Computer Maintenance Tech
- Electronic Serving Tech
- Health Unit Coordination Tech
- Heating, Ventilation, Air Conditioning & Refrigeration
- Industrial Systems Maintenance Tech
- Medical Information Specialist
- Nursing-LVN
- Nursing-LVN/ADN Transition
- Precision Manufacturing
- Secretary
- Diesel Technology
- EMT-Paramedic

Two Year Associate Degree Programs
- Networking Specialist
- Accounting
- Administrative Assistant
- Auto Technology
- Child Care & Development
- Communication Service Tech
- Computer Maintenance Tech
- Computer Support Specialist

- Diesel Tech
- E-Commerce
- Electronic Equipment & Computer Maintenance
- Electronic Semiconductor Tech
- EMT-Emergency Medical Technology
- Health Information Tech
- Heating, Ventilation, Air Conditioning & Refrigeration
- Legal Assisting
- Legal Secretary
- Minicomputer Specialist
- Nursing – RN
- Occupational Therapy assistant
- Pharmacy Technology
- Physical Therapist Assistant
- Precision Manufacturing Tech
- Public Service Administration
- Radiologic Tech
- Webmaster Specialist
- Health & Human Services
- Import/ Export

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

How much can I get?
VIDA covers tuition and fees, books and sometime supplies up to an approved amount. The VIDA program forwards Memo's to the financial aid office with specified amounts for each student's tuition and fees. The financial aid office cannot increase awards without written authorization from VIDA. If a student withdraws or has any changes in fees, monies must be returned to VIDA, and the student will not be eligible for reimbursement.

How will I be paid?
A student may receive financial aid and VIDA funds. However a student cannot receive VIDA and WIA at the same time because both are state funded grants. Any funds remaining will not be issued until after enrollment has been verified.

AmeriCorps
The AmeriCorps program provides full-time educational awards in return for work in community service. You can work before, during, or after your post secondary education and you can use the funds either to pay current educational expenses or to repay federal student loans. Please go to www.americorps.gov and register in the online payments system.

VAMOS-Valley Alliance of Mentors for Opportunities and Scholarships
VAMOS is a Hidalgo County organization that provides scholarships to Hidalgo County Hispanic youth graduating in the top 25 percent of their school's graduating class. Students must be Hispanic and U.S. citizens, or permanent lawful residents. The amount of scholarships varies and is dependent on a student's financial aid and unmet need.

TAX BENEFITS FOR HIGHER EDUCATION

Hope Tax Credit
Program Purpose: It provides a tax credit to families with students in the first two years of college or vocational school, to make post-secondary education more affordable.
Eligibility Requirements are:
- Be enrolled at least 1/2 time an eligible institution in a program leading to a degree, certificate, or other recognized educational credential.
- Cannot have completed the first two years of undergraduate education.
- Have not been convicted of a federal or state felony for possessing or distributing a controlled substance before the end of the tax year in which the student is enrolled.

The Hope Tax Credit could be of up to $1,500 per eligible student per year. Please refer to IRS Publication 970 for information on how to include this credit on your tax forms.

Lifetime Learning tax credit
The purpose of the program is to provide a federal tax credit for adult learners--individuals returning to school, changing careers, or taking a course or two to upgrade their skills, and college juniors, seniors, and graduate and professional students. The credit can be claimed by families with one or more individuals in college for all of postsecondary education and for courses to acquire or improve job skills. The award amount can be a tax credit of up to $2000 per return. For more information on how to apply this tax credit, refer to IRS Publication 970.

SATISFACTORY ACADEMIC PROGRESS

Financial Aid Satisfactory Academic Progress Policy
Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester.

South Texas College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing a Certificate, Associate, or Bachelor degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:
- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs/ Earned hrs measured by semester).

Qualitative Standard
Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the STC 2009-2010 Catalog. STC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 average after each semester.

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

1. 67 percent completion rate requirement:
Students must complete 67 percent of the course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67 percent calculation after each semester.

67 percent Rule
(Attempted Semester Hours x 67 percent)

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

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

The graph below contains two examples. Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.

Maximum Time Frame Rule Examples
(Required Grad Hours X MTF percent)

Hours required graduate	Times 150%	Equals the maximum of credit hours that the student may have and be eligible to receive financial aid for while in that program
120 Credit Hours	150%	180
60 Credit Hours	150%	90
42 Credit Hours	150%	63

In the first example, the program of study requires 120 credit hours to graduate. Therefore, 180 credit hours would be 150 percent. (120 x 1.5=180). In the second example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit hours would be 150 percent. (60x1.5=90). In the third example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 (42 x 1.5=63) credit hours attempted at STC in that program they would reach Maximum Time Frame.

Up to 30 credit hours of developmental credit hours are not counted in Maximum Time Frame calculations. Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

How are my grades evaluated under the Standards of Academic Progress?
- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- Grades of "F", "W", "NP", "WP", "WF", "DP", "DF", "IP" or "I" will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

What happens if I fail to meet the Standards of Financial Aid Academic Progress?
Following the first semester in which the student does not meet the standards of the Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared major-program of study), the student will be placed on Financial Aid Probation for the next semester of enrollment. The student may 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 and who improve their academic performance as defined by the Qualitative and Quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- Students who are on probation who fail to meet the standards of the Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until he/she meets Qualitative and Quantitative standards again.
- A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.

APPEAL PROCESS

Students who fail to meet STC's Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances, such as illness, death in the family, accidents, etc., have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc.

Please follow the procedure below to appeal a Financial Aid Suspension.
- A Financial Aid Appeal form must be obtained and submitted to the STC Financial Aid office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved/disapproved by

the Financial Aid Appeals Committee.
- All decisions made by the Financial Aid Appeals Committee are final.
- It is the student's responsibility to follow up with the Financial Aid office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy
Students who withdraw from the college must still maintain 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/her grades for the semester will be all W's. 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.

Change of Major for Maximum Time Frame calculation
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", "I", "IP", "NP", "WP", "WF", "DP" or "DF" will be excluded from the Maximum Time Frame calculation.

Academic Probation and 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 his academic probation or suspension, that appeal has no effect on his standing with the Financial Aid Satisfactory Academic Progress Policy; he will still be on Financial Aid Suspension. Please reference to the Appeals Process Section for more information.

Students who graduate and return to STC for a second degree
If a student graduates from STC and re-enrolls at STC to pursue another program, all developmental courses and academic courses where the student earned grades of "F", "W", "I", "IP", "NP", "WP", "WF", "DP" or "DF" will be included from the Maximum Time Frame calculation. Students may request an additional review by providing a degree plan furnished by the office of Counseling and Advising, to our Financial Aid office.

The degree plan will be reviewed by a Financial Aid Professional to determine exactly which credit hours from the graduated program apply to the student's new program of study.
Classes from the program the student graduated from, which do not count toward graduation for the student's new program, will be eliminated from the total. These reviews are done on a first come first serve basis.

Notification of status under the FAO Satisfactory Academic Progress Policy
Students placed on FA Probation or FA Suspension will be notified in writing of their status after grades are available on STC's computer system.

The Effect of Developmental Course Work on the MTF Calculation
Thirty (30) credit hours of developmental course work will be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

The Effect of Dropping a Course
Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent completion rate requirements.

Transfer Hours and Maximum Time Frame
Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review by providing a degree plan furnished by the office of Counseling and Advising, to our Financial Aid office. These reviews are done on a first come first serve basis.

The Effect of Financial Aid Suspension on Financial Aid Awards
Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled (or discontinued in the case of work study), if the student is on Financial Aid Suspension.

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

The Effect of Repeating Courses
There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy. All course attempts, even repeated courses will count against the student's Maximum Time Frame limit. Please refer to the Maximum Time Frame Section of this catalog.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals
When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is STC's Tuition Refunds Policy, which is located in the Financial Information Section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different

requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid office may be reached at (956) 872-8375, and the Cashier's office may be reached at (956) 872-3475 or both may be reached at 1-800-742-7822.

Policy Summary

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

When a student fails to earn at least one passing grade

As per Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. For example: if a student attempts three courses, withdraws from one course with a "W" and earns "Fs" for the other two courses, or if he or she earns all "Fs" the Financial Aid office must assume that the student withdrew from school. The Financial Aid office is required to re-calculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing South Texas College hundreds of dollars. At STC, the withdrawal date for students who do not earn at least on passing grade is the 50 percent point of the semester.

For students in this situation, the only relief available is related to the date when they stopped attending school classes. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Financial Aid office for dates) and proof of this can be collected then the Financial Aid office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities; it must come from either an instructor or in the case of academic advising, the office of Counseling and Advising.

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or who do not initiate the withdrawal process

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn. Students who do not initiate the withdrawal process will be withdrawn up to the 50 percent point of the semester. If the student is withdrawn on or after the 50 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50 percent

The process for students who are withdrawn or dropped by STC

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn. For Texas Success Initiative (TSI) Non-compliance the percentage of aid earned by the student is determined by the withdrawal date.

Return of Title IV Funds calculation resulting in money owed to South Texas College

If students withdraw or are withdrawn from all of their classes after the 20th class day of a regular semester or the designated end of the refund period of a shorter term, STC will not adjust the cost of tuition and fees (Please reference the Tuition Refunds Policy, which is located in the Financial Information Section of the STC Catalog). When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, students become responsible to repay funds those funds to STC. The debt must be repaid before the student will be allowed to register for a future semester.

Grant Overpayments

Students who have grant overpayments at Department of Education Collections may

call 1-800-621-3115, email them at dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

Three Examples of Return of Title IV funds calculations:

Example #1
Barbara was enrolled in for 12 credit hours at STC for the fall semester. When Barbara began classes she received a Federal Pell Grant. She withdrew from her classes 53 days into the semester. Her bill for tuition and fees was $1250. There are a total of 159 calendar days in the semester, so Barbara earned 33.3 percent of her Title IV aid (53 days completed divided by 159 total days in the payment period). Barbara received a total of $2675 in Federal Pell Grant for the fall semester. She received a check for the balance of Pell Grant funds in excess of the cost of school after census day.

To determine the amount of Pell Grant funds that Barbara earned, we must multiply the percentage earned by the amount she was eligible to receive.

33.3% X $2675.00= $890.78

Since Barbara was enrolled for 33.3 percent of the fall semester, according to U.S. Department of Education regulations, she has earned $890.78 of her Pell Grant. The Department of Education requires that STC return $846.25 of the unearned funds from the funds that Barbara used to pay for her tuition and fees. Because Barbara withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Barbara will be responsible to repay STC $846.25 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

Example #2
David was enrolled for 12 credit hours in the spring semester, attended a few weeks of his classes and decided to leave school. He was eligible for $550.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was $650.00. He did not inform STC of his decision to withdraw, and did not follow the process for withdrawing from school. Joe was dropped from all of his classes for non-attendance, and the Financial Aid office was notified of his withdrawal. The date that he was withdrawn was at the 45 percent point of the semester.

To determine the amount of Pell Grant funds that Joe earned, we must multiply the percentage earned by the amount he was eligible to receive.

45.0% X $550.00 = $247.50

Since Joe was enrolled for 45.0 percent of the spring semester, according to U.S. Department of Education regulations, he has earned $247.50 of his Pell Grant. The Department of Education requires that STC return $357.50 of the unearned funds from the funds that Joe used to pay for his tuition and fees. Because Joe withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Joe will be responsible to repay STC $357.50 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.

Example #3
Danny was enrolled in 6 credit hours for the spring semester, was not withdrawn and did not initiate the withdrawal process. He earned all Fs for the spring semester. The Financial Aid office was unable to find documentation showing that she had attended past the 60 percent point of the semester, and consequently was required to perform a Return of Title IV funds calculation.

As per U.S. Department of Education regulations Danny is entitled to 50 percent of her $1,325.00 Pell Grant award. Danny will be responsible to repay STC $300.

DEVELOPMENTAL COURSEWORK LIMITATION

The U. S. Department of Education provided the following guidelines to schools about how developmental courses may be funded. (Please note that the information in this catalog only pertains to the developmental coursework limitation and a student must satisfy all U. S. Department of Education, State of Texas and South Texas College eligibility requirements to be eligible for Financial Assistance). A student may receive Federal Aid for up to one academic year's worth of developmental coursework. At community colleges, the limit is 30 semester hours. The Financial Aid office complies with this requirement by reviewing all student records after the Census day of each semester to see if any students are scheduled to receive financial aid for a developmental course when they have already attempted 10 or more courses.

Any Pell Grant award made to a student who is scheduled to receive aid for the 11th or greater developmental course attempt will be recalculated without considering the developmental course in the student's enrollment status.

Example:
If a student is enrolled in a total of 12 credit hours, three of which are from his/her 11th developmental course attempt, his/her Federal Pell Grant award will be recalculated based on nine credit hours instead of 12 credit hours.

CAMPUS PARKING

Every motor vehicle parked on a South Texas College campus must have a valid parking permit affixed in the proper location.

Parking Permits

A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

The person issued a parking permit is responsible for all violations and tickets cited to that permit. Parking permits are issued at Student Information Centers located at all STC campuses. Call 956-872-8311 for more information on specific hours of operations and locations.

Parking permit fees are as follows:

- Initial permit-No Charge
- Additional or Replacement permit-$10.00

All visitors must obtain a temporary parking permit to park on South Texas College campuses. Temporary parking permits are available at Student Information Centers.

Individuals applying for parking permits release all vehicle information to the Student Information Centers and the Security Department. Individuals will be held liable for any citations received for any vehicle on South Texas College campuses, whether the vehicle has a permit or not.

South Texas College Parking Regulations

1. Displaying a parking permit
   - Permits for cars, trucks, and SUVs shall be hung from the rearview mirror and fully visible.
   - Permits for motorcycles shall be affixed in a clearly visible location.
   - Permits shall be displayed in an upright position and not be altered in any way.

2. Citations will be issued for the following violations:
   (All laws that apply to Texas streets and highways apply to STC campuses)
   - Improper Display of Parking Permit.
   - Parking Where Prohibited by Signs/Markings (Ex: Faculty/Staff, Reserved, Visitors or Loading/Unloading parking areas.)
   - Parked in Visitors while having an STC permit (current or expired)
   - Parking in No Parking Space/Area
   - Parking alongside of islands or double-parked (taking up two parking spaces).
   - Parking in a Fire lane (red zone) will be given a citation and may be subject to Tow at Owner's Expense.
   - Handicapped parking spaces are reserved for individuals who have been issued a valid handicap placard or Disabled Veteran license plates by the state of Texas and have a valid South Texas College parking permit. These spaces are not for use by individuals who are not handicap, even if the vehicle displays a handicap placard.
   - Failure to stop at a Stop Sign
   - Driving the Wrong Way

3. Citation Fees
   - 1st Citation $30.00
   - 2nd Citation $40.00
   - 3rd Citation $60.00
   - 4th Citation $80.00
   - 5th Citation $100.00 plus $80 wheel lock removal fee (All tickets must be paid in full in order to remove wheel-lock. No appeals granted)
   - Fire Lane (Red Zone) $50.00
   - Handicapped Fine $100.00 (2nd Citation Wheel Lock, No appeal granted)
   - Moving Violations $30.00

Payment of citations

Individuals who receive tickets are responsible for payment of each citation issued to them. Payments can be submitted to the Cashiers Office during operating hours (8 a.m.-5 p.m.). Checks or money orders may be mailed inside the citation envelope to the Cashiers Department, P.O. Box 9701, McAllen, TX 78502-9701. If a student or employee fails to pay for a citation, a hold will be placed on their record. If an employee fails to pay for a citation or adhere to the rules and regulations, the employee is subject to adverse personnel actions as referenced in Board Policy 4920.

Appeals

Individuals who receive tickets may submit a written appeal. Appeal forms can be obtained at http://www.southtexascollege.edu/security/parking/pdf/AppealFormOct2008.pdf or picked up at the Security Office located in Room 159 of Building N at the Pecan Campus (956-872-2589). Appeals must be submitted within five (5) working days of receiving the citation. A decision made on an appeal will be final and the individual shall abide by the decision.

Wheel Locks

Wheel locks shall not be removed until all pending citations have been paid. Payment will be submitted to the Cashiers Office during operating hours (8 a.m.-5 p.m.). After hours, payments can only be made with check or money order at the Security Office, located in Room 159 of Building N at the Pecan Campus (956-872-2589)

Incident or Accident

If you are involved in an incident or accident on campus grounds that requires emergency assistance, call 911 immediately. For any other assistance contact Campus Security at 956-872-2589.

CAMPUS SECURITY

The mission of the South Texas College Office of Safety and Security is to provide a safe educational environment for students, faculty, staff, and campus visitors. This is accomplished through:

1. The education of the college community on crime prevention methods and techniques and the need to assume personal responsibility for safety and security on campus.
2. The development of a comprehensive all hazards emergency response plan to ensure the safety of individuals and the protection of college resources.
3. The acquisition and utilization of state of the art technology to deter crime and protect the college community.
4. The enforcement all laws, policies, and regulations.

CRIME	2005	5006	2007
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	2	0	0
Aggravated Assault	0	0	0
Burglary	2	1	0
Motor Vehicle Theft	0	0	4
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	1
Drug Law Arrests	0	0	0
Drug Law Violations Referred for Disciplinary Action	1	0	2
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0

To report crimes, please call 1-911 from Pecan Campus line, or 872-2589 for Campus Dispatch then follow established Safety and Emergency Plan Procedures.

STUDENT LIFE

The Department of Student Life enhances the student experience through the development, delivery and evaluation of policies, programs, services and facilities that complement the academic mission of South Texas College and address issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs.

STUDENT ACTIVITIES

The Office of Student Activities fosters the personal growth of individuals and promotes the development of socially responsible citizens and leaders by encouraging the active participation of students and student organizations in educational, cultural and civic programs which support and enhance the collegiate experience.

CAMPUS PROGRAMMING BOARD

The Campus Programming Board engages South Texas College students in the planning, implementation and evaluation of programs and activities designed to meet a wide variety of student needs and interests that facilitate learning outside the classroom and enhance the sense of community at South Texas College.

STUDENT ORGANIZATIONS

Over 60 student organizations at South Texas College contribute to a vibrant college community by providing invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Each year, student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

FIRST-YEAR EXPERIENCE

The First Year Experience at South Texas College is the combination of services, programs, curricular and co-curricular activities that support a student's transition from high school to South Texas College, while providing a foundation for academic success.

STUDENT LEADERSHIP CENTER

The Student Leadership Center endeavors to cultivate a campus community where students can achieve success, acquire social skills and develop a personal standard of ethics and values through leadership, educational, cultural, recreational and civic programs, opportunities and services which support and enhance student's collegiate experience and their education outside the classroom.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at South Texas College (SGA@STC) is the representative organization for the student body at South Texas College. The SGA@STC provides a forum for open discussion of matters affecting students at South Texas College.

STUDENT LEADERSHIP ACADEMY

The Student Leadership Academy encourages and aids in the development of student leaders. Through interactive workshops and seminars, this prestigious program allows students to develop their personal leadership style and put their leadership skills into practice, allowing them to gain experience and confidence.

PEERS MENTORING PROGRAM

PEERS (Providing Experiences to Ensure Retention and Success) is a student-to-student mentoring program. The transition into college can be difficult for any new student - locating classrooms, making new friends, seeking out resources, and just getting through classes. A Peer Mentor serves as a friend and guide to help new and transfer students adjust to college life. Peer Mentors also form an important link between new students and South Texas College, helping students utilize the many resources available from various campus programs.

INTRAMURAL SPORTS AND WELLNESS PROGRAMMING

The Office of Intramural Sports and Wellness Programming provides opportunities for individuals to engage in recreational sports and activities in a supportive and safe environment that enhances personal development, increases physical and mental health and encourages social interaction.

JUDICIAL AFFAIRS

The Office of Judicial Affairs develops influences and enforces South Texas College policies to promote a safe and supportive learning environment that treats each student fairly, equally, and with respect. The office of Judicial Affairs nurtures student learning and growth by encouraging student accountability, academic integrity and responsible decision-making.

CONFLICT RESOLUTION CENTER

The Conflict Resolution Center provides guidance to the South Texas College community regarding South Texas College protocol and procedures and assists and counsels students in resolving disputes and conflicts in a way that facilitates individual responsibility, contributes to their maturation, and promotes the development of self-advocacy skills.

JOB PLACEMENT CENTER

The Job Placement Center assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment and serves the community by providing skilled applicants to employers in Hidalgo and Starr Counties. Services include a free on-line job search system; assistance with resume preparation, writing job search letters and improving interviewing techniques; job fairs and employment referrals. The Job Placement Center also works closely with local educational, corporate and government entities to increase employment opportunities by facilitating the economic growth of Hidalgo and Starr County.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STC community. Library facilities are located at the Technology Campus, Mid-Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, Pecan Campus, and Starr County Campus. Librarian assistance is available at these sites. Student-access computers are available at all library facilities

STC libraries hold over 130,000 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 350 print periodicals and over 70 on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases, allow direct retrieval of the full-text documents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers. Distance learning students have remote access through a proxy server.

Library Services is a member of the Amigos Library Services, TexShare, and OCLC. Every member of these organizations has made inter-library loan agreements to share resources with other member libraries. Thus, the STC community has access to the collections of several hundred academic and public libraries across the United States. STC Library patrons can borrow materials directly from participating TexShare libraries with their current STC ID card and a TexShare card available from the STC library. Participating TexShare libraries in the region include: University of Texas-Pan American, University of Texas at Brownsville/TSC, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

CENTERS FOR LEARNING EXCELLENCE

The Centers for Learning Excellence (CLE) help students acquire the independent learning skills they need to be successful in college. At the CLE, students can receive high-quality tutoring and academic support in a broad variety of subject areas. The CLE has been awarded the highest status for international tutoring certification from the College Reading and Learning Association (CRLA). CRLA certification establishes professional standards for tutoring services, including training and evaluation. The centers are located at the Pecan Campus, Mid-Valley Campus, Starr County Campus, Nursing and Allied Health Campus, and the Technology Campus.

Each of the CLE campuses house computer labs where students can access technological resources to enhance learning; some programs that are available include Plato and MyMathLab (self-paced instructional software), Microsoft Office Suite 2007, internet access, and several other types of computer-based enrichment software. In addition, the CLE offers group-study rooms for students to use with or without tutoring assistance.

Students may also take advantage of the following academic support programs provided by the Centers for Learning Excellence:

- Supplemental Instruction is an academic support program in which a peer learning mentor, called an SI Leader, is scheduled to attend class and hold regularly scheduled study sessions in order to maximize student success. SI is primarily assigned to certain courses that have been recognized as academically challenging.Students enrolled in an SI course are charged a $15 per credit hour fee.Enrollment in SI classes is limited, so early registration is encouraged.
- Group Tutoring by Appointment provides an opportunity for students to obtain tutoring support for study groups. Study groups comprised of four or more students may call to schedule a private tutoring session at the CLE for up to one hour.
- Student Success Workshops are informational training seminars provided by professional STC staff and faculty. The workshops are offered throughout the fall, spring, and summer semesters and cover a variety of subjects. Students can learn ways to maximize their study time, organize their notes, manage their time effectively, or master key academic concepts.
- Learning Communities are multiple courses attended by the same group of students and taught by the same instructors who blend the curricula to maximize student learning. Using this approach, students are able to make connections across disciplines and build a strong peer support network.

Check the Centers for Learning Excellence website http://academicaffairs.southtexascollege.edu/learningexcellence/index.html for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services we offer.

ALUMNI AND FRIENDS

The Alumni & Friends Association develops relationships and establishes lifelong connections between South Texas College and its members, leading to increased support for the institution's mission and goals. It promotes a variety of networks and resources, and offers opportunities to grow professionally and socially.

OUTREACH

The Outreach Department provides off-site assistance to residents in Hidalgo and Starr counties. Outreach Specialists distribute enrollment, financial aid, and program information at various college and career days; promote the college through presentations at schools and community agencies; assist prospective students with their transition into the college by helping to complete enrollment and financial aid forms; conduct campus visits/tours; and coordinate new student orientations.

The Outreach Department also facilitates the dual enrollment application and registration process for the district's high schools. Outreach Specialists maintain a unique relationship with community agency representatives, high school counselors and other school district personnel to ensure that they are providing the most efficient and effective service possible.

For further information, please call (956) 872-8391 or 1-800-742-7822.

STUDENT INFORMATION AND WELCOME CENTERS

The Student Information and Welcome Centers serve as "One-Stop Shops" for accurate and up-to-date information about the college's programs and services. Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr County campuses.

Student Information Centers are located at all STC campus and centers throughout the college district. Prospective students are encouraged to visit an STC Welcome Center to obtain an application for admission as well as an admissions checklist that will facilitate their transition into STC.

Current students, prospective students, administration, faculty, staff and the general

public can obtain various types of information and services at both the Student Information and Welcome Centers. 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, online orientation, call center operations, outbound call efforts, point of contact for activities held district-wide, lost and found, maintenance of the master calendar of events, parking permits, student identification cards and general public mail-outs.

For more information call (956) 872-8311 or 1-800-742-7822.

DISTANCE EDUCATION

South Texas College Distance Education offers students flexible and convenient opportunities to achieve an education.

STC offers Online Associate of Arts Programs in the following fields:

- Business Administration
- Criminal Justice
- Education
- Interdisciplinary Studies
- Social Sciences

Distance Education Courses are offered in a variety of formats: Online, Hybrid, Web-Enhanced, Telecourses, and Videoconferencing.

- Online coursework may be completed from any computer that has Internet access. Some instructors require students to take exams on campus. Check the course list for specific information.
- Hybrid classes divide class meeting time between the Internet and on-campus locations.
- Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.
- Telecourses are available on DVD. Students check out the DVD's at the Campus Libraries on a semester basis and meet with their instructors about once a month. Some Telecourses have required online/web components.
- Videoconferencing classes allow the college to offer classes that might not make at separate locations due to low enrollment. By using two-way interactive videoconference technology, students can attend classes at their 'home' campuses while receiving instruction and communicating with instructors and classmates from different locations.

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

RESEARCH AND ANALYTICAL SERVICES

In support of STC's commitment to data-driven decision making, the office of Research and Analytical Services (RAS) collects and analyzes institutional and environmental data to understand the College (faculty, staff, students, community).

RAS professional staff utilize the findings from these studies to collaborate with stakeholders across the College community to develop recommendations for successful strategies to carry out the College's mission. RAS professionals are involved in a variety of tasks including data-based strategic plan development; quantitative, qualitative, and mixed methods research; interpretation and application of statistical analyses; trends and longitudinal cohort studies; survey development and research; findings presentations and consultation.

RAS also hosts the College's Institutional Review Board and commits to protecting human subjects including the privacy of personal information by operating in accord with federal and state laws and the Codes of Ethics of the Association of Institutional Research, the American Association for Public Opinion Research, and the Department of Health and Human Services.

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

The office of Institutional Effectiveness & Assessment (IE&A) ensures ongoing, systematic, integrated planning, evaluation and effectiveness initiatives throughout the College through the facilitation of the Institutional Effectiveness Planning & Reporting processes.

IE&A staff work closely with leadership across the college and in collaboration with the Vice President of Finance and Administrative Services to ensure the that IE Planning precedes, and is integrated with, budgeting, staffing, and other resource planning. IE&A staff also helps administrators, faculty and staff to document their successes through consultation regarding systematic assessment and evaluation designs in order to monitor the implementation and impact of interventions and to promote and ensure continuous quality improvement at all levels of the College.

IE&A professionals collaborate in the development of recommended strategies for action which is included in plan revisions and updates based on assessment and evaluation findings.

CONTINUING, PROFESSIONAL AND WORKFORCE EDUCATION

Continuing, Professional and Workforce Education provides quality and utility lifelong education opportunities through professional development programs, career development programs, corporate training, personal enrichment courses, and professional conferences. The department is committed to (1) empowering residents of all ages with the necessary skills and knowledge to effectively fulfill their professional, business and personal needs and (2) assisting employers in the training, development, and efficiency of their workforce.

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties. Classes are delivered both online and in traditional classroom settings. Courses can be scheduled in response to community demand where 12 or more students register for the class. Mandatory Continuing Education Units (CEU) meeting licensing requirements are available for professionals. A Satisfactory (S) or Unsatisfactory (U) grade is earned for continuing education courses. Continuing, Professional and Workforce Education offers ongoing courses through the following institutes:

REGISTRATION IS EASY

- Go to the STC campus of your choice
- Bring Picture ID
- Complete registration form
- Pay (cash, check, money order or credit card)

SERVICES

Career Development Programs

- Programs that will make you competitive and marketable in the workplace Corporate Training
- Customized programs and courses that help employers and their workforce compete in our global economy

Leisure Learning and Personal Enrichment

- Fun courses to spice up your life

Professional Conferences

- Business, Education, Health, & Technology areas

Professional Development Programs

- Review courses for professional certifications and licenses

INSTITUTES

Alternative Teacher Certification Program (ATCP)

- Classroom Management Training
- Content TExES Preparation
- Internship Training
- PPR TExES Preparation

Arts and Design

- Cake Decorating
- Ceramics
- Choir
- Creative Wellness
- Drama
- Drawing
- Fashion Design
- Floral Design
- Guitar
- Interior Design
- Jewelry
- Painting
- Photography
- Piano
- Sculpture
- Voice Classes

Business World

- Bank Teller
- Business Writing
- Certified Public Accountant Review
- Customer Service
- eBay Buying and Selling
- Entry-level Job Skills (Employability Skills)
- Front-line Supervisor
- Fund Raising
- Grant Writing
- Hospitality
- Human Resource Management Review
- Leadership Academy
- Management Skills
- Personal Finance
- Restaurant Server
- Retail

Education Strategies

- ACT/SAT Review
- College Success Workshop
- Kids' College
- Math and Science Camps
- Speed Reading
- Substitute Teaching
- Teacher Aide Preparation
- THEA Review

English as a Second Language (ESL)

- Advanced Level
- Beginning Level
- Conversation Course
- High-Advanced Level
- Intermediate Level
- Survival Course
- TOEFL

Health and Care Management

- Activity Director
- Certified Food Service Manager
- Certified Nurse Assistant (CNA)
- Community Health Worker/Promotora
- CPR
- First Aid
- Medication Aide
- Nursing Review
- Phlebotomy

Language and Literacy Competence

- American Sign Language
- GED
- Spanish

Life Fitness

- Culinary Arts
- Dance
- Home Skills
- Physical Fitness

Real Estate

- Appraisal
- Finance
- Home Inspection
- Law of Agency
- Law of Contracts
- Marketing
- Mathematics
- Principles I
- Principles II
- Property Management

Technology Innovations

- Electrical Review
- Electrician License Renewal
- Excel
- Facilities Maintenance
- HVAC Review
- Internet Usage
- Introduction to Computers
- PowerPoint
- Welding
- Word

Travel and Driving

- Bus Driving
- Defensive Driving
- Truck Driving

CURRICULUM

South Texas College
Core Curriculum

The Core Curriculum at South Texas College has, at its foundation, the philosophy and purpose of the College and is a composition of general education courses which form the foundation of all Associate of Arts and Associate of Science degrees.

These are degrees that are designed for students who plan to continue their education at a four-year university in order to earn a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science degree.

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

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

The purpose of the Core Curriculum is to provide the foundation through which STC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking.

This common body of essential knowledge and skills is taught and reinforced through courses selected in six Core Components: Communication, Mathematics, Natural Sciences, Humanities and Visual and Performing Arts, Social and Behavioral Sciences, and Computer Science.

COMMUNICATION

Composition/
Written Communication ***6 credits***

ENGL 1301 Composition
ENGL 1302 Composition II-Rhetoric

Speech ***3 credits***

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

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

Through the Composition/Written Communication and Speech Components of the Core Curriculum, competencies the student will be able to demonstrate are to:

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

MATHEMATICS

3-4 credits

MATH 1324 Finite Mathematics
MATH 1332 Contemporary Mathematics
MATH 1442 Statistics
MATH 1414 College Algebra
MATH 2412 Precalculus and Trigonometry
MATH 2413 Calculus I

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

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

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world solutions;
- access and evaluate basic mathematical information verbally, numerically, graphically, and symbolically;
- demonstrate mathematical reasoning skills and formal logic to develop convincing mathematical arguments;
- use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and justify the results;
- interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them;
- determine the limitations of mathematical and statistical models;
- develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

NATURAL SCIENCES

8 credits

BIOL 1408 General Biology I
BIOL 1409 General Biology II
BIOL 2401 Anatomy and Physiology I
BIOL 2402 Anatomy and Physiology II
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
PHYS 1401 College Physics I
PHYS 1402 College Physics II
PHYS 1403 Introductory Astronomy I
PHYS 1404 Introductory Astronomy II
PHYS 2425 University Physics I
PHYS 2426 University Physics II
PHYS 1415 Physical Science I
PHYS 1417 Physical Science II
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
GEOL 1445 Oceanography
GEOL 1447 Meteorology

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

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

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

HUMANITIES & VISUAL AND PERFORMING ARTS

Visual and Performing Arts ***3 credits***

ARTS 1301 Art Appreciation
ARTS 1303 Art Survey I
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II
ARTS 2313 Design Communications I
ARTS 2314 Design Communications II
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III
ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2341 Art Metals/Jewelry Design I
ARTS 2342 Art Metals/Jewelry Design II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTS 2356 Photography I *(Fine Arts Emphasis)
ARTS 2357 Photography II* (Fine Arts Emphasis)
DANC 2303 Dance Appreciation
DRAM 1310 Drama Appreciation
DRAM 1351 Acting I
DRAM 2366 Film Appreciation
HUMA 1311 Mexican-American Fine Arts Appreciation
HUMA 1315 Fine Arts Appreciation
MUSI 1306 Music Appreciation
MUSI 1309 Music Literature II

*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

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

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

- engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist;
- articulate an informed personal reaction to works in the arts and humanities;
- develop an appreciation for the aesthetic principles that guide or govern the humanities and arts;

Humanities ***3 credits***

ARTS 1304 Art Survey II
ENGL 2341 Introduction to Literature
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2351 Mexican American Literature
HUMA 1301 Introduction to Humanities I
HUMA 1305 Introduction to Mexican-American Studies
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
MUSI 1308 Music Literature I
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 1316 History of Religions I
PHIL 1317 History of Religions II
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction to Social & Political Philosophy
PHIL 2316 History of Classical and Modern Philosophy I
PHIL 2317 History of Classical and Modern Philosophy II
PHIL 2318 Contemporary Philosophy
PHIL 2321 Philosophy of Religion
SGNL 2301 Intermediate American Sign Language I
SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers
SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II
SPAN 2316 Career Spanish I
SPAN 2321 Introduction to Spanish Literature I
SPAN 2323 Introduction to Latin American Literature
SPAN 2324 Spanish Culture

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

Through the Humanities Component of the Core Curriculum, competencies the student will be able to demonstrate are to:
- demonstrate awareness of the scope and variety of works in the arts and humanities;
- understand those works as expressions of individual and human values within an historical and social context;
- respond critically to works in the arts and humanities;
- demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES

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

U. S. History *6 credits*

HIST 1301 U.S. History I or
HIST 2327 Mexican-American History I
and
HIST 1302 U.S. History II or
HIST 2328 Mexican-American History II

The objective of studying history is to analyze the past. Through the Core Curriculum Component in History, students will learn to understand past events and patterns of historical development by engaging historical evidence and the interpretations of historians. Through the History Components HIST 1302 or HIST 2328 of the Core Curriculum, the Exemplary Educational Objectives are:
- To understand the evolution and current role of the U.S. in the world;
- to differentiate and analyze historical evidence (documentary and statistical) and differing points of view;
- to recognize and apply reasonable criteria for the acceptability of historical evidence and social research.

Political Science *6 credits*

GOVT 2301 American Government I
GOVT 2302 American Government II

The objective of studying political science is to understand governmental institutions and the operation of the political system. Through the Core Curriculum Component in Political Science, students will learn the foundations of the American and Texas political system, the operation and roles played by various governmental institutions in America and Texas and the operation of the American political system. Through the Political Science Component of the Core Curriculum, the Exemplary Educational Objectives are:
- To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights;
- to analyze and critically assess, and develop creative solutions to public policy problems;
- to recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in a public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.

Social and Behavioral Sciences Electives *3 credits*

ANTH 2301 Physical Anthropology
ANTH 2302 Introduction to Archeology
ANTH 2351 Cultural Anthropology
CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1307 Crime in America
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices
ECON 2301 Principles of Economics I-Macro
GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican American Politics
HIST 2301 Texas History
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II

HIST 2381 African American History
PSYC 2301 General Psychology
PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology
PSYC 2314 Lifespan Growth and Development
PSYC 2317 Statistical Methods in Psychology
SOCI 1301 Introductory Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family
SOCI 2319 Minority Studies
SOCW 2361 Introduction to Social Work

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

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

- employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition;
- examine social institutions and processes across a range of historical periods, social structures, and culture;
- use and critique alternative explanatory systems or theories;
- develop and communicate alternative explanations or solutions for contemporary social issues;
- analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study;
- identify and understand differences and commonalities within diverse cultures.

COMPUTER SCIENCE

3 credits

COSC 1301 Microcomputer Applications
COSC 1336 Fundamentals of Programming I

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

Through the Computer Science component of the Core Curriculum, competencies the student will be able to:

- utilize computer-based technologies for effective data communications;
- acquire information from online and local sources utilizing computer technology;
- analyze and solve problems using computer-based technologies;
- describe limitations and problems with a technology solution.

Total credits: 44-45

**ARTS 1304, MUSI 1308, and MUSI 1309 may only be taken to fulfill either the Visual and Performing Arts or the Humanities requirement. It may not fulfill both requirements.*

HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

HUMANITIES AND VISUAL AND PERFORMING ARTS

Art

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

Dance

DANC 2303 Dance Appreciation

Drama

DRAM 1310 Drama Appreciation

Foreign Language*

SGNL 2301 Intermediate American Sign Language I
SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II

SPAN 1311 Beginning Spanish I
for Spanish Speakers
SPAN 1312 Beginning Spanish II
for Spanish Speakers
SPAN 2316 Career Spanish I
SPAN 2321 Introduction to
Spanish Literature I
SPAN 2323 Introduction to
Latin American Literature
SPAN 2324 Spanish Culture

Humanities

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

Literature*

ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2351 Mexican American Literature

Music

MUSI 1306 Music Appreciation
MUSI 1308 Music Literature I
MUSI 1309 Music Literature II

Philosophy

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

*Check catalog for course pre-requisites

Baccalaureate Degrees

Technology Management

- Computer and Information Technologies (Bachelor of Applied Technology)
- Technology Management (Bachelor of Applied Technology)

Bachelor of Applied Technology in

Computer and Information Technologies

The Bachelor of Applied Technology Degree (BAT) in Computer and Information Technologies (CIT) will prepare students for successful careers in the field of CIT. Coursework is balanced between theoretical and technical competencies associated with the CIT profession to prepare graduates for a number of demands placed on CIT professionals. The degree is designed to educate and train students with relevant, technical knowledge of CIT practice to provide solutions for real-world problems as well as to provide technical support for computer-based information systems. Technology-oriented coursework with an emphasis on computer application of those technologies will form the core requirements for this program.

The program's objectives will offer academic development in a number of ways. The program will include a required capstone course that will enhance the educational experience and employment potential for students. The program will also include a strong professional component to develop skills in technical communication, ethics, and group work. Students graduating from the program will be prepared to enter the private sector as well as continue their education in a graduate program.

Through the Bachelor of Applied Technology in Computer and Information Technologies outcomes, the student will be able to:

- Identify the basic components of information system, utilizing the system development, conduct a preliminary investigation of a system, determine the system requirements and analysis, develop information system design, and demonstrate proficiency of principals of system analysis and design (CITP 3305);
- Using common structure in the programming language, enhance the functionality of a web page using scripting language, write control statements that logically control the flow of the program, and use both console and file input and output in a syntactically and logically correct way (CITP 3310);
- Create a functional and visually recognizable interface, retrieve data from and insert data into a database using a standard connection library. Create, control, and terminate one or more threads, and use standard TCP/IP protocols to connect a software client to a software server (CITP 4350);
- Retrieve information stored in cookies and sessions, serve side scripting languages to build and format web pages, retrieve data from and insert data into a database using a standard connection library, and using standard TCP/IP protocols to connect a software client to a software server or servers (CITP 4316);
- Prepare image for display, including repairing damage, cropping and color adjustments. Cleanly remove undesired elements to include text or background materials, and create images that animate when viewed.(CITP 3360);
- Master the essential concepts of relational database model, write database in SQL language, designing and implement a database using Oracle, enhance problem solving skills for the development of a relational database system (CITP 3320);
- Integrate the specialized skills and knowledge presented throughout other courses to complete a system project (CITP 4340);
- Identify and define terminology, hardware, and software components of computer networking, utilize equipments, protocols, and topologies to differentiate between various network systems. Demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software(CITP 3302);
- Review security plan to ensure appropriate level of protection; implement network security design; audit network system based on security design; use relevant tools to maintain security requirements; and review all security policies and procedures on a regular basis (CITP 3312);
- Describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry; explain the application of technologies, architectures, and protocols used in the telecommunications industry (CITP 4345).

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

A. All applicants must meet general admission requirements to South Texas College.

B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with program specific exemptions accepted.

C. Applicants are eligible for admission if they meet one of the following criteria:
   a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
   b. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Associate Dean for Bachelor Degree Programs and University Relations, for waiving the requirement.

c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Associate Dean for Bachelor Degree Programs and University Relations upon completion of a personal interview with the prospective applicant.

D. Submit a completed Bachelor of Applied Technology program application.

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 36 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

Degree Components

General Education Courses ..... 45 SCH
Technical Support Areas-Lower Level....39-40 SCH
Required CIT Courses-Upper Level ..... 33 SCH
CIT Electives-Upper-Level..... 3 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 45 Credits

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page *** in the Catalog. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

TECHNICAL SUPPORT AREAS

(39-40 Semester Credit Hours)

The student is required to complete 39-40 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 39-40 semester credit hours must include 4 of the courses (15-16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
ITNW 1425	Fundamentals of Networking Technologies	4
ITNW 2421	Networking with TCP/IP	4
ITSE 1431	Introduction to Visual Basic Programming or COSC 1430 Computer Programming	4
ITSE 1411	Beginning Web Page Programming or COSC 1315 Fundamentals of Programming	3-4

Total Semester Credit Hours..... 15-16

**Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 24 semester credit hour technical specialty requirement.*

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
  - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or
  - Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.
- Senior Standing
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

REQUIRED COMPUTER & INFORMATION TECHNOLOGIES

Major Courses (33 hours)

The upper-division Computer & Information Technologies major coursework is balanced between theoretical and technical competencies associated with the CIT profession to prepare graduates for a number of demands placed on CIT professionals. The degree is designed to educate and train students with relevant, technical knowledge of CIT practice to provide solutions for real-world problems as well as to provide technical support for computer-based information systems. Technology-oriented coursework with an emphasis on computer application of those technologies will form the core requirements for this program.

Course Number	Course Title	Semester Credit Hours
CITP 3302	Advanced Networking (Networking+)	3
CITP 3305	System Analysis and Design	3
CITP 3310	Survey of Programming Languages	3
CITP 3312	Fundamentals of Information Security	3
CITP 3320	Database Management	3
CITP 3360	Digital Image Processing and Presentation	3
CITP 4301	CAPSTONE: Computer and Information Technology Internship	3
CITP 4316	Advanced Web Design	3
CITP 4345	Data Communications-Convergent Technology	3
CITP 4350	Advanced Computer Programming	3
TMGT 3336	Legal Issues for Technical Managers	3

Total Semester Credit Hours..... 33

Computer and Information Technologies Elective Courses (3 hours):
Students are required to choose one course from the following prescribed elective courses.

Course Number	Course Title	Semester Credit Hours
CITP 4330	Advanced Network Security	3
CITP 4340	Special Topics Course-CIT	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 3411	Technology in Enterprise Management	4

Total Semester Credit Hours..... 13

Bachelor of Applied Technology

COMPUTER & INFORMATION TECHNOLOGIES

Degree Plan

STC Core Curriculum		Semester Credit Hours
ENGL 1301	Composition	3
ENGL 1302	Composition II-Rhetoric	3
SPCH 1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335)	3
MATH 1414	College Algebra	4
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2301	American Government I	3
GOVT 2302	American Government II	3
COSC 1301	Microcomputer Applications	3
	Natural Sciences Elective-Core Curriculum	4
	Natural Sciences Elective-Core Curriculum	4
	Visual & Performing Arts Elective-Core Curriculum	3
	Social & Behavioral Sciences Elective-Core Curriculum	3
	Humanities Elective-Core Curriculum	3

Total Credit Hours..... 45

Technical Specialty Courses

Foundational Courses (Required)

ITNW 1425	Fundamentals of Networking Technologies	4
ITNW 2421	Networking with TCP/IP	4
ITSE 1431	Introduction to Visual Basic Programming or COSC 1430 Computer Programming	4
ITSE 1411	Beginning Web Page Programming or COSC 1315 Fundamentals of Programming	3-4

Total Credit Hours..... 15-16

Technical Specialty Courses

Technical Hours from a completed A.A.S. degree in one of the following program areas will fulfill this requirement: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 24 hours of Technical Specialty coursework should be taken from one of the approved A.A.S. degrees.

Total Credit Hours 24

Required Upper-Division Professional Courses		Semester Credit Hours
CITP 3302	Advanced Networking (Networking+)	3
CITP 3305	System Analysis and Design	3
CITP 3310	Survey of Programming Languages	3
CITP 3312	Fundamentals of Information Security	3
CITP 3320	Database Management	3
CITP 3360	Digital Image Processing and Presentation	3
CITP 4301	CAPSTONE: Computer and Information Technology Internship	3
CITP 4316	Advanced Web Design	3
CITP 4345	Data Communications-Convergent Technology	3
CITP 4350	Advanced Computer Programming	3
TMGT 3336	Legal Issues for Technical Managers	3

Total Semester Credit Hours 33

Computer and Information Technologies Elective Courses (3 hours):
Students are required to choose one course from the following prescribed elective courses.

Course Number	Course Title	Semester Credit Hours
CITP 4330	Advanced Network Security	3
CITP 4340	Special Topics Course-CIT	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 3411	Technology in Enterprise Management	4

Total Semester Credit Hours..... 3

TOTAL PROGRAM CREDIT HOURS 120-121

MAJOR: COMPUTER AND INFORMATION TECHNOLOGIES

Four Year Course Sequence

FIRST YEAR-FALL **Credit Hours**

ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
HIST	1301	United States History I or HIST 2327	3
		Humanities Elective-Core Curriculum	3
ITNW	1425	Fundamentals of Networking Technologies	4
			16

FIRST YEAR-SPRING

ENGL	1302	Composition II-Rhetoric	3
SPCH	1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335)	3
HIST	1302	United States History II or HIST 2328	3
MATH	1414	College Algebra	4
ITNW	2421	Networking with TCP/IP	4
			17

SECOND YEAR-FALL

GOVT	2301	American Government I	3
		Natural Sciences Elective-Core Curriculum	4
		Visual & Performing Arts Elective-Core Curriculum	3
		Technical Specialty course	3
ITSE	1431	Introduction to Visual Basic Programming or COSC 1430	4
			17

SECOND YEAR-SPRING

		Social & Behavioral Science Electives	3
GOVT	2302	American Government II	3
		Natural Sciences Elective-Core Curriculum	4
ITSE	1411	Beginning Web Page Programming or COSC 1315	3-4
		Technical Specialty course	3
			16-17

THIRD YEAR-FALL

		Technical Specialty course	3
		Technical Specialty course	3
		Technical Specialty course	3
CITP	3305	System Analysis and Design	3
CITP	3310	Survey of Programming Languages	3
			15

THIRD YEAR-SPRING

CITP	3312	Fundamentals of Information Security	3
CITP	3360	Digital Image Processing and Presentation	3
		Technical Specialty course	3
		Technical Specialty course	3
		Technical Specialty course	3
			15

FOURTH YEAR-FALL

CITP	4316	Advanced Web Design	3
CITP	3320	Database Management	3
CITP	4345	Data Communications-Convergent Technology	3
CITP	3302	Advanced Networking (Networking+)	3
			12

FOURTH YEAR-SPRING

TMGT	3336	Legal Issue for Technical Managers	3
CITP	4301	Capstone: Computer and Information Technologies Internship	3
CITP	4350	Advanced Computer Programming	3
		Computer & Information Technology Elective	3
			12

List of Computer and Information Technology Electives:

CITP	4330	Advanced Network Security
CITP	4340	Special Topics Course-CIT
TMGT	3338	Accounting for Technical Managers
TMGT	3411	Technology in Enterprise Management

Bachelor of Applied Technology in

Technology Management

The Bachelor of Applied Technology Degree (BAT) in Technology Management will educate, train, and develop successful supervisors who will be prepared to utilize technology to create a competitive advantage for their enterprise. Coursework is balanced between practical training and working with real-life projects that enhance the educational experiences and employment potential for students. The breadth of the coursework enables each graduate to lead and manage by utilizing a wide variety of business, finance, technology and human resource development skills. Interactions with business leaders will provide graduates exposure to the real world and an opportunity to network.

Graduates are educated in the fundamentals of business management, finance, information technology and manufacturing. The curriculum provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals.

Through the Bachelor of Applied Technology in Technology Management outcomes, the student will be able to demonstrate are to:

- supervise and manage the financial operations of a business;
- utilize management and motivational theories to enhance the performance of employees and work-teams;
- use project and quality management strategies to successfully manage and secure organizational resources;
- apply oral and written communication skills and leverage technology to enhance communications;
- manage the organization or the business unit within legal and ethical boundaries;
- employ creative and critical thinking processes to resolve problems of the business unit;
- use appropriate electronic commerce strategies to enhance profitability of the organization;
- exhibit analytical thought, informed judgment, ethical behavior, and an appreciation for diversity;
- utilize appropriate information technology systems to enhance organizational performance;
- understand the challenges involved in conducting international business and its impact on the future growth of the organization; and
- obtain hands-on training and apply concepts and theories in a workplace setting.

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

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

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 46 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

Degree Components

General Education Courses ..... 45 SCH
Technical Support Area..... 30 SCH
Technology Management
Required Courses..... 39 SCH
Technology Management Electives ..... 6 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 45 Credits

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 83 in the Catalog. Technology Management majors must take ECON 2301-Principles of Economics I - MACRO to fulfill to Social/Behavioral Science component of the Core Curriculum. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

TECHNICAL SUPPORT AREAS

(30 Semester Credit Hours)

The student is required to complete 30 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (A.A.S.) degree. The 30 semester credit hours must include the 5 courses (16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Administration, Business Computer Systems, Child Development, Computer Aided Drafting and Design, Culinary Arts, Legal Office Management, Office Management, Nursing, Paralegal, Precision Manufacturing Technology, and Radiologic Technology. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
BUSI 1301	Business Principles or LMGT 1319 Intro to Business Logistics	3
BMGT 1301	Supervision, or HRPO 2301 Human Res. Management	3
ACCT 2401	Principles of Financial Accounting	4
ECON 2302	Principles of Economics II-MICRO	3
BUSI 2301	Business Law	3

**Note: Students entering the BAT program with a completed Associate of Science (AS) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 30 semester credit hour technical specialty requirement.*

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
  - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or
  - Completion of an Associate of Arts (A.A.) or Associate of Science (AS) Degree from a regionally accredited institution.
- Senior Standing
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

REQUIRED TECHNOLOGY MANAGEMENT

Major Courses (39 hours)

The upper-division Technology Management major courses educate students in the fundamentals of business management, finance, information technology, and manufacturing, while building upon skills already learned in the technical support areas. The curriculum design provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals, giving them more opportunity for advancement and promotion to supervisory or managerial positions within their chosen occupational field.

Course Number	Course Title	Semester Credit Hours
TMGT 3302	Business and Economic Statistics	3
TMGT 3303	Communications for Technical Managers	3
TMGT 3336	Legal Issues for Technical Managers	3
TMGT 3310	Decision Making	3
TMGT 3312	Resource Management	3
TMGT 3305	Organizational Theory and Practice	3
TMGT 4304	Risk Management	3
TMGT 3337	Economics for Technical Managers	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 4320	Organizational Management and Design Seminar	3
TMGT 4342	Supply Chain Security	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4347	Production & Inventory Planning and Control; OR	3
TMGT 4396	Managing Technology Projects	3

Technology Management Elective Courses

(6 hours, student must select two courses from the following list:)

TMGT 3321	Supply Chain Management	3
TMGT 3322	Logistics Management	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 3353	International Business	3
TMGT 3411	Technology Enterprise Management	4
CITP 4340	Advanced Network Security	3

Bachelor of Applied Technology

TECHNOLOGY MANAGEMENT

Degree Plan

STC Core Curriculum			Semester Credit Hours
ENGL	1301	Composition	3
ENGL	1302	Composition II-Rhetoric	3
SPCH	1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335)	3
MATH	1414	College Algebra (or MATH 2412, or MATH 2413)	4
HIST	1301	United States History I	3
HIST	1302	United States History II	3
GOVT	2301	American Government I	3
GOVT	2302	American Government II	3
ECON	2301	Principles of Economics I-Macro	3
COSC	1301	Microcomputer Applications	3
		Natural Sciences Elective-Core Curriculum	4
		Natural Sciences Elective-Core Curriculum	4
		Visual & Performing Arts Elective-Core Curriculum	3
		Humanities Elective-Core Curriculum	3

Total Credit Hours..... 45

Technical Specialty courses
Foundational Courses (Required)

BUSI	1301	Business Principles or LMGT 1319	3
BMGT	1301	Supervision, or HRPO 2301 Human Resources Management	3
BUSI	2301	Business Law	3
ACCT	2401	Principles of Financial Accounting	4
ECON	2302	Principles of Economics II-Micro	3

Total Credit Hours..... 16

Technical Specialty courses

Technical Hours from a completed A.A.S. degree will fulfill this requirement.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 14 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.

Total Credit Hours..... 14

Required Upper Division Professional			Semester Credit Hours
TMGT	3302	Business and Economic Statistics	3
TMGT	3303	Communication for Technical Managers	3
TMGT	3305	Organizational Theory and Practice	3
TMGT	3310	Decision Making	3
TMGT	3312	Resource Management	3
TMGT	3336	Legal Issues for Technical Managers	3
TMGT	3337	Economics for Technical Managers	3
TMGT	3338	Accounting for Technical Managers	3
TMGT	4304	Risk Management	3
TMGT	4320	Organizational Design and Management Seminar	3
TMGT	4342	Supply Chain Security	3
TMGT	4341	Purchasing and Supply Management	3
TMGT	4347	Production & Inventory Planning and Control; OR	3
TMGT	4396	Managing Technology Projects	3

Total Semester Credit Hours..... 39

Elective Upper-Division Professional Courses

TMGT	3321	Supply Chain Management	3
TMGT	3322	Logistics Management	3
TMGT	3340	Quality Assurance, Management and Improvement	3
TMGT	3353	International Business	3
TMGT	3411	Technology Enterprise Management	4
CITP	4340	Advanced Network Security	3

Total Semester Credit Hours..... 6

TOTAL PROGRAM CREDIT HOURS 120

Bachelor of Applied Technology

MAJOR: TECHNOLOGY MANAGEMENT

Four Year Course Sequence

FIRST YEAR-FALL **Credit Hours**

ENGL 1301 Composition 3
COSC 1301 Microcomputer Applications 3
HIST 1301 United States History I 3
Humanities Elective-
Core Curriculum 3
BUSI 1301 Business Principles or
LMGT 1319 Introduction to
Business Logistics 3
15

FIRST YEAR-SPRING

ENGL 1302 Composition II-Rhetoric 3
SPCH 1321 Business and Professional
Speaking (or SPCH 1311,
1315, 1318, 2333, 2335) 3
HIST 1302 United States History II 3
MATH 1414 College Algebra
(or MATH 2412 or MATH 2413) ... 4
BMGT 1301 Supervision, or HRPO 2301
Human Resource Management ... 3
16

SECOND YEAR-FALL

GOVT 2301 American Government I 3
Natural Sciences Elective-
Core Curriculum 4
Visual & Performing Arts Elective-
Core Curriculum 3
ACCT 2401 Principles of Financial
Accounting 4
Technical Field course 3
17

SECOND YEAR-SPRING

ECON 2301 Principles of Economics I-Macro . 3
GOVT 2302 American Government II 3
Natural Sciences Elective-
Core Curriculum 4
BUSI 2301 Business Law 3
Technical Field course 3
16

THIRD YEAR-FALL

ECON 2302 Principles of Economics I-Micro ... 3
Technical Field course 3
Technical Field course 3
Technical Field course 2
TMGT 3302 Business and Economic
Statistics 3
TMGT 3303 Communication for
Technical Managers 3
17

THIRD YEAR-SPRING

TMGT 3305 Organizational Theory and
Practice 3
TMGT 3310 Decision Making 3
TMGT 3312 Resource Management 3
TMGT 3336 Legal Issues for
Technical Managers 3
TMGT 3338 Accounting for
Technical Managers 3
15

FOURTH YEAR-FALL

TMGT 3337 Economics for Technical
Managers 3
TMGT 4304 Risk Management 3
TMGT 4341 Purchasing and Supply
Management 3
Elective-Upper-Division
Professional Course 3
12

FOURTH YEAR-SPRING

Elective courses
TMGT 4320 Organizational Design and
Management Seminar 3
TMGT 4342 Supply Chain Security 3
TMGT 4347 Capstone: Production & Inventory
Planning and Control 3
Elective-Upper-Division
Professional course 3
12

Certificate and Associate Degrees

Division of

Business and Technology

Administrative Office Careers 100

- Legal Office Specialist (Certificate) 101
- Office Specialist (Certificate) 101
- Legal Office Management (Associate of Applied Science) 102
- Office Management (Associate of Applied Science) 102

Automotive Technology 103

- Automotive Technology (Certificate) 104
- Ford Youth and Adult Training Program (Certificate) 104
- Automotive Technology (Associate of Applied Science) 105
- Automotive Technology
  - Specialization: GM-Automotive Service Education Program (Associate of Applied Science) ... 105

Business Administration 106

- Accounting Clerk (Certificate) 107
- Banking (Certificate) 107
- Import/Export (Certificate) 108
- Logistics (Certificate) 108
- Management (Certificate) 109
- Marketing (Certificate) 109
- Business Administration
  - Specialization: Accounting (Associate of Applied Science) 110
  - Specialization: Banking (Associate of Applied Science) 110
  - Specialization: Import/Export/Logistics (Associate of Applied Science) 111
  - Specialization: Management (Associate of Applied Science) 111
  - Specialization: Marketing (Associate of Applied Science) 112
  - Specialization: Technology Management (Associate of Applied Science) 112
- Business Administration-Transfer Plan, Field of Study (Associate of Arts) 113

Business Computer Systems 114

- Computer and Information Technologies (Certificate) 115
- Computer Applications Specialist (Certificate) 115
- Information Security Specialist (Certificate) 116
- Multimedia Specialist (Certificate) 116
- Business Computer Systems
  - Specialization: Computer Specialist (Associate of Applied Science) 117
  - Specialization: Information Security Specialist (Associate of Applied Science) 118
  - Specialization: Multimedia Specialist (Associate of Applied Science) 119
  - Specialization: Networking Specialist (Associate of Applied Science) 120
  - Specialization: Webmaster Specialist (Associate of Applied Science) 121

Computer Aided Drafting and Design 122

- Architectural Drafting (Certificate) 123
- Civil Drafting (Certificate) 123
- Design and Technical Graphics (Certificate) 124
- Geographic Information Systems (Certificate) 124
- Computer Aided Drafting and Design
  - Specialization: Architectural Drafting (Associate of Applied Science) 125
  - Specialization: Civil Drafting (Associate of Applied Science) 125
  - Specialization: Design and Technical Graphics (Associate of Applied Science) 126
  - Specialization: Geographic Information Systems (Associate of Applied Science) 126

Culinary Arts 127
- Commercial Cooking (Certificate) 128
- Culinary Arts (Associate of Applied Science) 128

Diesel Technology 129
- Diesel Technology (Certificate) 130
- Diesel Technology (Associate of Applied Science) 130

Electrician Assistant 131
- Electrician Assistant (Certificate) 131

Electronic and Computer Maintenance Technology 132
- Computer and Internet Specialist (Certificate) 133
- Computer Maintenance Specialist (Certificate) 133
- Computer Support Specialist (Certificate) 134
- Electronics Technology Specialist (Certificate) 134
- Mechatronics Specialist (Certificate) 135
- Telecommunication Technology Specialist (Certificate) 135
- Electronic and Computer Maintenance Technology
  Specialization: Computer Maintenance Technology (Associate of Applied Science) 136
  Specialization: Computer Support Specialist (Associate of Applied Science) 136
  Specialization: Telecommunication Technology Specialist (Associate of Applied Science) .. 137

Heating, Ventilation, Air Conditioning and Refrigeration Technology 138
- Heating, Ventilation, Air Conditioning and Refrigeration Technology (Certificate) 139
- Heating, Ventilation, Air Conditioning and Refrigeration Technology (Associate of Applied Science) 139

Human Resources 140
- Human Resources Assistant (Certificate) 141
- Human Resources Specialist (Associate of Applied Science) 141

Manufacturing Technology 142
- Precision Manufacturing Technology (Certificate) 143
- Precision Manufacturing Technology (Associate of Applied Science) 143

Paralegal 144
- Paralegal (Associate of Applied Science) 144

Plumber Assistant 145
- Plumber Assistant (Certificate) 145

Welding 146
- Combination Welding (Certificate) 147
- Structural Welding (Certificate) 147

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Administrative Office Careers

Legal Office Specialist
Certificate

The Legal Office Specialist curriculum is a one-year program designed to teach students the skills and abilities essential to law firms, judicial offices, trust departments at financial institutions, and the general administrative career field. The program combines training in the latest technical and computer skills with specialized coursework unique to the legal profession, including exposure to legal practices, preparation and practical application of documents and terminology used in the legal office.

Office Specialist
Certificate

The Office Specialist curriculum is a one-year program designed for the student who is interested in gaining entry-level knowledge, skills, and attitudes necessary for a career as an office professional. Students are prepared for administrative office positions in business, public service, and specialized office environments. The program combines traditional office education with microcomputer software applications such as word processing, spreadsheet, database, desktop publishing, records and project management.

Legal Office Management
Associate of Applied Science

The Legal Office Management curriculum is a two-year program designed to prepare students to manage functions in the legal office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting legal office environment of a diversity of organizations ranging from a one-person law firm to a multiple partnering law firm.

Office Management
Associate of Applied Science

The Office Management curriculum is a two-year program designed to prepare students to manage functions in the office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting office environment of a diversity of organizations ranging from a one-person professional office to the global corporation.

ADVISORY COMMITTEE

Amanda Elizondo, City of Weslaco; Julia Ramon-Sabala, City of La Joya; Maria M. Villarreal, Edinburg Childcare, Inc.; Mary Munoz, Community Member; Marlen Villarreal, City of La Grulla; Mayra Garza, City of Edinburg; Annette Villarreal, City of McAllen; Hilda Pedraza, City of Pharr; Anna Carrillo, City of Mission; and Arcelia "Arcie" Felix, City of Mercedes

LEGAL OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			Credit Hours
LGLA	1307	Introduction to Law and Legal Professions	3
POFI	2301	Word Processing	3
POFL	1305	Legal Terminology	3
POFT	1301	Business English	3
POFT	1329	Beginning Keyboarding	3

SECOND SEMESTER			
POFI	2340	Advanced Word Processing	3
POFL	1303	Legal Office Procedures I	3
POFT	1319	Records and Information Management I	3
POFT	1328	Business Presentations	3
POFT	2312	Business Correspondence and Communication	3

SUMMER SESSION I			
POFL	2301	Legal Document Processing	3
POFL	2264	CAPSTONE: Practicum	2

Total Credit Hours: 35

OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			Credit Hours
POFI	2301	Word Processing	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Beginning Keyboarding	3

SECOND SEMESTER			
POFI	2340	Advanced Word Processing	3
POFT	1319	Records and Information Management I	3
POFT	1328	Business Presentations	3
POFI	1349	Spreadsheets	3
POFT	2312	Business Correspondence and Communication	3

SUMMER SESSION			
POFT	1349	Administrative Office Procedures II	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

LEGAL OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
LGLA	1307	Introduction to Law and Legal Professions	3
POFI	2301	Word Processing	3
POFL	1305	Legal Terminology	3
POFT	1301	Business English	3
POFT	1329	Beginning Keyboarding	3

SECOND SEMESTER			
POFI	2340	Advanced Word Processing	3
POFL	1303	Legal Office Procedures I	3
POFT	1319	Records and Information Management I	3
POFT	1328	Business Presentations	3
POFT	2312	Business Correspondence and Communication	3

SUMMER SESSION I			
POFL	2301	Legal Document Processing	3

THIRD SEMESTER			
POFL	1340	Legal Office Procedures II	3
POFL	1355	Legal Issues and Medical Records	3
POFL	1359	Legal Transcription	3
POFT	2331	Administrative Systems	3
SPCH	1321	Business and Professional Speaking	3

FOURTH SEMESTER			
ENGL	1301	Composition	3
		Mathematics/Natural Sciences Elective	4
POFT	2303	Speed and Accuracy Building	3
PSYC	2301	General Psychology	3
SPAN	1311	Beg Spanish I for Spanish Speakers or ARTS 1301	3

SUMMER SESSION II			
POFL	2264	CAPSTONE: Practicum	2

Total Credit Hours:..... 66

Identifies courses to fulfill minimum 15 credit hour general education requirement

OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
POFI	2301	Word Processing	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Beginning Keyboarding	3
PSYC	2301	General Psychology	3

SECOND SEMESTER			
POFI	1349	Spreadsheets	3
POFI	2340	Advanced Word Processing	3
POFT	1328	Business Presentations	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3

SUMMER SESSION I			
POFT	1349	Administrative Office Procedures II	3

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

FOURTH SEMESTER			
BMGT	1301	Supervision	3
ENGL	1301	Composition	3
POFT	2303	Speed and Accuracy Building	3
		Mathematics/Natural Sciences-Elective**	4

SUMMER SESSION II			
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour general education requirement

**Students must take a 4 credit hour course in order to fulfill the MATH/Natural Sciences Elective.

Automotive Technology

Automotive Technology

Certificate and
Associate of Applied Science

The Automotive Technology program is designed to prepare students for an entry- level employment in the high technology automotive service industry.

Students will gain knowledge in automotive heating and air conditioning systems, electrical/electronic systems, fuel injection, both manual and automatic transmissions/transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures.

Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities and quick service shops. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

Ford Youth and Adult Training Program

Certificate

Ford Certified technicians know the skills required to perform regular maintenance, light repairs and parts installation on all types of Ford, Lincoln and Mercury automobiles and light trucks.

Successful students in this program will achieve Ford Motor Company's Maintenance and Light Repair certification, which includes:

- Automotive Electrical System
- Automotive Brake Systems
- Automotive Heating and Air Conditioning
- Automotive Suspension and Steering

GM-ASEP (Automotive Service Educational Program)

Associate of Applied Science

What is GM-ASEP? ASEP is an educational partnership between South Texas College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry level GM dealership technician.

The curriculum reflects current GM technology. ASEP provides classroom and laboratory training that is reinforced by on-the-job experience in a GM dealership. It is a comprehensive, two-year program.

ADVISORY COMMITTEES

AUTOMOTIVE TECHNOLOGY

Carl Wieshan, Service Specialist, Hunter Equipment Bill Seawell, Factory Representative, Vetronix Sales Corporation; Manuel Maciel, Instructor, La Joya High School; Rick Dube, Owner, Rick Dube's Auto Parts & Service; Joe Campos Owner Miday Auto & Truck Service; Joe Gonzalez, Salesman, Burton Auto Supply; Jay Rodriguez, General Manager, Arnold Oil Company; Maria I. Torres, Service Manager, Sears Center; Rene Cano, Service Technician, Frank Smith Toyota; Bob Demers District Manager, MATCO Tools; Eddie DeLeon, NAPA Auto Parts Sales; Ben Abbit Owner All Tune & Lube; Leticia Cavazos, Burns Motors Dodge Chrysler

GM-ASEP TECHNOLOGY

Pete Garza, Service Manager, Bert Ogden Mission; Chris Hatzold, Service Manager, Bert Ogden Edinburg; Joe Ochoa, Service Manager, Rio Motors, Rio Grande City; Bill Boyd, Service, Manager, Weslaco Motors Weslaco; Ruben Reyes, Service Manager, Gillman Chevrolet, Harlingen; Scott Nielsen, Service Manager, Gillman Chevrolet, San Benito; Ramiro Quintanilla, Service Manager, South Texas Buick, Pontiac, GMC, Mission; Jose Trevino, Automotive Technician, Bert Ogden Motors, Edinburg; Mike Mainhart, Service Manager, Powell Watson Motors, Laredo; David McCain, Service Manager, Paul Young, Laredo; Rick Allen, Service Manager, Cardenas Motors Inc., Brownsville; Baylor Vaughn, Service Manager, Clark Chevrolet, McAllen;

FORD-YAATC TECHNOLOGY

Larry Emanuel, Service Manager, Boggus Ford, Daniel Lauer, Service Manager Spikes Ford;, Rolando Garza, Service Manager, Spikes Ford, Eddie Guzman, Owner, Guzman Tune-up Plus; Warren Barber, Foreman/Technician, Hacienda Ford, Edinburg; Gabriel Santoy, Technician, Guzman Tune-up Plus; Luciano Gonzalez, Automotive Supervisor, U.S.Customs; Esteban Pena, Automotiv Work Leader U.S. Customs

AUTOMOTIVE TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4

SECOND SEMESTER		
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I	4
TECM 1303	Technical Mathematics	3

THIRD SEMESTER		
AUMT 2313	Automotive Drive Train and Axles	3
AUMT 2425	Automatic Transmission and Transaxle	4
AUMT 2434	Automotive Engine Performance Analysis II	4
AUMT 1266	CAPSTONE: Practicum	2

Total Credit Hours:..... 42

FORD YOUTH AND ADULT TRAINING PROGRAM

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1407	Automotive Electrical Systems	4

SECOND SEMESTER		
AUMT 2366	Practicum I-Ford MLR	3

Total Credit Hours:..... 18

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4
SPCH 1311	Introduction to Speech Communication	3

SECOND SEMESTER		
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I	4
TECM 1303	Technical Mathematics	3

SUMMER SESSION		
ENGL 1301	Composition	3
	Humanities Elective	3

THIRD SEMESTER		
AUMT 2313	Automotive Drive Train & Axles	3
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2434	Automotive Engine Performance Analysis II	4
PSYC 2301	General Psychology	3

FOURTH SEMESTER		
CSIR 1355	Industry Certifications	3
AUMT 2301	Automotive Management	3
AUMT 2421	Automotive Electrical Lighting and Accessories	4
PHYS 1415	Physical Science I	4
AUMT 1266	CAPSTONE: Practicum I	2

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Automotive Technology

Specialization: GM-ASEP (AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM)

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems	4
TECM 1303	Technical Mathematics	3
SPCH 1311	Introduction to Speech Communication	3

SECOND SEMESTER		
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
	Humanities Elective	3
AUMT 1266	Practicum I	2

SUMMER SESSION I		
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
PSYC 2301	General Psychology	3
AUMT 1267	Practicum II	2

THIRD SEMESTER		
CSIR 1355	Industry Certifications	3
AUMT 2313	Automotive Drive Train & Axles	3
AUMT 2425	Automotive Automatic Transmission & Transaxle	4
AUMT 2266	Practicum III	2

FOURTH SEMESTER		
AUMT 1410	Automotive Brake Systems	4
PHYS 1415	Physical Science I	4
ENGL 1301	Composition	3
AUMT 2267	CAPSTONE: Practicum IV	2

SUMMER SESSION II		
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 2434	Automotive Engine Performance Analysis II	4

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Accounting Clerk, Certificate
This program is designed to prepare students for an entry-level position in the field of Accounting. Graduates of this program will have the skills, knowledge, and abilities to perform general accounting duties.

Banking, Certificate
The Banking Certificate is designed to prepare students in the field of financial services industry. Graduates of this program will have the basic knowledge to perform general banking duties.

Import/Export, Certificate
The Import/Export certificate prepares students for an entry-level position with import/export businesses such as custom brokers, freight forwarders, commercial carriers, and international businesses. The graduates of this program will have the basic knowledge to take the custom broker exam.

Logistics, Certificate
The Logistics Management Certificate prepares students for entry-level positions in the growing field of warehousing/logistics. The graduates of this program will have the basic knowledge to perform general support services in warehousing/ logistics operations.

Management, Certificate
This program will prepare students for an entry-level position in the private or public sector. Graduates of this program will have the skills, knowledge, and abilities to perform general managerial duties.

Marketing, Certificate
This program will prepare students for an entry-level position in the field of marketing and sales. Graduates of this program will have the skills, knowledge, and abilities to perform general marketing duties.

Specialization: Accounting
Associate of Applied Science
This program will prepare students for entry into the accounting profession. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

Specialization: Banking
Associate of Applied Science
This program will prepare students for entry into the financial services industry. It is designed to offer continuing professional education for individuals already employed in the financial services industry.

Specialization: Import/Export/Logistics
Associate of Applied Science
This program will prepare students for entry into the import/export/logistics profession. It is designed to update and expand the skills of those already working in the filed, as well as assist those individuals who are considering the import/export/ logistics field as a profession. The graduates of this program will have the basic knowledge to take the custom broker exam.

Specialization: Management
Associate of Applied Science
This program will prepare students for various managerial positions such as entry-level management trainee. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

Specialization: Marketing
Associate of Applied Science
This program will prepare students for an entry level position in marketing and sales. The program will prepare students in areas such as communication skills, sales, product design, advertisement, and public relations.

Specialization: Technology Management
Associate of Applied Science
This program will prepare students for a various entry level managerial positions. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

Business Administration (Transfer Plan) Field of Study
Associate of Arts
This degree designed for those students who plan to transfer to a four-year college or university to earn a Bachelor of Business Administration, a Bachelor of Arts, or a Bachelor of Science Degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing.

ADVISORY COMMITTEES

ACCOUNTING

David Carrales, Chair, Carrales & Company, LLP; Dr. Wig De Moville, UTPA College of Business; Virginia Garza, McAllen Housing Authority; Rumalda Torres, McAllen ISD; Guillermo Garza, Garza & Morales; Rey Jaquez, McAllen Affordable Homes; Juan Carlos Velez, Juan C. Velez, CPA

BANKING

Craig Lewis, Chair, Texas State Bank; Robert Almendarez, Texas State Bank; Roy Cantu, International Bank of Commerce; Arden Peterson, First National Bank; Jose Rangel, First National Bank; Elena Gonzalez, International Bank of Commerce/First Data

IMPORT / EXPORT / LOGISTICS

Mark Garcia, Chair, McAllen Economic Development Corp.; Ruben Garza, Daniel B. Hastings Inc.; Matilde Gutierrez, Vanity Fair Intimates, Inc.; Randy O. Main, Dulces Famosos de Mexico/ Famous Candy, Ltd.; Dianne Vlasik, US Customs & Border Protection; Sylvia Garces Soria, Socios En Ekcelencia; Jose A. Andrade, RGCX Rio Grande Chemical, Ltd.

MANAGEMENT

Alida Hernandez, AAA Personal Agency Inc.; Ana Escobar, Copy Graphics Inc.; Irene Morin, Sharyland School District; Victor Huerta, University of Texas-Pan American; Joe Vasquez, KNAPP Medical Center; Perla Zamora Lara, City of McAllen

MARKETING

Juan Duran, Verzion Wireless; Grace Rodriguez, GAP Store; Dee Silva, GAP Store; Rita Harrison Torres, Office Depot; Marc Fantich, The Fantich Media Group; Isabel Torres, Sears Roebuck; Melanie Meyers, QuikDrop

ACCOUNTING CLERK

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3

SECOND SEMESTER		
ACNT 1304	Introduction to Accounting II or ACCT 2401	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll & Business Tax Accounting	3
BMGT 1301	Supervision	3

THIRD SEMESTER		
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 29

BANKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BNKG 1340	Money and Financial Markets	3
BNKG 1303	Principles of Bank Operation	3

SECOND SEMESTER		
BMGT 1391	Business Conduct	3
BMGT 1305	Communication in Management	3
POFT 2312	Business Correspondence and Communication	3
BNKG 1347	Bank Marketing	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 29

IMPORT/EXPORT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1391	Business Conduct	3
IBUS 1301	Principles of Exports	3

SECOND SEMESTER		
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3
IBUS 1305	Introduction to International Business/Trade	3
IBUS 2345	Import Customs Regulations I	3

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

Total Credit Hours: 29

LOGISTICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1391	Business Conduct	3
LMGT 1319	Introduction to Business Logistics	3

SECOND SEMESTER		
BNKG 1340	Money and Financial Markets	3
BMGT 1305	Communications in Management	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

SUMMER SESSION		
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 26

MANAGEMENT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3

SECOND SEMESTER		
POFI 2301	Word Processing	3
BMGT 1305	Communications in Management	3
ACNT 1329	Payroll & Business Tax Accounting	3
HRPO 2301	Human Resources Management	3
BUSG 2309	Small Business Management/Entreprenuership	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours:..... 32

MARKETING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
MRKG 1311	Principles of Marketing	3

SECOND SEMESTER		
BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management	3
MRKG 1301	Customer Relationship Management	3
POFI 2431	Desktop Publishing	4
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours:..... 30

Business Administration

Specialization: ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
BNKG	1340	Money and Financial Markets	3
ACNT	1303	Introduction to Accounting I	3
ITSC	1409	Integrated Software Applications I or COSC 1301	4
BMGT	1301	Supervision	3
BMGT	1391	Business Conduct	3

SECOND SEMESTER			
BMGT	1305	Communications in Management	3
ACCT	2401	Principles of Financial Accounting	4
ACNT	1329	Payroll & Business Tax Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
SPCH	1321	Business & Professional Speaking	3

THIRD SEMESTER			
		Humanities Elective	3
BUSI	1301	Business Principles	3
		Mathematics/Natural Sciences Elective	4
ACCT	2402	Principles of Managerial Accounting	4

FOURTH SEMESTER			
ACNT	2309	Cost Accounting	3
		Accounting Elective***	3
ACNT	2330	Government & Not-for-Profit Accounting	3
ECON	2301	Principles of Economics I-Macro	3
BUSI	2301	Business Law	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

***ACCOUNTING ELECTIVES

ACNT	1331	Federal Income Tax: Individual	3
ACNT	2331	Internal Control and Auditing	3

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration

Specialization: BANKING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I or COSC 1301	4
BMGT	1301	Supervision	3
BMGT	1391	Business Conduct	3
BNKG	1340	Money and Financial Markets	3
BNKG	1303	Principles of Bank Operation	3

SECOND SEMESTER			
SPCH	1321	Business and Professional Speaking	3
ACNT	1303	Introduction to Accounting I	3
BUSI	1301	Business Principles	3
BMGT	1305	Communications in Management	3
BNKG	1343	Law & Banking or BUSI 2301	3
BNKG	1347	Bank Marketing	3

THIRD SEMESTER			
		Social/Behavioral Sciences Elective	3
MRKG	1301	Customer Relationship Management	3
		Mathematics/Natural Sciences Elective	4
BNKG	1345	Consumer Lending	3
BUSG	1303	Principles of Finance	3

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

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration

Specialization:

IMPORT/EXPORT/ LOGISTICS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I or COSC 1301	4
IBUS	1301	Principles of Exports	3
IBUS	1305	Introduction to International Business/Trade	3
BMGT	1301	Supervision	3

SECOND SEMESTER			
ACNT	1303	Introduction to Accounting I	3
BNKG	1340	Money and Financial Markets	3
BMGT	1305	Communications in Management	3
BMGT	1391	Business Conduct	3
LMGT	1319	Introduction to Business Logistics	3

THIRD SEMESTER			
		Import/Export/Logistics Elective***	3
MATH	1332	Contemporary Mathematics	3
BUSI	2301	Business Law	3
SPCH	1321	Business & Professional Speaking	3
MRKG	1301	Customer Relationship Management	3

FOURTH SEMESTER			
		Import/Export/Logistics Elective***	3
ECON	2301	Principles of Economics I-Macro	3
		Social/Behavioral Sciences Elective	3
		Humanities Elective	3
BMGT	1309	Information and Project Management	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

***Import/Export/Logistics Elective Options

IBUS	2345	Import Customs Regulations I	3
IBUS	2371	Import Customs Regulations II	3
LMGT	1321	Principles of Material Management	3
LMGT	1325	Warehouse and Distribution Center Management	3

Business Administration

Specialization: **MANAGEMENT**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I or COSC 1301	4
BUSI	1301	Business Principles	3
BMGT	1301	Supervision	3
BMGT	1391	Business Conduct	3

SECOND SEMESTER			
SPCH	1321	Business & Professional Speaking	3
POFI	2301	Word Processing	3
ACNT	1303	Introduction to Accounting I	3
BMGT	1305	Communications in Management	3
HRPO	2301	Human Resources Management	3
BNKG	1340	Money and Financial Markets	3

THIRD SEMESTER			
MRKG	1301	Customer Relationship Management	3
		Math/Natural Sciences Elective	4
BUSI	2301	Business Law	3
ACNT	1329	Payroll & Business Tax Accounting	3
BUSG	2309	Small Business Management/Entreprenuership	3

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

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Specialization: **MARKETING**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I or COSC 1301	4
BMGT	1301	Supervision	3
BMGT	1391	Business Conduct	3
MRKG	1311	Principles of Marketing	3

SECOND SEMESTER			
ACNT	1303	Introduction to Accounting I	3
SPCH	1321	Business and Professional Speaking	3
BMGT	1305	Communications in Management	3
BNKG	1340	Money and Financial Markets	3
MRKG	1301	Customer Relationship Management	3
MRKG	2333	Principles of Selling	3

THIRD SEMESTER			
BUSI	1301	Business Principles	3
		Math/Natural Sciences Elective	4
MRKG	2349	Advertising and Sales Promotion	3
BUSG	2309	Small Business Management/Entreprenuership	3

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

Total Credit Hours:..... 64

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Specialization:

TECHNOLOGY MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
BUSI	1301	Business Principles	3
BMGT	1301	Supervision	3
		Humanities Elective	3

SECOND SEMESTER			
SPCH	1321	Business and Professional Speaking	3
ACCT	2401	Principles of Financial Accounting	4
BMGT	1305	Communications in Management	3
HRPO	2301	Human Resources Management	3
ECON	2301	Principles of Economics I-Macro	3

THIRD SEMESTER			
POFI	2301	Word Processing	3
MATH	1414	College Algebra	4
BUSI	2301	Business Law	3
ACCT	2402	Principles of Managerial Accounting	4
BUSG	2309	Small Business Management/Entreprenuership	3

FOURTH SEMESTER			
MATH	1442	Statistics	4
MRKG	1311	Principles of Marketing	3
BMGT	2303	Problem Solving and Decision Making	3
ACNT	2309	Cost Accounting	3
		Social/Behavioral Sciences Elective	3
ECON	2302	Principles of Economics II-Micro	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

BUSINESS ADMINISTRATION (TRANSFER PLAN)

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **18 Credits**

ACCT 2401 Principles of Financial Accounting
ACCT 2402 Principles of Managerial Accounting
ECON 2302 Principles of Economics II-MICRO
BUSI 1301 Business Principles
MATH 1425 Business Calculus

STC CORE CURRICULUM **44-45 Credits**
In addition to the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Business Administration majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 44-45

Total Credit Hours: 62-63

Business Administration-Transfer Plan

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective- Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
BUSI 1301	Business Principles	3

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Visual & Performing Arts Elective-Core Curriculum	3
	Mathematics Elective-Core Curriculum	3-4
ACCT 2401	Principles of Financial Accounting	4

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

FOURTH SEMESTER		
GOVT 2302	American Government II	3
	Natural Sciences Elective-Core Curriculum	4
ECON 2302	Principles of Economics II-MICRO	3
MATH 1425	Business Calculus	4
	Humanities Elective-Core Curriculum	3

Business Computer Systems

Computer and Information Technologies Specialist
Certificate

In this program, the student will learn business applications including spreadsheets, word processing and database. The student will also receive technical training in networking technologies and operating systems as well as server administration. At the end of this program, the student will be required to complete a Capstone course which will allow the student to acquire industry experience. This Certificate will allow the student to transfer the credits to the Associate of Applied Science degree for Networking Specialist or Computer Specialist.

Specialization: Computer Specialist
Associate of Applied Science

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

Specialization: Information Security Specialist
Associate of Applied Science

This specialization will prepare students for a career in information systems security. It will prepare students to be certified by Cisco, System Administration, Networking and Security) Institute (SANS), or Computer Emergency Response Team (CERT) as an information security technician or manager.

Specialization: Multimedia Specialist
Associate of Applied Science

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.

Specialization: Networking Specialist
Associate of Applied Science

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

Specialization: Webmaster Specialist
Associate of Applied Science

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

Diana Berger, Director of Education Market Segment, Global Data Systems; David Hales, Technology Support Specialist, Region One Education Service Center; David Winkler, Owner, Empire Technology Computers; Jeff Shooshtari, Owner, CEO, Twin Wireless; Maby Arleth Rosenbaum, LAN/WAN Engineer, Technology Resources, South Texas College; Reynaldo Robles, Sr. Programmer Analyst, Student Information Systems, UT-Pan American; Adrian Garcia, Director of Technical Support, Region One Education Service Center, Michael Parker, System Administrator, McAllen Economic Development Corporation.

COMPUTER AND INFORMATION TECHNOLOGIES SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			Credit Hours
ITSC	1409	Integrated Software Applications I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITSE	1411	Beginning Web Page Programming	4
ITNW	1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER			
ITSW	1410	Introduction to Presentation Graphics Software	4
POFI	2431	Desktop Publishing	4
ITSW	2434	Advanced Spreadsheets	4
ITNW	2421	CAPSTONE: Networking with TCP/IP	4

Total Credit Hours: 32

COMPUTER APPLICATIONS SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			Credit Hours
ITSC	1409	Integrated Software Applications I	4
ITSW	2434	Advanced Spreadsheets	4

SECOND SEMESTER			
POFI	2431	Desktop Publishing	4
ITSW	1410	Introduction to Presentation Graphics Software	4

Total Credit Hours: 16

INFORMATION SECURITY SPECIALIST

CERTIFICATE

TSI Exempt

FIRST SEMESTER			Credit Hours
ITSC	1409	Integrated Software Applications I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1425	Fundamentals of Networking Technoligies	4

SECOND SEMESTER			
ITSY	1400	Fundamentals of Information Security	4
ITNW	2421	Networking with TCP/IP	4
ITNW	1454	Implementing and Supporting Servers	4

THIRD SEMESTER			
ITSY	2443	Computer System Forensics	4
ITSY	2441	Security Management Practices	4
ITNW	2409	Network Administration for Intranet	4
ITSC	1164	CAPSTONE: Information Security Practicum	1

Total Credit Hours: 37

MULTIMEDIA SPECIALIST

CERTIFICATE

FIRST SEMESTER			Credit Hours
ITSC	1409	Integrated Software Applications I	4
ITSE	1411	Beginning Web Page Programming	4

SECOND SEMESTER			
ARTC	1413	Digital Publishing I	4
ITSW	1410	Introduction to Presentation Graphics Software	4

Total Credit Hours: 16

Specialization: COMPUTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

SPCH 1311 Introduction to Speech Communication 3
ITSC 1409 Integrated Software Applications I 4
ITSC 1405 Introduction to PC Operating Systems 4
ITNW 1425 Fundamentals of Networking Technologies 4

SECOND SEMESTER

ITSC 1425 Personal Computer Hardware 4
ITNW 2421 Networking with TCP/IP 4
ITNW 1454 Implementing and Supporting Servers 4
ITSW 2434 Advanced Spreadsheets 4

SUMMER SESSION I

Humanities Elective 3
Social/Behavioral Sciences Elective 3

THIRD SEMESTER

ITSE 1411 Beginning Web Page Programming 4
ITNW 2435 Network Troubleshooting and Support 4
ITSW 1410 Introduction to Presentation Graphics Software 4
POFI 2431 Desktop Publishing 4

FOURTH SEMESTER

ENGL 1301 Composition 3
MATH 1332 Contemporary Mathematics or MATH 1414 3
ITSE 2409 Database Programming 4
ITSC 2439 Personal Computer Help Desk 4
ITSC 2165 CAPSTONE: Systems Administration Practicum 1

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301 Introductory Sociology 3
SOCI 1306 Contemporary Social Problems 3
PSYC 2301 General Psychology 3

Humanities Elective

Literature

ENGL 2341 Introduction to Literature 3
ENGL 2321 British Literature 3
ENGL 2326 American Literature 3
ENGL 2331 World Literature 3

Drama

DRAM 1310 Drama Appreciation 3

Art

ARTS 1301 Art Appreciation 3
ARTS 1303 Art Survey I 3
ARTS 1304 Art Survey II 3

Specialization: INFORMATION SECURITY SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER			
SPCH	1311	Introduction to Speech Communication	3
ITSY	1400	Fundamentals of Information Security	4
ITNW	2421	Networking with TCP/IP	4
ITNW	1454	Implementing and Supporting Servers	4

SUMMER SESSION I			
		Social/Behavioral Sciences Elective	3
		Humanities Elective	3

THIRD SEMESTER			
MATH	1332	Contemporary Mathematics or MATH 1414	3
ITSY	2443	Computer System Forensics	4
ITSY	2441	Security Management Practices	4
ITNW	2409	Network Administration for Intranet	4

FOURTH SEMESTER			
ITSC	1407	UNIX Operating Systems I	4
ITSY	2401	Firewalls and Network Security	4
ITSC	2346	Computer Center Management	3
ITSC	2164	CAPSTONE: Information Security Practicum	1

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI	1301	Introductory Sociology	3
SOCI	1306	Contemporary Social Problems	3
PSYC	2301	General Psychology	3

Humanities Elective

Literature

ENGL	2341	Introduction to Literature	3
ENGL	2321	British Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3

Drama

DRAM	1310	Drama Appreciation	3

Art

ARTS	1301	Art Appreciation	3
ARTS	1303	Art Survey I	3
ARTS	1304	Art Survey II	3

Specialization: MULTIMEDIA SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
SPCH	1311	Introduction to Speech Communication	3
ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I	4
ITSE	1405	Introduction to PC Operating Systems	4

SECOND SEMESTER			
ITSW	1410	Introduction to Presentation Graphics Software	4
ARTC	1413	Digital Publishing I	4
ARTV	1445	3-D Modeling and Rendering	4
ITSE	1411	Beginning Web Page Programming	4

SUMMER SESSION I			
		Social/Behavioral Sciences Elective	3
ARTS	1316	Drawing I	3

THIRD SEMESTER			
ITSE	1431	Introduction to Visual Basic Programming	4
FLMC	2431	Video Graphics and Visual Effects II	4
IMED	1445	Interactive Digital Media I	4
IMED	2409	Internet Commerce	4

FOURTH SEMESTER			
MATH	1332	Contemporary Mathematics or MATH 1414	3
ITSE	2409	Database Programming	4
ITSE	2402	Intermediate Web Programming	4
IMED	2405	Multimedia Courseware Development II	4
IMED	2166	Capstone: Multimedia Practicum	1

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI	1301	Introductory Sociology	3
SOCI	1306	Contemporary Social Problems	3
PSYC	2301	General Psychology	3

Specialization: NETWORKING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition 3
ITSC 1409 Integrated Software Applications I 4
ITSC 1405 Introduction to PC Operating Systems 4
ITNW 1425 Fundamentals of Networking Technologies 4

SECOND SEMESTER

SPCH 1311 Introduction to Speech Communication 3
ITNW 2421 Networking with TCP/IP 4
ITNW 1454 Implementing and Supporting Servers 4
ITSW 2434 Advanced Spreadsheets 4

SUMMER SESSION I

Humanities Elective 3
Social/Behavioral Sciences Elective 3

THIRD SEMESTER

ITSE 1411 Beginning Web Page Programming 4
ITNW 2435 Network Troubleshooting and Support 4
ITSY 1400 Fundamentals of Information Security 4
ITSY 1442 Information Technology Security 4

FOURTH SEMESTER

MATH 1332 Contemporary Mathematics or MATH 1414 3
ITSC 1407 UNIX Operating Systems I 4
ITNW 2453 Advanced Routing and Switching 4
ITSC 2346 Computer Center Management ... 3
ITNW 2164 CAPSTONE: Network Practicum . 1

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301 Introductory Sociology 3
SOCI 1306 Contemporary Social Problems ... 3
PSYC 2301 General Psychology 3

Humanities Elective

Literature

ENGL 2341 Introduction to Literature 3
ENGL 2321 British Literature 3
ENGL 2326 American Literature 3
ENGL 2331 World Literature 3

Drama

DRAM 1310 Drama Appreciation 3

Art

ARTS 1301 Art Appreciation 3
ARTS 1303 Art Survey I 3
ARTS 1304 Art Survey II 3

Specialization: WEBMASTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL	1301	Composition	3
ITSC	1409	Integrated Software Applications I	4
ITSC	1405	Introduction to PC Operating Systems	4
ITNW	1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

SPCH	1311	Introduction to Speech Communication	3
ITNW	2421	Networking with TCP/IP	4
ITNW	1454	Implementing and Supporting Servers	4
ITSE	1411	Beginning Web Page Programming	4

SUMMER SESSION I

ITSE	2409	Database Programming	4
		Humanities Elective	3

SUMMER SESSION II

		Social/Behavioral Sciences Elective	3

THIRD SEMESTER

IMED	2409	Internet Commerce	4
ITNW	2435	Network Troubleshooting and Support	4
ITSE	1431	Introduction to Visual Basic Programming	4
ITSE	2402	Intermediate Web Programming	4

FOURTH SEMESTER

MATH	1332	Contemporary Mathematics or MATH 1414	3
ITSC	1407	UNIX Operating System I	4
IMED	2459	Interactive Web Elements	4
ITSE	2286	Internship-Computer Programming	2

Total Credit Hours: 69

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI	1301	Introductory Sociology	3
SOCI	1306	Contemporary Social Problems	3
PSYC	2301	General Psychology	3

Humanities Elective

Literature

ENGL	2341	Introduction to Literature	3
ENGL	2321	British Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3

Drama

DRAM	1310	Drama Appreciation	3

Art

ARTS	1301	Art Appreciation	3
ARTS	1303	Art Survey I	3
ARTS	1304	Art Survey II	3

Computer Aided Drafting and Design

Specialization: Architectural Drafting

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

Specialization: Civil Drafting

A Civil Drafting prepares a student in producing drawings related to the civil engineering profession. Such drawings can include: Topographical Maps, Property Boundary Maps & Surveys, Utility Design Maps (water distribution and sanitary sewer collection), Drainage Plans, and Grading Plans. These drawings/plans play an important role in the preparation of a site for the construction of highways, roads, bridges, buildings, parks, lakes, homes, and many other developments.

Specialization: Design and Technical Graphics

Students with a Digital Imaging degree are trained to create, manipulate, or enhance computerized images. The technician will prepare the imaging needs for architects, engineers, contractors, and publication agencies. These images may be applied in every day marketing, communication, and design production. Students can utilize their skills not only for the creation of technical documents but also for the creation of computer renderings and animations, digital photographs and video for presentation purposes.

Specialization: Geographic Information Systems

A Geographic Information System (GIS) degree prepares a student to combine layers of information about a geographic location to create a "smart" map. The layers of information depend on the purpose, for example: finding the best location for a new store, projecting environmental changes, detecting crime patterns, analyzing emergency response routes. At the completion of this program, the training will provide the appropriate skills for employment in an entry-level position with national, state, and local government agencies, as well in the private sector. Prior to completion of the Associate of Applied Science program, the student is expected to have completed 320 hours of an external learning experience.

ADVISORY COMMITTEES

ARCHITECTURAL DRAFTING

Efrain Silva, Job Captain, MILNET Architectural Services, Jose Salas, Project Manager, Rike-Ogden-Figueroa- Alex Architects, Inc., Laura Warren, AIA-Principal, Warren Group Architects Inc., Amanda Gomez, Project Manager, Warren Group Architects Inc., Lorenzo Moreno, CADD Technician, PGA Studios, Marlene Bravo, CADD Technician, Rike-Ogden-Figueroa-Allex Architects, Mayra Barrera, CADD Technician, I_DEO Group, Andres Mata, Project Manager, Negrete & Kolar Architects, Gilbert Zuniga, Project Manager, Eddie Vela Architecture, Rudy Molina, AIA Principal, MILNET Architectural Services, Hugo Avila, P.E. Engineer, McAllen ISD, Ruben Escobar, AIA Principal, Diseno, Inc.; Oscar Lopez, P.E. Engineer, Lopez Engineering Group, Steve McGarraugh, Architect/Project Manager,

DESIGN AND TECHNICAL GRAPHICS

Lorenzo Moreno, CADD Technician, Enriquez Enterprise, Pedro Ayala, Principal, PGA Studios, Maria Martinez, Public Relations, South Texas College, Ramon Villalobos, Graphics Technician, MILNET Architectural Services, Jose Salas, Project Manager, Rike-Ogden-Figueroa-Allex Architecs, Inc., Jose Sanchez, CATE Counselor, La Joya ISD, Rudy Molina, AIA Principal, MILNET Architectural Services, Giovani Pena, Graphic Designer, Render Solutions, Jorge Aguilar, Freelance Graphic Design, 3Detek, Erik Diaz, Assoc. Professor, UTB-TSC

CIVIL DRAFTING & GIS

Joanna Sanchez, GIS Coordinator, City of McAllen, Jose Acevedo, CADD Technician, HALFF & Associates, David Flores, GIS Coordinator, City of Pharr, Ruben Chapa, P.E. Engineer, Melden & Hunt Inc., Marbel Chio, CADD Technician, City of McAllen, David Bartle, GIS Consultant, La Playa Mapping, Hector Guajardo, CADD Technician, JE Saenz Engineering, Manuel Villalpando, Teacher, Mission CISD, Raul Leos, GIS Tech, City of McAllen, Sergio Castro, 9-1-1 Assistant Director, LRGV Development Council, Steven Tice, 9-1-1 Assistant Director, LRGV Development Council, Juan Gomez, 9-1-1 Director, LRGV Development Council

ARCHITECTURAL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1315	Architectural Blueprint Reading and Sketching	3

SECOND SEMESTER		
POFT 2312	Business Correspondence and Communication	3
ARCE 1321	Architectural Illustration	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 1317	Architectural Drafting-Residential	3
DFTG 2328	Architectural Drafting-Commercial	3

THIRD SEMESTER (SUMMER SESSION)		
DFTG 2338	Final Project-Advanced Drafting	3
ARCE 1352	Structural Drafting	3
ARCE 2352	Mechanical Electrical Systems	3

Total Credit Hours: 39

CIVIL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1371	Introduction to the Civil Drafting Profession	3

SECOND SEMESTER		
POFT 2312	Business Correspondence and Communication	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
SRVY 1313	Plane Surveying	3
DFTG 2321	Topographical Drafting	3
SRVY 1315	Surveying Calculations I	3

THIRD SEMESTER (SUMMER SESSION)		
	Program Elective**	3
GISC 1311	Introduction to GIS	3
DFTG 2330	Civil Drafting	3
SRVY 1380	CAPSTONE: Cooperative Education	3

Total Credit Hours: 42

****PROGRAM ELECTIVES**

SRVY 1341	Land Surveying	3
SRVY 1349	Surveying Calculations II	3
DFTG 2328	Architectural Drafting-Commercial	3

DESIGN AND TECHNICAL GRAPHICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
ARTC 1302	Digital Imaging I	3
DFTG 1309	Basic Computer-Aided Drafting	3
ARTC 1321	Illustration Techniques I	3

SECOND SEMESTER		
ARTC 1317	Design Communication I	3
ARCE 1321	Architectural Illustration	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 1317	Architectural Drafting-Residential	3
ARTC 1353	Computer Illustration	3

THIRD SEMESTER (SUMMER SESSION)		
POFT 2312	Business Correspondence & Communication	3
ARTC 2347	Design Communication II	3
ARTS 1311	Design I	3
GRPH 1380	CO-OP Digital Imaging Design	3

Total Credit Hours:..... 42

GEOGRAPHIC INFORMATION SYSTEMS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
GISC 1311	Introduction to GIS	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications or ITSC 1409	3-4
GISC 1321	Introduction to Raster-Based GIS	3
DFTG 1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER		
POFT 2312	Business Correspondence and Communication	3
GISC 2320	Intermediate GIS	3
GISC 1301	Cartography & Geography in GIS and GPS	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
ITSE 2409	Database Programming	4

THIRD SEMESTER (SUMMER SESSION)		
	Program Elective**	3
GISC 2404	GIS Systems Design with Vector Analysis	4
GISC 1364	CAPSTONE: GIS Practicum	3

Total Credit Hours:... 41-42

****PROGRAM ELECTIVES**

SRVY 1315	Surveying Calculations I	3
GISC 2311	GIS Applications	3
DFTG 2321	Topographical Drafting	3
DFTG 2340	Solid Modeling/Design	3

Computer Aided Drafting and Design

Specialization:

ARCHITECTURAL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3
DFTG	1315	Architectural Blueprint Reading and Sketching	3

SECOND SEMESTER			
ENGL	1301	Composition	3
ARCE	1321	Architectural Illustration	3
DFTG	2328	Architectural Drafting-Commercial	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
DFTG	1317	Architectural Drafting-Residential	3

THIRD SEMESTER			
DFTG	2321	Topographical Drafting	3
ARCE	1352	Structural Drafting	3
ARCE	1303	Architectural Materials & Methods of Construction	3
DFTG	2300	Intermediate Architectural Drafting-Residential	3
PSYC	2301	General Psychology or SOCI 1301	3

FOURTH SEMESTER			
DFTG	1372	Final Presentation/Portfolio Development	3
SPCH	1311	Introduction to Speech Communication	3
DFTG	2338	Final Project-Advanced Drafting	3
DFTG	2340	Solid Modeling/Design	3
ARCE	2352	Mechanical and Electrical Systems	3

FIFTH SEMESTER			
		Humanities Elective	3
		Program Elective**	3
DFTG	1380	CAPSTONE: Cooperative Education	3

Total Credit Hours:..... 70

****PROGRAM ELECTIVES**

CNBT	1346	Construction Estimating I	3
ARTC	1302	Digital Imaging I	3
GISC	1311	Introduction to GIS	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Computer Aided Drafting and Design

Specialization:

CIVIL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer-Aided Drafting	3
DFTG	1371	Introduction to the Civil Drafting Profession	3

SECOND SEMESTER			
ENGL	1301	Composition	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
SRVY	1313	Plane Surveying	3
DFTG	2321	Topographical Drafting	3
SRVY	1315	Surveying Calculations I	3

THIRD SEMESTER			
SPCH	1311	Introduction to Speech Communication	3
SRVY	1341	Land Surveying	3
DFTG	2330	Civil Drafting	3
GISC	1311	Introduction to GIS	3
		Program Elective**	3

FOURTH SEMESTER			
PSYC	2301	General Psychology or SOCI 1301	3
DFTG	2328	Architectural Drafting - Commercial	3
SRVY	2309	Computer-Aided Mapping	3
SRVY	1342	Global Positioning System Techniques for Survey/Mapping	3
		Humanities Elective	3

FIFTH SEMESTER (SUMMER SESSION)			
DFTG	2332	Advanced Computer-Aided Drafting	3
SRVY	2380	Cooperative Education-Survey Drafting	3
		Program Elective**	3

Total Credit Hours:..... 70

****PROGRAM ELECTIVES**

SRVY	2313	Control Surveying	3
DFTG	1317	Architectural Drafting-Residential	3
SRVY	2339	Engineering Design Surveying	3
SRVY	1349	Surveying Calculations II	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

Computer Aided Drafting and Design

Specialization:

DESIGN AND TECHNICAL GRAPHICS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
ARTC	1302	Digital Imaging I	3
DFTG	1309	Basic Computer-Aided Drafting	3
ARTC	1321	Illustration Techniques I	3

SECOND SEMESTER-Spring			
MATH	1414	College Algebra	4
ARTC	1317	Design Communication I	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
DFTG	1317	Architectural Drafting-Residential	3
ARCE	1321	Architectural Illustration	3

THIRD SEMESTER (SUMMER SESSION)			
ARTC	2347	Design Communication II	3
ARTC	1353	Computer Illustration	3
PHTC	2331	Architectural Photography	3
DFTG	2340	Solid Modeling/Design	3
ARTS	1311	Design I	3

FOURTH SEMESTER-Fall			
SPCH	1311	Introduction to Speech Communication	3
ARTC	2340	Computer Illustration II	3
ARTV	1351	Digital Video	3
DFTG	2300	Intermediate Architectural Drafting-Residential	3
IMED	2311	Portfolio Development	3

FIFTH SEMESTER-Spring			
		Humanities Elective	3
PSYC	2301	General Psychology or SOCI 1301	3
GRPH	2380	CO-OP - Digital Imaging Design	3

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Computer Aided Drafting and Design

Specialization:

GEOGRAPHIC INFORMATION SYSTEMS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
MATH	1414	College Algebra	4
COSC	1301	Microcomputer Applications or ITSC 1409	3-4
GISC	1311	Introduction to GIS	3
GISC	1321	Introduction to Raster-Based GIS	3
DFTG	1309	Basic Computer-Aided Drafting	3

SECOND SEMESTER			
GISC	2320	Intermediate GIS	3
GISC	2303	Fundamentals of Logistics with GIS	3
DFTG	2319	Intermediate Computer-Aided Drafting	3
GISC	1301	Cartography & Geography in GIS and GPS	3
SPCH	1311	Introduction to Speech Communication	3

THIRD SEMESTER			
DFTG	2321	Topographical Drafting	3
GISC	2311	Geographic Information Systems (GIS) Applications	3
GISC	2359	Web-Served GIS	3
ITSE	1411	Beginning Web Page Programming	4
PSYC	2301	General Psychology or SOCI 1301	3

FOURTH SEMESTER			
GISC	2404	GIS Design with Vector Analysis	4
ITSE	2409	Database Programming	4
GISC	2335	Programming for GIS	3
ENGL	1301	Composition	3

FIFTH SEMESTER			
		Program Elective**	3
		Humanities Elective	3
GISC	2364	CAPSTONE: GIS Practicum	3

Total Credit Hours: ... 70-71

****PROGRAM ELECTIVES**

SRVY	1342	GPS Techniques for Surveying and Mapping	3
SRVY	1315	Surveying Calculations I	3
DFTG	2330	Civil Drafting	3
DFTG	2340	Solid Modeling and Design	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Culinary Arts

Commercial Cooking

Certificate

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

Culinary Arts

Associate of Applied Science

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

ADVISORY COMMITTEE

Joe Demarino, Culinary Advisor; Jeffery Sahadi's, owner, Sahadi's Foods; Diane Shea, owner, Shea Catering; Russell Walker, General Manager, Macaroni Grill; Elton Musollri, supervisor for Cooking Connection at HEB; Dago Rivera, Food and Beverage Director, The Club at Cimarron; Jimmy Santiago, executive chef at Cimarron; Daniel Rocha, food and beverage manager at Embassy Suites; Gloria Sanford, Dietary Director, Legends

COMMERCIAL COOKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CHEF 1305	Sanitation and Safety	3
CHEF 1301	Basic Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
BIOL 1322	Nutrition and Diet Therapy	3

SECOND SEMESTER		
RSTO 2307	Catering	3
RSTO 2301	Principles of Food and Beverage Controls	3
CHEF 1345	International Cuisine	3
CHEF 1264	CAPSTONE: Practicum I	2

Total Credit Hours: 23

CULINARY ARTS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
TECM 1303	Technical Mathematics or MATH 1332	3
ENGL 1301	Composition	3

SECOND SEMESTER		
CHEF 2301	Intermediate Food Preparation	3
RSTO 2307	Catering	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1204	Dining Room Service	2
SPCH 1311	Introduction to Speech Communication or SPCH 1321	3

THIRD SEMESTER		
CHEF 1345	International Cuisine	3
PSTR 2331	Advanced Pastry Shop	3
BIOL 1322	Nutrition and Diet Therapy	3
SOCI 1301	Introductory Sociology	3
ACNT 1303	Introduction to Accounting I or MRKG 1311	3
COSC 1301	Microcomputer Applications	3

FOURTH SEMESTER		
CHEF 2331	Advanced Food Preparation	3
RSTO 1301	Beverage Management	3
BUSG 2309	Small Business Management/Entreprenuership	3
	Humanities Elective	3
CHEF 2264	CAPSTONE: Practicum II	2

Total Credit Hours: 61

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Diesel Technology

Diesel Technology

Certificate and
Associate of Applied Science

The Diesel Technology industry is a rapidly growing industry which is requiring a growing number of qualified technicians.

The Diesel Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

ADVISORY COMMITTEE

Clyde Syester, Service Manager Rush Truck Center; Jesus Pena, Sale Department, Holt Cat; Rodrigo Martinez, Shop Foreman, Rush Truck Center; Ted Ackerman, Service Manager, Thermo King; Guadalupe Pena, Service Manager, Holt (Trucks); Juan De Luna, Service Manager, Pioneer Equipment

DIESEL TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
DEMR 1401	Diesel Shop Safety and Procedures	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 1229	Preventative Maintenance	2

SECOND SEMESTER		
AUMT 1345	Automotive Heating and Air Conditioning	3
DEMR 2432	Electronic Controls	4
DEMR 1442	Power Train Applications I	4
DEMR 1416	Basic Hydraulics	4

THIRD SEMESTER		
DEMR 1435	Automatic Power Shift and Hydrostatic Transmissions I	4
DEMR 1417	Basic Brake Systems	4
DEMR 1230	Steering and Suspension I	2
DEMR 1303	Basic Driving Skills	3

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours: 42

DIESEL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
DEMR 1401	Diesel Shop Safety and Procedures	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 1229	Preventative Maintenance	2

SECOND SEMESTER		
AUMT 1345	Automotive Heating and Air Conditioning	3
DEMR 2432	Electronic Controls	4
DEMR 1442	Power Train Applications I	4
DEMR 1416	Basic Hydraulics	4

THIRD SEMESTER		
DEMR 1435	Automatic Power Shift and Hydrostatic Transmissions I	4
DEMR 1417	Basic Brake Systems	4
DEMR 1230	Steering and Suspension I	2
DEMR 1303	Basic Driving Skills	3
DEMR 1266	CAPSTONE: Practicum	2

FOURTH SEMESTER		
	Social/Behavioral Sciences Elective	3
	Math/Natural Sciences Elective	4
	Humanities Elective	3
SPCH 1318	Interpersonal Communication	3
ENGL 1301	Composition	3

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Electrician Assistant

Electrician Assistant

Certificate

The Electrician Assistant Certificate is a rapidly growing industry which is requiring a high number of qualified technicians.

This program will prepare the student to install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security and communications. They also may install and maintain the electrical systems for electronic controls for machines in business and industry.

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to take an examination for licensing after completion of 8,000 hours of field experience under the direct supervision of a Master Electrician.

ADVISORY COMMITTEE

Marcos Hernandez, Master Electrician, La Joya ISD; Adan Magallan, Magallan Inspection Services; Mario Rodriguez, Master Electrician, Mario Electric, Edinburg; Romero Ramirez, Master Electrician, Operating Manager, Mccland Electric; Rich Hosea, Operating Manager, Hosco Electric, Harlingen; Oscar Cardenas, Master Electrician, Mission ISD

ELECTRICIAN ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			**Credit Hours**
ELPT	1411	Basic Electrical Theory	4
ELPT	1419	Fundamentals of Electricity I	4
ELPT	1325	Natural Electrical Code I	3
ELPT	1429	Residential Wiring	4

SECOND SEMESTER			
ELPT	1420	Fundamentals of Electricity II	4
ELPT	1445	Commercial Wiring	4
ELPT	2325	National Electrical Code II	3
ELPT	2447	CAPSTONE: Electrical Testing and Maintenance	4

THIRD SEMESTER	
**Program Elective	3-4

Total Credit Hours: ... 33-34

****Program Electives**

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

Electronic and Computer Maintenance Technology

Computer and Internet Specialist
Certificate

This specialization will provide students with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The student will learn entry-level skills needed to effectively use the latest computer and Internet technology. Graduate will have knowledge in the areas of technology including computer hardware, software, operating systems, networking, basic word processing applications, presentation media, Internet and electronic mail.

Specialization: Computer Maintenance Technology
Certificate and Associate of Applied Science

Students who graduate from this specialization will learn the skills necessary to compete in the computer maintenance industry. They will learn skills such as computer repair, maintenance, peripheral installation and troubleshooting, as well as provide hardware and software support for users within their organization.

Specialization: Computer Support Specialist
Certificate and Associate of Applied Science

In this specialization, students will learn computer support skills which include repair, maintenance, and support for computer systems and networks. Students will take courses to learn how to properly install and troubleshoot computer systems, software, peripherals, and networks as well as provide technical support for users within their organization.

Specialization: Electronics Technology Specialist
Certificate

This specialization covers basic and advanced electronics to prepare students with the hands-on training they need to work in the electronics industry. Graduates may find employment in occupations requiring electronics troubleshooting such as bench technicians in service centers, performing repairs for office equipment and other electronic related companies.

Mechatronics Technology Specialist
Certificate

This specialization is a blend of mechanics and electronics. Mechatronics implements techniques in precision mechanical engineering, controls theory, computer maintenance and electronics technology. This program will prepare students with the hands-on training they need to work in this industry. Graduates may find employment as technicians assisting engineers.

Specialization: Telecommunication Technology Specialist
Certificate

Convergence is the combination of telecom, data processing and imaging technologies and placing all of these into one operating platform. It includes traditional telecommunication systems such as telephony and broadband and adds networking services to be placed on these technologies. Students will take courses in convergent technology and learn the latest telecommunication trends which voice, data and images are combined to deliver many services to end users.

ADVISORY COMMITTEE

Jose Lucio Gonzalez, Systems Specialist, South Texas College, Jaime Hinojosa, IT Manager, Elsa State Bank; Eric Rodriguez, Owner, PC Station, Rio Grande City; Maby Rosenbaum, LAN/WAN Engineer, South Texas College, McAllen, Rio Grande City; Edi Sanjoto, Advanced Manufacturing Engineering Manager, Alps Automotive Company, McAllen

New

COMPUTER AND INTERNET SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1407	Electronic and Computer Skills	4
CPMT 1411	Introduction to Computer Maintenance	4

Total Credit Hours: 16

COMPUTER MAINTENANCE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1411	Introduction to Computer Maintenance	4
CPMT 1407	Electronic and Computer Skills	4

SECOND SEMESTER		
CPMT 1445	Computer Systems Maintenance	4
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
EECT 1440	Telecommunications Transmission Media	4
CPMT 1166	CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours: 33

COMPUTER SUPPORT SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CPMT 1403	Introduction to Computer Technology	4
EECT 1440	Telecommunications Transmission Media	4
ITNW 1425	Fundamentals of Networking Technologies	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER		Credit Hours
ITNW 1454	Implementing and Supporting Servers	4
CPMT 1445	Computer Systems Maintenance	4
ITNW 2421	Networking with TCP/IP	4
CPMT 1449	Computer Networking Technology	4
CPMT 2188	CAPSTONE: Internship-Computer Installation	1

Total Credit Hours:..... 33

ELECTRONICS TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
CPMT 1407	Electronic and Computer Skills	4

SECOND SEMESTER		
CETT 1405	AC Circuits	4
CETT 1441	Solid State Circuits	4
CETT 1449	Digital Systems	4

THIRD SEMESTER		
CETT 1457	Linear Integrated Circuits	4
CETT 2439	Amplifier Analysis	4
ELMT 2435	Certified Electronics Technician Training	4
CETT 2189	CAPSTONE: Internship	1

Total Credit Hours:..... 37

New

MECHATRONICS SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CPMT 1411	Introduction to Computer Maintenance	4
EECT 1440	Telecommunication Transmission Media	4
CETT 1425	Digital Fundamentals	4
CPMT 1407	Electronic and Computer Skills	4

SECOND SEMESTER		
CETT 1409	DC/AC Circuits	4
RBTC 1405	Robotic Fundamentals	4
CPMT 1404	Microcomputer System Software	4
CETT 2189	CAPSTONE: Internship	1
INTC 1457	AC/DC Motor Control	4

Total Credit Hours: 33

formerly Convergent Technology Specialist

TELECOMMUNICATION TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ITNW 1425	Fundamentals of Networking Technologies	4
CPMT 1403	Introduction to Computer Technology	4
CPMT 1411	Introduction to Computer Maintenance	4
EECT 1440	Telecommunication Transmission Media	4

SECOND SEMESTER		
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4
LOTT 1401	Introduction to Fiber Optics	4
EECT 1403	Introduction to Telecommunications	4
EECT 2188	CAPSTONE: Communication Engineering Technology	1

Total Credit Hours: 33

Specialization: COMPUTER MAINTENANCE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1411	Introduction to Computer Maintenance	4
CPMT 1407	Electronic and Computer Sills	4

SECOND SEMESTER		
CPMT 1445	Computer Systems Maintenance	4
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
EECT 1440	Telecommunications Transmission Media	4

SUMMER SESSION		
	Social/Behavioral Sciences Elective	3
	Humanities Elective	3

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

FOURTH SEMESTER		
CPMT 2350	Industry Certification Preparation	3
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics	3
CPMT 2166	CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Electronic and Computer Maintenance Technology

Specialization: COMPUTER SUPPORT SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
CPMT 1403	Introduction to Computer Technology	4
EECT 1440	Telecommunications Transmission Media	4
ITNW 1425	Fundamentals of Networking Technologies	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER		
ITNW 1454	Implementing and Supporting Servers	4
CPMT 1445	Computer Systems Maintenance	4
ITNW 2421	Networking with TCP/IP	4
CPMT 1449	Computer Networking Technology	4

FIRST YEAR-SUMMER		
ENGL 1301	Composition	3
SPCH 1311	Introduction to Speech Communication	3
MATH 1332	Contemporary Mathematics	3

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

FOURTH SEMESTER		
CPMT2437	Microcomputer Interfacing	4
	Humanities Elective	3
	Social/Behavioral Sciences Elective	3
CPMT 2288	CAPSTONE: Internship Computer Installation	2

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

formerly Convergent Technology Specialist
Electronic and Computer Maintenance Technology

Specialization:

TELECOMMUNICATION TECHNOLOGY SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		**Credit Hours**
ITNW 1425	Fundamentals of Networking Technologies	4
CPMT 1403	Introduction to Computer Technology	4
CPMT 1411	Introduction to Computer Maintenance	4
EECT 1440	Telecommunications Transmission Media	4

SECOND SEMESTER		
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4
LOTT 1401	Introduction to Fiber Optics	4
EECT 1403	Introduction to Telecommunications	4

FIRST YEAR-SUMMER SESSION		
ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics or MATH 1414	3-4
	Social/Behavioral Sciences Elective	3

THIRD SEMESTER		
ITSY 1442	Information Technology Security	4
EECT 1407	Convergence Technologies	4
ITNW 2435	Network Troubleshooting and Support	4
EECT 2435	Telecommunications	4

FOURTH SEMESTER		
EECT 1444	Telecommunications Broadband Systems	4
EECT 2288	CAPSTONE: Communication Engineering Technology	2
SPCH 1311	Introduction to Speech Communication	3
	Humanities Elective	3

Total Credit Hours: ... 69-70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Certificate and
Associate of Applied Science

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems.

Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

ADVISORY COMMITTEE

Rodolfo Cantu, Chairperson, RBC Services, Alamo; Hector Becerra, Vice-Chairperson, Hectors Air Conditioning, McAllen; Diamantina Reyna, Secretary, Self-employed, Edinburg; Robert Villarreal, Member, Insco Distributing, McAllen; J.D. Garcia, Member, Insco Distributing, McAllen; Mark Hernandez, Member, Checkmark Refrigeration LLC, Weslaco; Willy G. Gonzalez, Member, Johnstone Supply, Pharr.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1410	HVAC Shop Practices and Tools	4
SECOND SEMESTER		
HART 1445	Gas and Electrical Heating	4
MAIR 1449	Refrigerators, Freezers, and Window Air Conditioners	4
HART 2445	Air Conditioning Systems Design	4
THIRD SEMESTER		
HART 2431	Advanced Electricity for HVAC	4
HART 2438	CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4

Total Credit Hours: 40

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1410	HVAC Shop Practices and Tools	4
ENGL 1301	Composition	3
SECOND SEMESTER		
HART 1445	Gas and Electrical Heating	4
MAIR 1449	Refrigerators, Freezers, and Window Air Conditioners	4
HART 2445	Air Conditioning Systems Design	4
MATH 1414	College Algebra	4
THIRD SEMESTER		
HART 2431	Advanced Electricity for HVAC	4
HART 2438	CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
FOURTH SEMESTER		
HART 2443	Industrial Air Conditioning	4
	Humanities Elective	3
	Social/Behavior Sciences Elective	3
SPCH 1318	Interpersonal Communications	3

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Human Resources

Human Resources
Certificate and
Associate of Applied Science

The Human Resources Program will prepare students for a career in the Human Resources Industry.

This program will prepare students to be Human Resources Technicians, Human Resources Assistants, Human Resources Specialists, Human Resources Employment Specialists, and Human Resources Benefits Coordinators. The program will also prepare students to take the PHR exam.

ADVISORY COMMITTEE

Yvonne Gonzalez, General Electric (Chairperson); Todd Miller, First National Bank; Matt Foerster, Express Personnel; Adrian Aguilar, Texas Workforce Commission

HUMAN RESOURCES ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
BMGT 1391	Business Conduct	3
ITSC 1409	Integrated Software Applications I	4
HRPO 1305	Management and Labor Relations	3
BMGT 1301	Supervision	3

SECOND SEMESTER		
HRPO 2301	Human Resource Management	3
BMGT 1305	Communications in Management	3
HRPO 2307	Organizational Behavior	3
HRPO 2306	Benefits and Compensation	3
HRPO 2188	Internship-Human Resource Management	1

Total Credit Hours: 29

HUMAN RESOURCES SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I	4
HRPO 1306	Basic Mediator Training	3
BMGT 1301	Supervision	3
ACNT 1303	Introduction to Accounting I	3

SECOND SEMESTER		
BMGT 1349	Spreadsheets	3
HRPO 2340	Advanced Word Processing	3
SPCH 1321	Business and Professional Speaking	3
HRPO 1305	Management and Labor Relations	3
HRPO 2301	Human Resource Management	3

THIRD SEMESTER		
ACNT 1329	Payroll and Business Tax Accounting	3
	Social/Behavioral Sciences Elective	3
HRPO 2303	Employment Practices	3
HRPO 2307	Organizational Behavior	3
	Mathematics/Natural Sciences-Elective	4

FOURTH SEMESTER		
ACCT 2401	Principles of Financial Accounting	4
	Humanities Elective	3
HRPO 2304	Employee Relations	3
HRPO 2306	Benefits and Compensation	3
HRPO 2188	Internship-Human Resource Management	1

Total Credit Hours: 61

Identifies courses to fulfill 15 credit hour General Education Requirement.

Manufacturing Technology

The Precision Manufacturing Technology program is the first in the State of Texas to earn NIMS accreditation.

The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies an individual skills against standards and accredits programs that meet its quality requirements. NIMS stakeholders represent over 6,000 American companies.

The Precision Manufacturing Certificate program, provides an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers to read and use industrial prints, and gain technical skills.

Precision Manufacturing Technology Certificate

This curriculum offers training on a variety machine tools commonly used in most shops with emphasizes practical machining skills. Classroom analysis of various jobs and machine operations increases the student's capabilities as a machinist. General mathematics and communications skills are included to prepare students to work with technical advances in the machining industry. Students are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

Precision Manufacturing Technology Associate of Applied Science

This is designed to provide students with the opportunity for hands-on experience necessary for employment as a technician in the computer-enhanced manufacturing process. Full size equipment is utilized. Through the integration of mathematics, metallurgy, programmable machinery, shop skills, and computer-assisted machining techniques, students can acquire the necessary skills for employment in an industrial environment. Graduates are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty.

Technical coursework includes machine tool labs, AutoCAD, CNC, parametric solid modeling, welding and teamwork, Plastic Processes. Specialty coursework includes; CAD/CAM, tool and fixture design, and advanced machine tooling.

ADVISORY COMMITTEE

Luiz Zeledon Karlee ;Julio Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Gerald Stinson, NIMS Manager South Texas College; Victor A Hernandez Fabrication Manager Emerson Systems North America (EPS/ESNA); Barrie Goodacre, Engineering Manager-GE Aircraft Engines; Mike Willis, Director of STMA-STMA, Janie Ramos McAllen Economic Development Corporation; Luis Rodriguez, Production Manager-Humanetics Inc;. Stew Mckee Windsor Mold FX

PRECISION MANUFACTURING TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FALL SEMESTER		Credit Hours
DFTG 1425	Blueprint Reading and Sketching	4
MCHN 1301	Beginning Machine Shop	3
MCHN 1438	Basic Machine Shop I	4
MCHN 1320	Precision Tools and Measurement	3

SPRING SEMESTER		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1452	CAPSTONE: Intermediate Machining I	4
DEMR 1301	Shop Safety & Procedures	3
MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4

Total Credit Hours: 28

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL SEMESTER		Credit Hours
DFTG 1425	Blueprint Reading and Sketching	4
MCHN 1438	Basic Machine Shop I	4
MCHN 1301	Beginning Machine Shop	3
MCHN 1343	Machine Shop Mathematics	3
MCHN 1320	Precision Tools and Measurements	3

SPRING SEMESTER		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1452	Intermediate Machining I	4
DEMR 1301	Shop Safety & Procedures	3
ENGL 1301	Composition	3
MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	4

FALL SEMESTER		
PLTC 1445	Plastic Processes I	4
WLDG 1337	Introduction to Metallurgy for Precision Manufacturing	3
MCHN 2341	Advanced Machining I	3
	Social/Behavioral Science Elective	3
	Math/Natural Sciences Elective	4

SPRING SEMESTER		
MCHN 2547	Specialized Tools and Fixtures	5
	Humanities Elective	3
	Program Elective***	3
SPCH 1311	Introduction to Speech Communication	3
MCHN 1326	Introduction to Computer Aided Manufacturing (CAM)	4

SUMMER SESSION		
MCHN 2382	CAPSTONE: Cooperative Education II	3

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*****PROGRAM ELECTIVES:**

MCHN 2345	Advanced Machining II	3
MCHN 1293	Cost Estimating	2
PLTC 2346	Plastic Processes II	3
DFTG 2402	Machine Drafting	4
QCTC 1303	Quality Control	3
MCHN 2344	Computerized Numerical Control Programming	3

Paralegal

Paralegal

Associate of Applied Science

The Paralegal Associate of Applied Science is a two-year program that prepares men and women for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking, and skills in legal research and writing.

ADVISORY COMMITTEE

Frederick J. Biel, Atlas & Hall; Luanna Castellano, Gonzalez & Palacios, L.L.P.; Patty Castillo, Paralegal, G. Patrick Collins & Associates; David E. Cazares, Attorney and Counselor at Law; The Honorable Judge Jesse Contreras, Judge of the 449th District Court; Rachel Maldonado, Paralegal, Vidaurri, Lyde, Gault & Quintana; Robert Michelena, Community Member; Mary Ellen Stocker, City of McAllen; and Adrian E. Vela, Paralegal, Dale & Klein, LLP.

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			Credit Hours
POFT	1319	Records and Information Management I	3
SPAN	1311	Beg. Spanish I for Spanish Speakers or ARTS 1301	3
POFI	2301	Word Processing	3
LGLA	1307	Introduction to Law and Legal Professions	3
POFT	1301	Business English	3

SECOND SEMESTER			
POFI	2340	Advanced Word Processing	3
LGLA	1303	Legal Research	3
LGLA	1342	Federal Civil Litigation	3
POFT	2312	Business Correspondence and Communication	3
		Mathematics/Natural Sciences Elective	4

SUMMER SESSION I			
LGLA	1344	Texas Civil Litigation	3
SPCH	1321	Business & Professional Speaking	3

THIRD SEMESTER			
ENGL	1301	Composition	3
LGLA	1353	Wills, Trusts & Probate Administration	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	2313	Criminal Law and Procedures	3
LGLA	1305	Legal Writing	3

FOURTH SEMESTER			
LGLA	1355	Family Law	3
LGLA	2307	Law Office Management	3
LGLA	2311	Business Organizations	3
LGLA	2309	Real Property	3
LGLA	2331	Advanced Legal Research and Writing	3

SUMMER SESSION II			
PSYC	2301	General Psychology	3
LGLA	2266	Practicum: Paralegal	2

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Plumber Assistant

Plumber Assistant
Certificate

The Plumber Assistant Certificate will prepare students for careers in Plumbing with skills to work with materials, tools, and fixtures used in plumbing systems such as drain, water, and gas distribution for the purpose of installation and maintaince. The plumbing knowledge gained from the program will enable students to choose from different career paths and become great assets to companies in the plumbing industry.

ADVISORY COMMITTEE

Jose Tijerina, Master Plumber; Gilberto O. Martinez, Plumbing Inspector City of McAllen; Manuel Anaya, Building Contractor Manuel Anaya Design; Ramiro Ramirez, Plumbing Sales Representative Ferguson Enterprise;

PLUMBER ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		**Credit Hours**
PFPB 1306	Basic Blueprint Reading for Plumbers	3
PFPB 1413	Introduction to the Plumbing Trade	4
PFPB 1323	Plumbing Codes I	3
PFPB 1450	Plumbing and Pipefitting Equipment and Safety	4

SECOND SEMESTER		
PFPB 1408	Basic Pipefitting Skills	4
PFPB 2308	Piping Standards and Materials	3
PFPB 2449	Field Measuring, Sketching, and Layout	4
PFPB 2315	CAPSTONE: Intermediate Technologies for Piping Trades	3

Total Credit Hours:..... 28

Welding

Combination Welding

Certificate

This three semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding).

Students will perform fillets, lap, corner joint and V-groove welds with backing and open groove in the Flat, Horizontal, Vertical-up and Overhead positions.

Students will gain knowledge in lay-out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

Structural Welding

Certificate

This two semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding) but does not go into the advanced welding level (open groove) as does the combination certificate.

Students will perform fillets, lap, corner and tee's joint welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

COMBINATION WELDING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
WLDG 1323	Welding Safety, Tools and Equipment	3
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4

SECOND SEMESTER		
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4

THIRD SEMESTER		
WLDG 2443	CAPSTONE: Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406	Intermediate Pipe Welding	4

Total Credit Hours: 38

New (See Mechatronics Certificate pg. 132)

STRUCTURAL WELDING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
WLDG 1323	Welding Safety, Tools and Equipment	3
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4

SECOND SEMESTER		
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4

Total Credit Hours: 30

Division of

Liberal Arts and Social Sciences

American Sign Language and Interpreter Studies.....150
- Trilingual Interpreter (Certificate) 151
- Specialization: Deaf Support Specialist (Associate of Applied Science) 151
- Specialization: Sign Language Interpreter (Associate of Applied Science) 152

Anthropology.....153
- Anthropology, Field of Study (Associate of Arts) 153

Child Development.....154
- Child Development
  - Specialization: Infant and Toddler (Certificate) 155
  - Specialization: Pre-school (Certificate).....155
- Child Development (Associate of Applied Science).....156

Communication 157
- Communication, Field of Study (Associate of Arts).....157

Criminal Justice.....158
- Criminal Justice, Field of Study (Associate of Arts) 159

Drama.....160
- Drama, Field of Study (Associate of Arts).....160

Education.....161
- Teaching
  - EC-6 Generalist (Associate of Arts in Teaching) 162
  - 4-8 Generalist (Associate of Arts in Teaching) 163
  - Grades 8-12 (Associate of Arts in Teaching).....164

English.....165
- English, Field of Study (Associate of Arts).....165

Fine Arts 166
- Fine Arts, Field of Study
  - Concentration: Graphic Arts (Associate of Arts).....167
  - Concentration: Music (Associate of Arts) 168
  - Concentration: Visual Arts (Associate of Arts).....169

History 170
- History, Field of Study (Associate of Arts).....171

Interdisciplinary Studies 172
- Interdisciplinary Studies, Field of Study (Associate of Arts).....172

Kinesiology.....173
▸ Kinesiology, Field of Study (Associate of Arts) 174

Language and Cultural Studies.....175
▸ Language and Cultural Studies, Field of Study
Concentration: American Sign Language (Associate of Arts).....176
Concentration: Bilingual/Bicultural Studies (Associate of Arts) 177
Concentration: Spanish (Associate of Arts).....178
Concentration: Spanish/English Translation (Associate of Arts) 179

Mexican-American Studies.....180
▸ Mexican-American Studies Field of Study (Associate of Arts).....180

Philosophy 181
▸ Philosophy, Field of Study (Associate of Arts) 181

Political Science.....182
▸ Political Science, Field of Study (Associate of Arts) 182

Psychology.....183
▸ Psychology, Field of Study (Associate of Arts) 183

Social Work.....184
▸ Social Work, Field of Study (Associate of Arts) 184

Sociology 185
▸ Sociology, Field of Study (Associate of Arts) 185

http://lass.southtexascollege.edu/

American Sign Language and Interpreter Studies

Trilingual Interpreter
Certificate

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his or her professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires a minimum language proficiency in both American Sign Language and Spanish.

Specialization: Sign Language Interpreter
Associate of Applied Science

The AAS degree in Sign Language Interpreter Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation, the State Certification Basic Exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes. The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

Specialization: Deaf Support Specialist
Associate of Applied Science

The AAS degree in Deaf Support Specialist Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation and a program exit exam in order to complete degree requirements. In addition, students will acquire social, cultural and educational foundations necessary for working with Deaf and Hard of Hearing consumers in a variety of settings. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to provide the student with sign language communication skills necessary to communicate with a broad cross-section of Deaf consumers. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

The Associates of Applied Science Degree, Deaf Support Specialist Option is for individuals seeking employment as an advocate, job coach, mentor and/or para-professional to Deaf consumers. Successful completion of degree requirements ensures that the student is knowledgeable of linguistic and cultural aspects pertinent to the Deaf Community. Successful candidates will have also achieved proficiency in the expression and comprehension of American Sign Language.

ADVISORY COMMITTEE

MEMBERS:

Rosemary Linan Landa, Certified Interpreter; Carol Linan, Certified Interpreter; Cristina Y. Ordaz, Certified Interpreter; Chris Ardis, American Sign Language Teacher; Pat Zenor, Deputy Director for Administration for VAIL; Jennifer Powell, Deaf Support Specialist for VAIL; Sergio Saldana, ASL Instructor

EX-OFFICIO MEMBERS:

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences; Dr. Jerry Zenor, ASL Instructor; Roland Quesada, STC Interpreter; Oscar Hernández, Director of Student Learning Outcomes & Assessment; Robert P. Cantú, Instructor & Program Developer.

TRILINGUAL INTERPRETER*

CERTIFICATE

TSI LIABLE

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his/her professional work. This certificate is also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests. Please note pre-requisites listed in the course description **.

FIRST SEMESTER	Credit Hours
SLNG 2370 Trilingual Interpreting I	3
SLNG 2373 Latino Interpreting Issues	3
SPAN 2311 Intermediate Spanish I (for Trilingual Certificate) **	3

SECOND SEMESTER	
SLNG 2372 Trilingual Interpreting II	3
SPAN 2312 Intermediate Spanish II (for Trilingual Certificate) **	3

Total Credit Hours: 15

*To be eligible for the Enhanced Trilingual Interpreter Certificate, the student must be a State Level I/Basic Certified Interpreter or have completed an accredited Interpreter Training Program. Students may obtain an Associate of Applied Science Degree without the Enhanced Trilingual Interpreter Certificate.

** Span. 2316 & Span. 2317 (Career Spanish I & II for Trilingual Majors) is required before Span. 2311.

American Sign Language and Interpreting Studies

Specialization:

DEAF SUPPORT SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
ENGL 1301 Composition	3
DRAM 1351 Acting I	3
SPCH 1318 Interpersonal Communication	3
SLNG 1304 American Sign Language (ASL) I	3
SLNG 1300 Fundamentals for Deaf Support Specialists/Service Providers	3

SECOND SEMESTER	
SLNG 1305 American Sign Language (ASL) II	3
SLNG 1311 Fingerspelling & Numbers	3
BIOL 2401 Anatomy and Physiology I	4
PSYC 2301 General Psychology	3
SLNG 1315 Visual/Gestural Communication	3

SUMMER SESSION	
SLNG 1344 American Sign Language (ASL) III or SGNL 2301	3
PHIL 2306 Introduction to Ethics	3
SLNG 1347 Deaf Culture	3
SLNG 1207 Intra-Lingual Skills for Interpreters	2

THIRD SEMESTER	
SLNG 2187 Internship I	1
SLNG 1317 Introduction to the Deaf Community	3
SLNG 1345 American Sign Language (ASL) IV or SGNL 2302	3
SPAN 2316 Career Spanish I (for Deaf Support Specialist)	3
SLNG 1350 Sign-to-Voice	3

FOURTH SEMESTER	
SLNG 2188 Internship II	1
SLNG 2238 Advanced Visual Gestural Communication	2
SLNG 2303 Transliterating	3
SLNG 2434 American Sign Language (ASL) V	4
SPAN 2317 Career Spanish II (for Deaf Support Specialists)	3

SUMMER SESSION	
SLNG 2189 Internship III	1
SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Providers	3

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour general education requirement

American Sign Language and Interpreting Studies

Specialization:

SIGN LANGUAGE INTERPRETER

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER			**Credit Hours**
ENGL	1301	Composition	3
DRAM	1351	Acting I	3
SPCH	1318	Interpersonal Communications	3
SLNG	1304	American Sign Language (ASL) I	3
SLNG	1321	Introduction to the Interpreting Profession	3

SECOND SEMESTER			
SLNG	1305	American Sign Language (ASL) II	3
SLNG	1311	Fingerspelling & Numbers	3
BIOL	2401	Anatomy and Physiology I	4
PSYC	2301	General Psychology	3
SLNG	1315	Visual/Gestural Communication	3

SUMMER SESSION			
SLNG	1344	American Sign Language (ASL) III or SGNL 2301	3
PHIL	2306	Introduction to Ethics	3
SLNG	1347	Deaf Culture	3

THIRD SEMESTER			
SLNG	2187	Internship I	1
SLNG	2401	Interpreting I	4
SLNG	1345	American Sign Language (ASL) IV or SGNL 2302	3
SLNG	2411	Interpreting in Specialized Settings	4
SLNG	1350	Sign-to-Voice	3

FOURTH SEMESTER			
SLNG	2188	Internship II	1
SLNG	2402	Interpreting II	4
SLNG	2303	Transliterating	3
SLNG	2434	American Sign Language (ASL) V	4

SUMMER SESSION			
SLNG	2189	Internship III	1
SLNG	2431	Interpreting III	4

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour general education requirement

Anthropology

Anthropology, Field of Study
Associate of Arts

Anthropology is the study of humankind, from its beginnings millions of years ago to the present day. The most common goal of anthropology is to help us understand who we are, how we came to be that way--and where we may go in the future. Anthropology deals with the mechanism of biological evolution, genetic inheritance, human adaptability, and fossils relating to human evolution.

Anthropologists also study how humans as a species have adapted to the changing environment, and study how people have the amazing ability to adapt their surroundings to their own purposes, who can speak, invent, imagine, and dream. Humans create and modify culture. They study different parts of culture, different tribes around the world, and how these tribes/societies develop and express culture.

Anthropologists work in federal, state and local government, international agencies, healthcare centers, nonprofit associations, research institutes and marketing firms as research directors, science analysts and program officers.

Archaeologists work off-campus in environmental projects, human-impact assessment, and resource management.

TSI LIABLE

FIELD OF STUDY 15-16 Credits
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Anthropology Concentration:
The student is required to take the following five courses (15 credits):
ANTH 2301 Physical Anthropology
ANTH 2302 Introduction to Archeology
ANTH 2351 Cultural Anthropology
HUMA 2323 World Cultures
SOCI 1301 Introductory Sociology

Free Elective 1 Credit Minimum
Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits
In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

ANTHROPOLOGY

Field of Study

ASSOCIATE OF ARTS

Anthropology
Recommended Course Sequence

FIRST SEMESTER		Credit Hours
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
ANTH 2301	Physical Anthropology	3

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
SOCI 1301	Introductory Sociology	3
	Social & Behavioral Science Elective-Core Curriculum	3
	Visual & Performing Arts Elective-Core Curriculum	3

THIRD SEMESTER		
GOVT 2301	American Government I	3
	Mathematics Elective-Core Curriculum	3-4
ANTH 2302	Introduction to Archeology	3
	Natural Sciences Elective-Core Curriculum	4

FOURTH SEMESTER		
GOVT 2302	American Government II	3
HUMA 2323	World Cultures	3
ANTH 2351	Cultural Anthropology	3
	Natural Sciences Elective-Core Curriculum	4
	Humanities Elective-Core Curriculum	3
	*Free Elective-Field of Study (if required)	1

Child Development

The Child Development Department is committed to improving and promoting the quality of services and programs for young children and families in the communities we serve by educating and training individuals for early childhood professions and by partnering with childcare businesses and social service agencies.

Specialization: Infant and Toddler

Certificate

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from birth through age three. The graduate will know and be able to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA) after taking CDEC 1417 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

Specialization: Preschool

Certificate

The Preschool Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from three to five years. The graduate will know and be able to o and know how to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA) after taking CDEC 1417 CDAI and CDEC 2422 CDAII. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

Child Development

Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to eight years of age. Emphasis is placed on the importance and need for early childhood education and quality care of young children. Graduates will know and be able to promote child development and learning, build family and community relationships, observe, document, and assess children, use developmentally effective approaches to connect with children and families, use content knowledge to build meaningful curriculum and become a professional and advocate of young children. Students will be prepared to find jobs in private kindergartens and in child care centers such as Head Start programs and preschool programs. This degree meets the No Child Left Behind Act requirements for teacher aides and other paraprofessionals in public schools.

Prior to field site placement, students must have a negative TB test and no criminal record.

ADVISORY COMMITTEE

Raquel Oliva, Chair, Christian Children's Fund; Nora Silva Munoz, Assistant Director Hidalgo County Head Start; Gloria Villarreal, Director of TEEMS Head Start; Dana Anthony, Texas Department of Protective and Family Services; Rep. Veronica Gonzales, TX State Representative District 41; Pattie Rosenland, Director of Easter Seals of Rio Grande Valley; Mary Capello, Texas Migrant Council.; Jose Saenz, Director, Mis Angelitos Child Care Center

Child Development

Specialization:

INFANT AND TODDLER

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CDEC 1319	Child Guidance	3
TECA 1311	Educating Young Children	3
CDEC 1356	Emergent Literacy for Early Child	3
**CDEC 1417	Child Development Associate Training I	4
*CDEC 1166	Field Study I	1
CDEC 2304	Child Abuse and Neglect	3

SECOND SEMESTER		
TECA 1318	Wellness of the Young Child	3
CDEC 1321	The Infant & Toddler	3
CDEC 2326	Administration of Programs for Children I	3
**CDEC 2422	Child Development Associate Training II	4
*CDEC 1167	CAPSTONE: Field Study II	1
CDEC 1358	Creative Arts for Early Childhood	3

Total Credit Hours:... 26-34

* By arrangement, all Field Study will be conducted at a pre-approved site.
**Optional courses for student pursuing the CDA Credential

Child Development

Specialization:

PRESCHOOL

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
CDEC 1319	Child Guidance	3
TECA 1311	Educating Young Children	3
CDEC 1359	Children with Special Needs or CDEC 2340	3
CDEC 1356	Emergent Literacy for Early Childhood	3
**CDEC 1417	Child Development Associate Training I	4
*CDEC 1166	Capstone: Field Study I	3

SECOND SEMESTER		
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
TECA 1318	Wellness of the Young Child	3
CDEC 2326	Administration of Programs for Children I	3
**CDEC 2422	Child Development Associate Training II	4
CDEC 2307	Math and Science for Early Childhood	3
*CDEC 2166	CAPSTONE: Field Study III	1

Total Credit Hours:... 26-34

* By arrangement, all Field Study will be conducted at a pre-approved site.
** Optional courses for students pursuing the CDA credential.

CHILD DEVELOPMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		**Credit Hours**
TECA 1354	Child Growth and Development	3
TECA 1311	Educating Young Children	3
ENGL 1301	Composition	3
PSYC 2301	General Psychology	3
COSC 1301	Microcomputer Applications	3
CDEC 1166	Field Study I**	1

SECOND SEMESTER		
TECA 1318	Wellness of the Young Child	3
TECA 1303	Family, School, and Community	3
SPCH 1311	Introduction to Speech Communication	3
EDUC 1325	Principles and Practices of Multi-Cultural Education	3
	Math/Natural Science Elective	3
CDEC 1167	Field Study II**	1

THIRD SEMESTER		
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math and Science for Early Childhood	3
CDEC 1359	Children with Special Needs or CDEC 2340	3
CDEC 2166	Field Study III**	1

FOURTH SEMESTER		
CDEC 1321	The Infant and Toddler	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1313	Curriculum Resources for Early Childhood Program	3
CDEC 2326	Administration of Programs for Children I	3
	Humanities Elective	3
CDEC 2167	CAPSTONE: Field Study IV**	1

Total Credit Hours: 61

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**By arrangement, all Field Study will be conducted at a pre-approved site.

Communication

Communication, Field of Study

Associate of Arts

The Associate of Arts degree in Communication with a speech concentration is a focused program of study which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills.

Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

COMMUNICATION

Field of Study

ASSOCIATE OF ARTS

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

TSI LIABLE

FIELD OF STUDY

Courses of Study		**18 Credits**
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communication	
SPCH 1321	Business and Professional Speaking	
SPCH 2301	Introduction to Technology and Human Communication or SPCH 2333 Discussion and Small Group Communication	
SPCH 2335	Argument and Debate	
SPCH 2289	Academic Cooperative Kinesiology Elective (1 Credit)	

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2010-2011 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Speech Communication majors must take Speech 1311-Introduction to Speech Communication to fulfill the Speech component of the core curriculum.

Field of Study: 18
STC Core Curriculum: 44-45

Total Credit Hours: 62-63

Communication

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
ENGL 1301	Composition	3
*SPCH 1311	Intro. to Speech Communication	3
HIST 1301	United States History I	3
	Humanities Elective-Core Curriculum	3
COSC 1301	Microcomputer Applications (or COSC 1336)	3

SECOND SEMESTER		
ENGL 1302	Composition II & Rhetoric	3
*SPCH 1318	Interpersonal Communication	3
HIST 1302	United States History II	3
	Social & Behavioral Sciences Elective-Core Curriculum	3
	Mathematics Elective-Core Curriculum	3-4

THIRD SEMESTER		
GOVT 2301	American Government I	3
*SPCH 1315	Public Speaking	3
*SPCH 2301	Introduction to Technology and Human Communication or *SPCH 2333	3
	Natural Sciences Elective-Core Curriculum	4
	Visual & Performing Arts Elective-Core Curriculum	3

FOURTH SEMESTER		
GOVT 2302	American Government II	3
*SPCH 1321	Business & Professional Speaking	3
*SPCH 2335	Argument & Debate	3
	Natural Sciences Elective-Core Curriculum	4
*SPCH 2289	Academic Cooperative	2
	*Kinesiology Elective	1

*Field of Study Courses

Criminal Justice

Criminal Justice, Field of Study

Associate of Arts

The need for college-level training in the field of Criminal Justice has grown dramatically. Law enforcement, correctional, probation and parole agencies have recognized the value of college training for their employees.

Criminal Justice careers can encompass a variety of jobs. The employment possibilities within the traditional police courts and corrections areas are being expanded with opportunities in private business. From police officers to private detectives, youth care workers to security guards, these people help our society run smoothly and within the realms of the law.

Graduates of a criminal justice program find employment opportunities in law enforcement at the federal, state and local level, adult and juvenile correctional facilities, community correctional programs, child advocacy, juvenile agencies, victim advocacy, protective services and other service agencies.

After completion of the Criminal Justice Associate Degree program, students may transfer to a four-year institution or they will have the basic knowledge to enter any public safety agency at the federal, state, and local level, as well as agencies in the private sector of insurance and security technology.

CRIMINAL JUSTICE

Field of Study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **15-16 credits**

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

*CRIJ 1301 Introduction to Criminal Justice
*CRIJ 1306 Court Systems and Practices
*CRIJ 2313 Correctional Systems and Practices
*CRIJ 2328 Police Systems and Practices
*CRIJ 1310 Fundamentals of Criminal Law

Free Elective **1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. Criminal Justice majors must take SOCI 1301-Introductory Sociology to fulfill to Social/Behavioral Science component of the Core Curriculum.

Field of Study: 15-16
STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Criminal Justice

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
COSC 1301	Microcomputer Applications	3
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
	*Criminal Justice Elective-Field of Study	3

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
	*Criminal Justice Elective-Field of Study	3

THIRD SEMESTER		
	Mathematics Elective-Core Curriculum	3-4
	Natural Sciences Elective-Core Curriculum	4
SOCI 1301	Introductory Sociology	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
	*Free Elective-Field of Study (If required)	1

*Courses to be chosen from Field of Study

Drama

Drama, Field of Study
Associate of Arts

The program is intended to enable students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound theater practices. This degree is useful to an individual seeking employment in the entertainment and media industries. As with any liberal arts degree, salaries vary according to the field chosen by the degree holder.

With an Associate of Arts degree in Drama from STC, students will have attained the pre-professional foundation skills necessary to compete for beginning positions as technicians and/or performers.

In addition to career options in the field of Drama, students with AA-Drama degrees may also choose to pursue advanced degrees in related fields such as television, film, radio, industrial presentations, arts management, and public relations.

Students who desire a career as Drama educators and who earn a Bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a BA or BFA degree in Drama can also expect to be marketable in the business or corporate world in areas requiring a combination of verbal, visual and leadership skills. The AA and BA/BFA degrees also serve as the foundation for specialized studies in Drama such as Scene & Lighting Design, Costume Design, Technical Direction, Playwriting, Directing, Performance,Arts Management and Dramaturgy. Completion of the MA/MFA and Ph.D. coursework would make the graduates eligible for teaching positions at colleges and universities.

DRAMA *Field of Study*

ASSOCIATE OF ARTS

FIELD OF STUDY **17 credits**

DRAM 1120 Theater Practicum I
DRAM 1121 Theater Practicum II
DRAM 2120 Theater Practicum III
DRAM 1330 Stagecraft I
DRAM 1341 Makeup or DRAM 1342 Introduction to Costume
DRAM 1351 Acting I
DRAM 2366 Film Appreciation or DRAM 2389-Academic Cooperative (Production Workshop)
Dance Elective (2 credits)

STC CORE CURRICULUM **44-45 credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2010-2011 catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Drama majors must take Drama 1310-Drama Appreciation to fulfill the Visual and Performing Arts component of the core curriculum.

Field of Study: 17
STC Core Curriculum: 44-45
Total Credit Hours: 61-62

Drama
Recommended Course Sequence

FIRST SEMESTER		CREDIT HOURS
DRAM 1120	Theater Practicum I	1
DRAM 1351	Acting I	3
DRAM 1310	Drama Appreciation	3
ENGL 1301	Composition	3
HIST 1301	United States History I	3
SPCH 1311	Introduction to Speech Communication or SPCH 1318	3

SECOND SEMESTER		
DRAM 1121	Theater Practicum II	1
DRAM 1330	Stagecraft I	3
	Social & Behavioral Sciences Elective-Core Curriculum	3
ENGL 1302	Composition II and Rhetoric	3
HIST 1302	United States History II	3
COSC 1301	Microcomputer Applications (or COSC 1336)	3

THIRD SEMESTER		
DRAM 2120	Theater Practicum III	1
DRAM 1341	Makeup or DRAM 1342 Introduction to Costume	3
GOVT 2301	American Government I	3
	Natural Sciences Elective-Core Curriculum	4
	Mathematics Elective-Core Curriculum	3-4

FOURTH SEMESTER		
DRAM 2366	Film Appreciation (even years) or DRAM 2389 Academic Cooperative/Production Workshop (odd years)	3
GOVT 2302	American Government II	3
	Humanities Elective-Core Curriculum	3
	Natural Sciences Elective-Core Curriculum	4
	Dance Elective	2

Education

Associate of Arts in Teaching

- **EC-6 Generalist**
- **4-8 Generalist**
- **Grades 8-12**

The Associate of Arts in Teaching (AAT) introduces students to the profession of teaching. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 45 hours of recommended courses from the core curriculum and 15-18 hours in the field of study.

Also required are the Introduction to the Teaching Profession EDUC 1301 and the Introduction to Special Populations EDUC 2301 courses in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take up to 61 hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive a Substitute Teaching Certificate upon completion of EDUC 1301.

EC-6 GENERALIST

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY **16 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
BIOL 1409 General Biology II

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also requires specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The required courses are as follows:

Natural Sciences **8 credits**

PHYS 1415 Physical Science I
PHYS 1417 Physical Science II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

Humanities **3 credits**

ENGL 2341 Introduction to Literature

Visual and Performing Art **3 credits**

ARTS 1301 Art Appreciation

Social and Behavioral Science **3 credits**

ECON 2301 Principles of Economics I-Macro

Field of Study: 16
STC Core Curriculum: 45
Total Credit Hours: 61

EC-6 Generalist

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

EDUC 1301 Introduction to the Teaching Profession 3
COSC 1301 Microcomputer Applications..... 3
HIST 1301 United States History I..... 3
ENGL 1301 Composition..... 3
PHYS 1415 Physical Science I..... 4

SECOND SEMESTER

EDUC 2301 Introduction to Special Populations..... 3
ENGL 1302 Composition II-Rhetoric 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413..... 4
Speech Elective-Core Curriculum 3
PHYS 1417 Physical Science II..... 4

THIRD SEMESTER

Humanities Elective-Core Curriculum (ENGL 2341 Recommended) 3
BIOL 1409 General Biology II 4
GOVT 2301 American Government I..... 3
MATH 1350 Fundamentals of Mathematics I... 3
Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended) 3

FOURTH SEMESTER

GOVT 2302 American Government II..... 3
MATH 1351 Fundamentals of Mathematics II 3
HIST 1302 United States History II..... 3
Social & Behavioral Science Elective-Core Curriculum (ECON 2301 Recommended)..... 3

4-8 GENERALIST

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY **16 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
BIOL 1409 General Biology II

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also requires specific courses be taken within the Core Curriculum in order to meet requirements of area Teacher Preparation Programs. The required courses are as follows:

Natural Sciences **8 credits**
PHYS 1415 Physical Science I
PHYS 1417 Physical Science II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

Humanities **3 credits**
ENGL 2341 Introduction to Literature

Visual and Performing Arts **3 credits**
ARTS 1301 Art Appreciation

Social and Behavioral Science **3 credits**
ECON 2301 Principles of Economics I-Macro

Field of Study: 16
STC Core Curriculum: 45
Total Credit Hours: 61

4-8 Generalist

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
EDUC 1301	Introduction to the Teaching Profession	3
COSC 1301	Microcomputer Applications	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
PHYS 1415	Physical Science I	4

SECOND SEMESTER		
EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II-Rhetoric	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413	4
	Speech Elective-Core Curriculum	3
PHYS 1417	Physical Science II	4

THIRD SEMESTER		
	Humanities Elective-Core Curriculum (ENGL 2341 Recommended)	3
BIOL 1409	General Biology II	4
GOVT 2301	American Government I	3
MATH 1350	Fundamentals of Mathematics I	3
	Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended)	3

FOURTH SEMESTER		
GOVT 2302	American Government II	3
MATH 1351	Fundamentals of Mathematics II	3
HIST 1302	United States History II	3
	Social & Behavioral Science Elective-Core Curriculum (ECON 2301 Recommended)	3

GRADES 8-12

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY **6 Credits**

EDUC 1301 Introduction to the Teaching Profession
EDUC 2301 Introduction to Special Populations

Electives **9 credits**

The student must select 3 electives (9 credits) from their intended content area teaching field/ academic discipline.

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The Associate of Arts in Teaching Degree, Grades 8-12 also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:

Natural Sciences **8 Credits**

PHYS 1415 Physical Science I
PHYS 1417 Physical Science II
or
BIOL 1408 General Biology I
BIOL 1409 General Biology II

The Associate of Arts in Teaching Degree (EC-6, 4-8, EC-12) also recommends specific courses be taken within the Core Curriculum in order to meet requirements of area University Teacher Preparation Programs. The recommended courses are as follows:

Humanities **3 credits**

ENGL 2341 Introduction to Literature

Visual and Performing Arts **3 credits**

ARTS 1301 Art Appreciation

Social and Behavioral Science **3 credits**

ECON 2301 Principles of Economics I-Macro

*Note: Special Education and Physical Education Majors must take BIOL 2401-Anatomy & Physiology I in place of PHYS 1417 Physical Science II or Biology 1409 General Biology II.

**Note: It is recommended that Bilingual Track Teachers take SPAN 1311-Beginning Spanish I for Spanish Speakers-to fulfill the Humanities Elective of the Core Curriculum.

Field of Study: 15
STC Core Curriculum: 45
Total Credit Hours: 60

Grades 8-12

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

EDUC 1301 Introduction to the Teaching Profession 3
Speech Elective-Core Curriculum 3
COSC 1301 Microcomputer Applications..... 3
HIST 1301 United States History I..... 3
ENGL 1301 Composition..... 3

SECOND SEMESTER

EDUC 2301 Introduction to Special Populations 3
Visual & Performing Arts Elective-Core Curriculum (ARTS 1301 Recommended) 3
HIST 1302 United States History II..... 3
ENGL 1302 Composition II-Rhetoric 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413..... 4

THIRD SEMESTER

PHYS 1415 Physical Science I (or BIOL 1408) 4
GOVT 2301 American Government I..... 3
Humanities Elective-Core Curriculum (ENGL 2341 Recommended) 3
Social & Behavioral Sciences Elective-Core Curriculum (ECON 2301 Recommended) 3
Content Area Elective-Field of Study..... 3

FOURTH SEMESTER

PHYS 1417 Physical Science II (or BIOL 1409) 4
GOVT 2302 American Government II..... 3
Content Area Elective-Field of Study..... 3
Content Area Elective-Field of Study..... 3

English

English, Field of Study

Associate of Arts

The field of study curriculum in English transfers as a block leading to an English minor, Bachelor of Arts in General Studies, or a Bachelor of Arts in English. The flexible structure of this field of study provides students an opportunity to explore their own interest in either Literature or Creative Writing, while also providing a firm foundation towards the completion of a minor or major in English.

The course load allows students to complete their minor or major at a four-year institution and have the required number of courses within a teaching discipline (which according to TEA regulations must include 24 credit hours in their teaching discipline to qualify for a teaching position). With a specialization in English, students will be uniquely prepared to succeed in today's competitive job market and will have a variety of employment opportunities available, including such fields as technical writing, editing, and teaching, as well as numerous professions that require effective communication and analytical skills.

ENGLISH *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **17 Credits**

The student is required to take a minimum of 4 courses (12 credits) from the following list of courses:

ENGL 2307 Creative Writing I
ENGL 2308 Creative Writing II
ENGL 2311 Technical Writing
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2342 Studies in Themes and Genres
ENGL 2351 Mexican-American Literature
ENGL 2389 Academic Cooperative in English

Foreign Language

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

Academic Capstone

The student is required to take the following course:

ENGL 2289 English Academic Capstone

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken:

Speech **3 credits**
SPCH 1311 Introduction to Speech Communication

Visual and Performing Arts **3 credits**
ARTS 1301 Music Appreciation OR
DRAM 1310 Drama Appreciation OR
MUSI 1306 Music Appreciation

Humanities **3 credits**
HUMA1301 Introduction to Humanities

Field of Study: 17
STC Core Curriculum: 44-45
Total Credit Hours: 61-62

English

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
ENGL 1301	Composition	3
SPCH 1311	Introduction to Speech Communication	3
HIST 1301	United States History I or HIST 2327	3
	Mathematics Elective-Core Curriculum	3-4
COSC 1301	Microcomputer Applications	3

SECOND SEMESTER		
ENGL 1302	Composition II-Rhetoric	3
HIST 1302	United States History II or HIST 2328	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	Drama Appreciation or ARTS 1301 or MUSI 1306	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
ENGL 2289	English Academic Capstone	2

*Courses to be chosen from Field of Study

Fine Arts

Graphic Arts Concentration, Field of Study

Associate of Arts

The Associate of Arts with a field of study in Graphic Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursing careers in graphic design and other related commercial art fields.

Students are also prepared for successful transfer to upper division colleges and universities.

Music Concentration, Field of Study*

Associate of Arts

The Associate of Arts with Music Concentration will focus on establishing a solid music foundation in music theory, music literature, applied instrumental lessons and participation in various music ensembles in preparation for the completion of the Bachelor of Fine Arts Degree.

It is intended for transferability to higher education institutions by the serious music student wishing to continue his/her study of music while completing the core curriculum course work. Music ensembles are open for participation to the general student body.

**It is recommended that students planning to pursue a Bachelor's degree in Music take 3-4 semesters of ensemble and 3-4 semesters of applied music in their area.*

Visual Arts Concentration, Field of Study

Associate of Arts

The Associate of Arts with a field of study in Fine Arts/Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

Note: All Studio Art courses will satisfy the Visual and Performing Arts component of the core curriculum at STC.

**If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

GRAPHIC ARTS Field of study

ASSOCIATE OF ARTS

Courses of Study **17 Credits**

ARTS 1316 Drawing I..... 3
ARTS 1311 Design I..... 3
ARTS 1317 Drawing II..... 3
ARTS 2348 Digital Art I 3
ARTS 2356 Photography I*..... 3
ARTS 2289 Academic Cooperative..... 2

*NOTE: Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements.

Graphic Arts majors must take Art Survey I & II to fulfill the Humanities and the Visual & Performing Arts component of the core curriculum.

Field of Study: 17
STC Core Curriculum: 44-45
Total Credit Hours: 61-62

Graphic Arts

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition..... 3
Speech Elective-
Core Curriculum..... 3
HIST 1301 United States History I or
HIST 2327..... 3
ARTS 1316 Drawing I..... 3
ARTS 1311 Design I..... 3

SECOND SEMESTER

ENGL 1302 Composition II - Rhetoric 3
HIST 1302 United States History II or
HIST 2328..... 3
Social & Behavioral Sciences
Elective-Core Curriculum..... 3
COSC 1301 Microcomputer Applications..... 3
ARTS 1317 Drawing II..... 3

THIRD SEMESTER

GOVT 2301 American Government I..... 3
Natural Sciences Elective-
Core Curriculum..... 4
Mathematics Elective-
Core Curriculum..... 3-4
ARTS 1303 Art Survey I (Visual & Performing
Arts Core Fulfillment)..... 3
ARTS 2348 Digital Art I 3

FOURTH SEMESTER

GOVT 2302 American Government II..... 3
Natural Sciences Elective-
Core Curriculum..... 4
ARTS 1304 Art Survey II (Humanities Core
Fulfillment) 3
ARTS 2356 Photography I 3
ARTS 2289 Academic Cooperative..... 2

Total Credit Hours:... 61-62

MUSIC CONCENTRATION Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **16 Credits**

Musical Arts Foundation **12 Credits**

MUSI 1311 Music Theory I
MUSI 1312 Music Theory II
MUSI 2311 Music Theory III
MUSI 2312 Music Theory IV

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

****Free Electives** **3 Credits**

The student is required to take a minimum of 3 credit hours from the following list of courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

Piano Class

MUSI 1181 Piano Class I
MUSI 1182 Piano Class II
MUSI 2181 Piano Class III
MUSI 2182 Piano Class IV
MUSI 1290 Electronic Music I
MUSI 1291 Electronic Music II

Voice Class

MUSI 1183 Voice Class I
MUSI 1184 Voice Class II
MUSI 2183 Voice Class III
MUSI 2184 Voice Class IV
MUSI 1258 Opera Workshop

Music Ensembles

MUEN 1121 Band Ensemble
MUEN 1131 Mariachi Ensemble
MUEN 1132 Jazz Ensemble
MUEN 1133 Guitar Ensember
MUEN 1141 Choir Ensemble

Music Theory/Literature

MUSI 1301 Fundamentals of Music
MUSI 1309 Music Literature II

Music Applied Instruments

MUAP 1201 Applied Violin I
MUAP 1202 Applied Viola I
MUAP 1203 Applied Cello I
MUAP 1204 Applied Double Bass I
MUAP 1205 Applied Flute I
MUAP 1206 Applied Clarinet I
MUAP 1207 Applied Saxophone I
MUAP 1208 Applied Trumpet I
MUAP 1209 Applied French Horn I
MUAP 1210 Applied Trombone I
MUAP 1211 Applied Baritone I
MUAP 1212 Applied Oboe I
MUAP 1213 Applied Bassoon I
MUAP 1214 Applied Tuba I
MUAP 1215 Applied Percussion I
MUAP 1216 Applied Guitar I
MUAP 1217 Applied Piano I
MUAP 1218 Applied Voice I
MUAP 2201 Applied Violin III
MUAP 2202 Applied Viola III
MUAP 2203 Applied Cello III
MUAP 2204 Applied Double Bass III
MUAP 2205 Applied Flute III
MUAP 2206 Applied Clarinet III
MUAP 2207 Applied Saxophone III
MUAP 2208 Applied Trumpet III
MUAP 2209 Applied French Horn III
MUAP 2210 Applied Trombone III
MUAP 2211 Applied Baritone III
MUAP 2212 Applied Oboe III
MUAP 2213 Applied Bassoon III
MUAP 2214 Applied Tuba III
MUAP 2215 Applied Percussion III
MUAP 2216 Applied Guitar III
MUAP 2217 Applied Piano III
MUAP 2218 Applied Voice III

MUAP 1221 Applied Violin II
MUAP 1222 Applied Viola II
MUAP 1223 Applied Cello II
MUAP 1224 Applied Double Base II
MUAP 1225 Applied Flute II
MUAP 1226 Applied Clarinet II
MUAP 1227 Applied Saxophone II
MUAP 1228 Applied Trumpet II
MUAP 1229 Applied French Horn II
MUAP 1230 Applied Trombone II
MUAP 1231 Applied Baritone II
MUAP 1232 Applied Oboe II
MUAP 1233 Applied Bassoon II
MUAP 1234 Applied Tuba II
MUAP 1235 Applied Percussion II
MUAP 1236 Applied Guitar II
MUAP 1237 Applied Piano II
MUAP 1238 Applied Voice II
MUAP 2221 Applied Violin IV
MUAP 2222 Applied Viola IV
MUAP 2223 Applied Cello IV
MUAP 2224 Applied Double Bass IV
MUAP 2225 Applied Flute IV
MUAP 2226 Applied Clarinet IV
MUAP 2227 Applied Saxophone IV
MUAP 2228 Applied Trumpet IV
MUAP 2229 Applied French Horn IV
MUAP 2230 Applied Trombone IV
MUAP 2231 Applied Baritone IV
MUAP 2232 Applied Oboe IV
MUAP 2233 Applied Bassoon IV
MUAP 2234 Applied Tuba IV
MUAP 2235 Applied Percussion IV
MUAP 2236 Applied Guitar IV
MUAP 2237 Applied Piano IV
MUAP 2238 Applied Voice IV

STC CORE CURRICULUM **44-45 Credits**

In addition to the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed in pages 83 in the catalog. Music majors must take MUSI 1306–Music Appreciation in order to satisfy the Visual and Performing Arts requirement of the Core Curriculum. Music majors must also take MUSI 1308-Music Literature I in order to satisfy the Humanities requirement of the Core Curriculum.

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

Field of Study: 16
STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Music

Recommended Course Sequence

FIRST YEAR-FALL SEMESTER **Credit Hours**

Speech Elective-Core Curriculum..... 3
HIST 1301 United States History I or HIST 2327..... 3
ENGL 1301 Composition..... 3
MUSI 1311 Music Theory I..... 3
COSC 1301 Microcomputer Applications..... 3

FIRST YEAR-SPRING SEMESTER

HIST 1302 United States History II or HIST 2328..... 3
ENGL 1302 Composition II-Rhetoric..... 3
Social & Behavioral Science Elective-Core Curriculum..... 3
MUSI 1312 Music Theory II..... 3
MUSI 1306 Music Appreciation..... 3

SECOND YEAR-FALL SEMESTER

GOVT 2301 American Government I..... 3
Mathematics Elective-Core Curriculum..... 3-4
Natural Sciences Elective-Core Curriculum..... 4
MUSI 2311 Music Theory III..... 3
*Kinesiology Elective-Field of Study..... 1

SECOND YEAR-SPRING SEMESTER

GOVT 2302 American Government II..... 3
Natural Sciences Elective-Core Curriculum..... 4
MUSI 1308 Music Literature I..... 3
MUSI 2312 Music Theory IV..... 3
**Free Elective-Field of Study..... 3

**Courses to be chosen from Field of Study

VISUAL ARTS CONCENTRATION Field of study

ASSOCIATE OF ARTS

The Associate of Arts with a field of study Fine Arts Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

TSI LIABLE

FIELD OF STUDY 17 Credits

Fine Arts Foundation 14 credits
ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II
ARTS 2289 Academic Cooperative

Fine Arts Elective 3 credits
The student is required to take a minimum of 3 hours from the following list of courses:
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III
ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2341 Art Metals/Jewelry Design I
ARTS 2342 Art Metals/Jewelry Design II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II
ARTS 2348 Digital Art I
ARTS 2349 Digital Art II
ARTS 2356 Photography I*
ARTS 2357 Photography II*

*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

STC CORE CURRICULUM 44-45 Credits
In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. Student must take ARTS 1303-Art Survey I to fulfill the Visual and Performing Arts Elective. Students must take ARTS 1304-Art Survey II to fulfill the Humanities Elective.

Field of Study: 17
STC Core Curriculum: 44-45
Total Credit Hours: 61-62

Visual Arts
Recommended Course Sequence

FIRST YEAR-FALL SEMESTER Credit Hours
Speech Elective-Core Curriculum 3
HIST 1301 United States History I or HIST 2327 3
ENGL 1301 Composition 3
ARTS 1316 Drawing I 3
ARTS 1311 Design I 3

FIRST YEAR-SPRING SEMESTER
HIST 1302 United States History II or HIST 2328 3
COSC 1301 Microcomputer Applications 3
ENGL 1302 Composition II-Rhetoric 3
Social & Behavioral Science Elective-Core Curriculum 3
ARTS 1317 Drawing II 3

SECOND YEAR-FALL SEMESTER
GOVT 2301 American Government I 3
Mathematics Elective-Core Curriculum 3-4
Natural Sciences Elective-Core Curriculum 4
ARTS 1312 Design II 3
ARTS 1303 Art Survey I 3

SECOND YEAR-SPRING SEMESTER
GOVT 2302 American Government II 3
Natural Sciences Elective-Core Curriculum 4
Elective-Field of Study 3
ARTS 1304 Art Survey II 3
ARTS 2289 Academic Cooperative 2

*Courses to be chosen from Field of Study

History

History, Field of Study

Associate of Arts

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, museums, archives, government, law school, journalism and other related areas.

Instruction in History promotes reading, writing, and critical thinking, as well as development of awareness of how the past has shaped the present. The History program has a foreign language requirement attached to it that will complete most four-year institution requirements.

HISTORY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 18-19 Credits
The student is required to take the following 6 courses (18 credits):
Note: HIST 1301 & HIST 1302 must be taken prior to taking HIST 2321 & HIST 2322.
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HIST 2327 Mexican American History I
HIST 2328 Mexican American History II
HIST 2381 African American History
HIST 2389 Academic Cooperative

***Kinesiology Elective**
The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective when a 3 credit math course is elected.

STC CORE CURRICULUM 44-45 Credits
In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:

Humanities 3 credits
PHIL 2307 Introduction to Social and Political Philosophy

Social and Behavioral Sciences 3 credits
HIST 2301 Texas History

Field of Study: 18-19
STC Core Curriculum: 44-45
Total Credit Hours: 62-64

History
Recommended Course Sequence

FIRST SEMESTER Credit Hours
Speech Elective-Core Curriculum 3
HIST 1301 United States History I 3
ENGL 1301 Composition 3
COSC 1301 Microcomputer Applications 3
HIST 2381 African American History 3

SECOND SEMESTER
HIST 1302 United States History II 3
ENGL 1302 Composition II-Rhetoric 3
Mathematics Elective-Core Curriculum 3-4
*Kinesiology Elective-Field of Study (if needed) 1
PHIL 2307 Introduction to Social and Political Philosophy 3
Visual & Performing Arts Elective-Core Curriculum 3

THIRD SEMESTER
GOVT 2301 American Government I 3
HIST 2327 Mexican American History I 3
HIST 2321 World Civilizations I 3
Natural Sciences Elective-Core Curriculum 4
HIST 2301 Texas History 3

FOURTH SEMESTER
GOVT 2302 American Government II 3
HIST 2322 World Civilizations II 3
HIST 2328 Mexican American History II 3
Natural Sciences Elective-Core Curriculum 4
HIST 2389 CAPSTONE: Academic Cooperative 3

Interdisciplinary Studies

Interdisciplinary Studies, Field of Study

Associate of Arts

The Associate of Arts Degree field of study in Interdisciplinary Studies provides students with a broad-based education in "college basics" that promotes critical thinking skills and allows for an opportunity to make an informed choice in educational preferences.

The program offers transferable field of study selections in arts and humanities, social sciences, natural sciences, computer applications, and mathematics. This field of study is an excellent transfer program that can be used towards the successful completion of a Baccalaureate Degree in any field.

INTERDISCIPLINARY STUDIES *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

***FIELD OF STUDY 16 Credits**

The student is required to take a minimum of 16 credit hours. The 16 credit hours must include a one credit hour Kinesiology activity class. The Field of Study courses must be chosen from two (2) or more AA or AS field of study options listed in the catalog. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

Interdisciplinary Studies
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
COSC 1301	Microcomputer Applications	3
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
	* Elective-Field of Study	3
SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
	*Elective-Field of Study	3
	*Kinesiology Elective-Field of Study	1
THIRD SEMESTER		
	Mathematics Elective-Core Curriculum	3-4
	Natural Sciences Elective-Core Curriculum	4
	Social & Behavioral Science Elective-Core Curriculum	3
	* Elective-Field of Study	3
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 from Field of Study

Kinesiology

The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology 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 2010-2011 calendar is $55.00 per course.

Physical Activities:

KINE 1100 Fitness Walking
KINE 1101 Fitness and Motor Development I
KINE 1103 Weight Training & Conditioning I
KINE 1104 Weight Training & Conditioning II
KINE 1105 Badminton I
KINE 1107 Basketball I
KINE 1109 Bowling I
KINE 1110 Bowling II
KINE 1111 Flag Football I
KINE 1113 Golf I
KINE 1114 Golf II
KINE 1115 Karate I
KINE 1116 Karate II
KINE 1119 Racquetball I
KINE 1120 Racquetball II
KINE 1121 Soccer I
KINE 1123 Softball I
KINE 1125 Swimming I
KINE 1126 Swimming II
KINE 1127 Tennis I
KINE 1128 Tennis II
KINE 1129 Volleyball I
KINE 1131 Yoga & Flexibility Training
KINE 1132 Self Defense & Personal Safety
KINE 1133 Outdoor Adventure Training
KINE 1144 Fitness and Wellness I
KINE 1149 Team Sports I
KINE 1150 Team Sports II
KINE 1210 Aerobic Dance I
KINE 1211 Aerobic Dance II
KINE 1251 Beginning Scuba
KINE 1252 Advanced Scuba
KINE 1253 Lifeguard Training
KINE 2255 Water Safety Instructor

Dance:

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

Lecture Courses:

KINE 1301 Introduction to Kinesiology
KINE 1304 Personal Health & Wellness
KINE 1305 Community & Environmental Health
KINE 1306 First Aid & Safety
KINE 1308 Sports Officiating I
KINE 1309 Sports Officiating II
KINE 1321 Techniques of Coaching Sports I
KINE 1322 Techniques of Coaching Sports II
KINE 1331 Kinesiology for Elementary School
KINE 1336 Introduction to Recreation
KINE 1346 Drug Use & Abuse in Society

KINESIOLOGY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **19-22 Credits**

All students must take the following five courses (10 credit hours):

KINE 1125 Swimming I
KINE 1301 Introduction to Kinesiology
KINE 1306 First Aid and Safety
KINE 1338 Concepts of Physical Fitness

Certified Track: Majors planning to pursue teacher certification must take Area 1, 2, 3, and 4 listed below for a total of 12 credit hours.

Non-Certified Track: Majors not planning to pursue teacher certification must take Area 1, 2 and 4 listed below for a total of 9 credit hours.

Area 1: Team Sports

Select 3 courses (3 credits) from this area.

KINE 1107 Basketball I
KINE 1111 Flag Football I
KINE 1121 Soccer I
KINE 1129 Volleyball I
KINE 1123 Softball

Area 2: Individual Sports

Select 3 courses (3 credits) from this area.

KINE 1103 Weight Training I
KINE 1105 Badminton I
KINE 1109 Bowling I
KINE 1113 Golf I
KINE 1115 Karate I
KINE 1119 Racquetball I
KINE 1127 Tennis I

Area 3: Movements Arts

KINE 1333 Rhythm Skills

Area 4: Outdoor Education

KINE 1336 Introduction to Recreation Activities

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Kinesiology Majors must take BIOL 2401 - Anatomy and Physiology I, and BIOL 2402 - Anatomy and Physiology II to fulfill the Natural Sciences component of the Core Curriculum.

Field of Study: 19-22
STC Core Curriculum: 44-45

Total Credit Hours: 63-66

Kinesiology

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
COSC 1301	Microcomputer Applications	3
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
KINE 1338	Concepts of Physical Fitness	3
	*Kinesiology Elective Area 1-Field of Study	1

SECOND SEMESTER		
KINE 1306	First Aid and Safety	3
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
	*Kinesiology Elective Area 2-Field of Study	1

THIRD SEMESTER		
	Mathematics Elective-Core Curriculum	3-4
BIOL 2401	Antatomy & Physiology I	4
KINE 1301	Introduction to Kinesiology	3
KINE 1125	Swimming I	1
	*Kinesiology Elective Area 4-Field of Study	3
	*Kinesiology Elective Area 2-Field of Study	1
	*Kinesiology Elective Area 1-Field of Study	1

FOURTH SEMESTER		
GOVT 2302	American Government II	3
BIOL 2402	Anatomy & Physiology II	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
	*Kinesiology Elective Area 3-Field of Study-Certified Track Only	3

*Courses to be chosen for Field of Study

Language and Cultural Studies

Language and Cultural Studies, Field of Study

Associate of Arts

Concentration: American Sign Language
Concentration: Bilingual/Bicultural Studies
Concentration: Spanish
Concentration: Spanish/English Translation

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or more of the following concentrations: Spanish, Bilingual/Bicultural Studies, Spanish/English Translation and American Sign Language.

AMERICAN SIGN LANGUAGE CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **16 Credits**

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

SGNL 1301 Beginning American Sign Language I
SGNL 1302 Beginning American Sign Language II
SGNL 2301 Intermediate American Sign Language I
SGNL 2302 Intermediate American Sign Language II
PHIL 2306 Introduction to Ethics

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16
STC Core Curriculum: 44-45

Total Credit Hours: 60-61

American Sign Language Concentration

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

COSC 1301 Microcomputer Applications 3
Speech Elective-Core Curriculum 3
HIST 1301 United States History I or HIST 2327 3
ENGL 1301 Composition 3
SGNL 1301 Beginning American Sign Language I 3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328 3
ENGL 1302 Composition II-Rhetoric 3
GOVT 2301 American Government I 3
Visual & Performing Arts Elective-Core Curriculum 3
SGNL 1302 Beginning American Sign Language II 3

THIRD SEMESTER

Mathematics Elective-Core Curriculum 3-4
Natural Sciences Elective-Core Curriculum 4
Social & Behavioral Science Elective-Core Curriculum 3
SGNL 2301 Intermediate American Sign Language I 3
*Kinesiology Elective-Field of Study 1

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

BILINGUAL/BICULTURAL STUDIES CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16-18 Credits
The student is required to take 2 courses (6-8 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers

or

SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
SPAN 1412 Beginning Spanish II for Non-Spanish Speakers

The student is required to take the following 2 courses (6 credits):

SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II

***Kinesiology Elective**
The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

**The student is required to take 3 credits from the following list:

EDUC 1301 Introduction to the Teaching Profession
EDUC 1325 Principles and 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 and Political Philosophy

STC CORE CURRICULUM 44-45 Credits
In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16-18
STC Core Curriculum: 44-45
Total Credit Hours: 60-63

Bilingual/Bicultural Studies Concentration
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
COSC 1301	Microcomputer Applications	3
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
SPAN 1311	Beginning Spanish I for Spanish Speakers or SPAN 1411	3-4

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
SPAN 1312	Beginning Spanish II for Spanish Speakers or SPAN 1412	3-4

THIRD SEMESTER		
	Mathematics Elective-Core Curriculum	3-4
	Natural Sciences Elective-Core Curriculum	4
	Social & Behavioral Science Elective-Core Curriculum	3
SPAN 2311	Intermediate Spanish I	3
	*Kinesiology Elective-Field of Study	1

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 from Field of Study

SPANISH CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16-18 Credits

The student is required to take 2 courses (6-8 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I for Spanish Speakers
SPAN 1312 Beginning Spanish II for Spanish Speakers

or

SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
SPAN 1412 Beginning Spanish II for Non-Spanish Speakers

The student is required to take the following 2 courses (6 credits):

SPAN 2311 Intermediate Spanish I
SPAN 2312 Intermediate Spanish II

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

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

SPAN 2321 Introduction to Spanish Literature I
SPAN 2322 Introduction to Spanish Literature II
SPAN 2323 Introduction to Latin American Literature
SPAN 2324 Spanish Culture
PHIL 1301 Introduction to Philosophy
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction To Social and Political Philosophy
HUMA 1301 Introduction to the Humanities I
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
EDUC 1301 Introduction to the Teaching Profession
EDUC 1325 Principles & Practices of Multicultural Education

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16-18
STC Core Curriculum: 44-45
Total Credit Hours: 60-63

Spanish Concentration
Recommended Course Sequence

FIRST SEMESTER Credit Hours

COSC 1301 Microcomputer Applications 3
Speech Elective-Core Curriculum 3
HIST 1301 United States History I or HIST 2327 3
ENGL 1301 Composition 3
SPAN 1311 Beginning Spanish I for Spanish Speakers or SPAN 1411 3-4

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328 3
ENGL 1302 Composition II-Rhetoric 3
GOVT 2301 American Government I 3
Visual & Performing Arts Elective - Core Curriculum 3
SPAN 1312 Beginning Spanish II for Spanish Speakers or SPAN 1412 3-4

THIRD SEMESTER

Mathematics Elective-Core Curriculum 3-4
Natural Sciences Elective-Core Curriculum 4
Social & Behavioral Science Elective-Core Curriculum 3
SPAN 2311 Intermediate Spanish I 3
*Kinesiology Elective-Field of Study 1

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 from Field of Study

SPANISH/ENGLISH TRANSLATION CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

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 (for translators)
SPAN 2316 Career Spanish I (for translators)
SPAN 2317 Career Spanish II (for translators)
SPAN 2389 Academic Cooperative (for translators)

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 17
STC Core Curriculum: 44-45
Total Credit Hours: 61-62

Spanish/English Translation Concentration
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
COSC 1301	Microcomputer Applications	3
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
SPAN 1505	Intensive Beginning Spanish	5

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
SPAN 2311	Intermediate Spanish I (for translators)	3

THIRD SEMESTER		
	Mathematics Elective-Core Curriculum	3-4
	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

Mexican-American Studies

Mexican-American Studies, Field of Study

Associate of Arts

This program is intended to both help instill a sense of cultural pride in those Hispanics who take the field of study, as well as an appreciation for the evolution of Mexican American culture for those who do not come from this background.

This program provides the historical and cultural curriculum to install confidence and respect for the processes that have combined to create the modern Mexican American.

MEXICAN-AMERICAN STUDIES *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY		**18 Credits**
GOVT 2311	Mexican American Politics	
ENGL 2351	Mexican-American Literature	
HIST 1301	United States History I or HIST 1302 United States History II	
SPAN 2312	Intermediate Spanish II or SPAN 1312 Beginning Spanish II for Spanish Speakers	
HUMA 1305	Introduction to Mexican American Studies	
HUMA 1311	Mexican-American Fine Arts Appreciation	

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of the Mexican-American Studies Program:

Humanities		**3 credits**
PHIL 1301	Introduction to Philosophy	

History		**6 credits**
HIST 2327	Mexican American History I	
HIST 2328	Mexican American History II	

Field of Study: 18
STC Core Curriculum: 44-45
Total Credit Hours: 62-63

Mexican-American Studies
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
SPAN 2312	Intermediate Spanish II or SPAN 1312***	3
COSC 1301	Microcomputer Applications	3
HIST 2327	Mexican American History I	3
	Social & Behavioral Science Elective-Core Curriculum	3
HUMA 1305	Introduction to Mexican American Studies	3

SECOND SEMESTER		
HIST 2328	Mexican American History II	3
ENGL 1301	Composition	3
	Mathematics Elective-Core Curriculum	3-4
PHIL 1301	Introduction to Philosophy	3
	Visual & Performing Arts Elective-Core Curriculum	3

THIRD SEMESTER		
GOVT 2301	American Government I	3
GOVT 2311	Mexican-American Politics	3
ENGL 1302	Composition II-Rhetoric	3
	Natural Sciences Elective-Core Curriculum	4
HUMA 1311	Mexican-American Fine Arts Appreciation	3

FOURTH SEMESTER		
GOVT 2302	American Government II	3
HIST 1301	United States History I or HIST 1302	3
ENGL 2351	Mexican-American Literature	3
	Natural Sciences Elective-Core Curriculum	4
	Speech Elective-Core Curriculum	3

***Please refer to catalog for course prerequisites

Philosophy

Philosophy, Field of Study
Associate of Arts

The Associates of Arts degree with a field of study in Philosophy is designated for students planning to transfer to a baccalaureate degree in Philosophy or Liberal Arts at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major or minor in Philosophy to transfer to four-year institutions with substantial course work completed.

Completing a Philosophy program can expand opportunities in teaching, law school, and other related areas while teaching lifetime skills of analysis and multicultural reasoning. The Philosophy program has a foreign language requirement attached to it that will complete most four-year institution requirements.

PHILOSOPHY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **15-16 Credits**

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

PHIL 2306 Introduction to Ethics

The student is required to take three of the following Philosophy elective courses (9 credits):

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

The student is required to take an additional Philosophy elective course from the above list, or one of the following courses (3 credits):

ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
ENGL 2341 Introduction to Literature
ENGL 2351 Mexican American Literature

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective when a 3 credit math course is elected.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Philosophy programs:

Humanities 3 credits

PHIL 1301 Introduction to Philosophy

Field of Study: 15-16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

Philosophy
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
	*Kinesiology Elective-Field of Study (if needed)	1
SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Mathematics Elective - Core Curriculum	3-4
PHIL 1301	Introduction to Philosophy	3
	Visual & Performing Arts Elective-Core Curriculum	3
THIRD SEMESTER		
GOVT 2301	American Government I	3
	*Philosophy Elective	3
PHIL 2306	Introduction to Ethics	3
	Natural Sciences Elective-Core Curriculum	4
	*Philosophy Elective	3
FOURTH SEMESTER		
GOVT 2302	American Government II	3
	*Philosophy Elective	3
	Natural Sciences Elective-Core Curriculum	4
	Social & Behavioral Science Elective-Core Curriculum	3
	*Philosophy Elective	3

*Courses to be chosen from Field of Study

Political Science

Political Science Field of Study

Associate of Arts

The Associate of Arts degree with a field of study in Political Science is designated for students planning to transfer to a baccalaureate degree program in Political Sciences or related field at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major in Political Science, Public Affairs, or Public Administration to transfer to four-year institutions.

The Political Science program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing the Political Science can expand opportunities in teaching, law school, and other related areas of public policy

POLITICAL SCIENCE

Field of Study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **15-18 Credits**

The student is required to take the following courses (6 credits):

GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican American Politics

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

HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
ECON 2301 Principles of Economics I-Macro
PSYC 2317 Statistical Methods in Psychology
MATH 1442 Statistics

The student is required to take two semesters (6-8 credits) of modern foreign language.

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Political Science majors must take MATH 1414-College Algebra, MATH 1442-Statistics, MATH 2412-Precalculus and Trigonometry, or MATH 2413-Calculus I to fulfill the Mathematics component of the Core Curriculum. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:

Humanities **3 credits**

PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 15-18
STC Core Curriculum: 45
Total Credit Hours: 60-63

Political Science
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

Speech Elective-Core Curriculum 3
HIST 1301 United States History I or HIST 2327 3
ENGL 1301 Composition 3
COSC 1301 Microcomputer Applications 3
GOVT 2301 American Government I 3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328 3
ENGL 1302 Composition II-Rhetoric 3
MATH 1414 College Algebra or MATH 1442 or MATH 2412 or MATH 2413 4
GOVT 2302 American Government II 3
Visual & Performing Arts Elective-Core Curriculum 3

THIRD SEMESTER

GOVT 2304 Introduction to Political Science ... 3
Elective-Field of Study 3-4
GOVT 2311 Mexican American Politics 3
Natural Sciences Elective-Core Curriculum 4
*Modern Language Elective-Field of Study 3-4

FOURTH SEMESTER

PHIL 2307 Introduction to Social & Political Philosophy 3
Natural Sciences Elective-Core Curriculum 4
Social & Behavioral Science Elective-Core Curriculum 3
*Modern Language Elective-Field of Study 3-4

*Courses to be chosen from Field of Study

Psychology

Psychology, Field of Study

Associate of Arts

Psychology is the scientific study of behavior and mental processes. Some of the many areas of interest to psychologists include neuroscience, sensation and perception, memory, cognition, language, intelligence, consciousness, developmental psychology, personality, psychological disorders, group behavior, counseling, education, work, and emotions.

The Associate of Arts (A.A.) in Psychology is an excellent transfer program since the core curriculum parallels the first two years of most four-year psychology degrees. The Psychology degree offers students an opportunity to become familiar with the different fields of Psychology, which will enable them to make an informed choice on how to continue their careers.

Those who are interested in Psychology are interested in personal growth, counseling and other mental health services, or fields that involve individual human interaction such as retail, advertising, human services, education, personnel resources, business, service industries, health, the biological sciences, computer programming, and public relations.

TSI LIABLE

FIELD OF STUDY **15-16 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

PSYCHOLOGY CONCENTRATION:

The student is required to take the following 4 courses (12 credits):

PSYC 2301 General Psychology
PSYC 2307 Adolescent Psychology
PSYC 2317 Statistical Methods in Psychology .
SOCI 1301 Introductory Sociology

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

ANTH 2301 Physical Anthropology
ANTH 2351 Cultural Anthropology
PSYC 2306 Human Sexuality
PSYC 2314 Lifespan Growth & Development
SOCI 2301 Marriage and the Family
SOCI 1306 Contemporary Social Problems

Free Elective **1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

PSYCHOLOGY *Field of Study*

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
PSYC 2301	General Psychology	3

SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
SOCI 1301	Introductory Sociology	3
	Visual & Performing Arts Elective-Core Curriculum	3
	Social & Behavioral Science Elective-Core Curriculum	3

THIRD SEMESTER		
GOVT 2304	Introduction to Political Science	3
	Elective-Field of Study	3
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
	*Free Elective-Field of Study (if required)	1

*Courses to be chosen from Field of Study

Social Work

Social Work, Field of Study
Associate of Arts

Social workers provide advice, advocacy, and support to people with personal and social problems. They also help with community and social problems.

Social work is a profession devoted to helping people function the best they can in their environment. This can mean providing direct services or therapy directly to people, or working for change to improve social conditions.

The Associate of Arts (A.A.) in Social Sciences is an excellent transfer program since the core curriculum parallels the first two years of most four-year social science degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

TSI LIABLE

FIELD OF STUDY **15-16 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Social Work Concentration:

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

SOCW2361 Introduction to Social Work
SOCW2362 Social Welfare as a Social Institution
PSYC 2301 General Psychology
SOCI 1301 Introductory Sociology
PSCY 2317 Statistical Methods in Psychology

Free Elective **1 Credit Minimum**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. Students in the Social Work Field of Study must take SOCI 2301-Marriage and the Family to fulfill the Social/Behavioral Sciences Elective Option in the Core Curriculum.

Field of Study: 15-16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

SOCIAL WORK *Field of Study*

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
PSYC 2301	General Psychology	3
SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Humanities Elective-Core Curriculum	3
	Visual & Performing Arts Elective-Core Curriculum	3
SOCI 1301	Introductory Sociology	3
THIRD SEMESTER		
GOVT 2301	American Government I	3
	Mathematics Elective-Core Curriculum	3-4
SOCW2361	Introduction to Social Work	3
SOCI 2301	Marriage and the Family	3
	Natural Sciences Elective-Core Curriculum	4
FOURTH SEMESTER		
GOVT 2302	American Government II	3
PSYC 2317	Statistical Methods in Psychology	3
SOCW 2362	Social Welfare as a Social Institution	3
	Natural Sciences Elective-Core Curriculum	4
	*Free Elective-Field of Study (if required)	1

Sociology

Sociology, Field of Study
Associate of Arts

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociologists study how deviance, crime, marriage, family, politics, education, race, gender, and religion affect individuals.

The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few fields have such broad scope and relevance for research, theory and application of knowledge.

Sociology is an excellent transfer program. Since the study of Sociology covers the basic structures of human society with its cultures and stratifications, it is a popular major among those who want to enter career fields that address social change and social support such as human resources, human services, public relations, government agencies and any other institution that requires knowledge of social science research.

TSI LIABLE

FIELD OF STUDY 15-16 Credits
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Sociology Concentration:
The student is required to take the following 4 courses (12 credits):
SOCI 1301 Introductory Sociology
SOCI 1306 Contemporary Social Problems
SOCI 2301 Marriage and the Family
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 & Development
PSYC 2317 Statistical Methods in Psychology
PSYC 2319 Social Psychology
SOCI 2319 Minority Studies

Free Elective 1 Credit Minimum
Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits
In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

SOCIOLOGY *Field of Study*

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective-Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
SOCI 1301	Introductory Sociology	3
SECOND SEMESTER		
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
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
	Mathematics Elective-Core Curriculum	3-4
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
	*Free Elective-Field of Study (if required)	1

*Course to be chosen from the Field of Study

Division of

Math and Science

Biology 187
- Biology, Field of Study (Associate of Science) 187

Chemistry 188
- Chemistry, Field of Study (Associate of Science) 188

Computer Science 189
- Computer Information Systems, Field of Study (Associate of Science) 190
- Computer Science, Field of Study (Associate of Science) 191

Engineering 192
- Engineering, Field of Study (Associate of Science) 193

Mathematics 194
- Mathematics, Field of Study (Associate of Science) 194

Physics 195
- Physics, Field of Study (Associate of Science) 195

Pre-Pharmacy 196
- Pre-Pharmacy, Field of Study (Associate of Science) 196

http://ms.southtexascollege.edu/

Biology

Biology, Field of Study

Associate of Science

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post-graduate degree.

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

BIOLOGY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY			**16 Credits**
BIOL	1408	General Biology I	
BIOL	1409	General Biology II	
BIOL	2401	Anatomy & Physiology I OR	
BIOL	2428	Comparative Vertebrate Anatomy	
CHEM	2423	Organic Chemistry I	

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. **Biology majors must take CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II in order to satisfy the Natural Sciences requirements of the core curriculum. Biology majors must also take MATH 1414-College Algebra or higher- to fulfill the Mathematics component of the core curriculum.**

Field of Study: 16
STC Core Curriculum: 45

Total Credit Hours: 61

Biology

Recommended Course Sequence

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

SECOND SEMESTER			
ENGL	1302	Composition II-Rhetoric	3
COSC	1301	Microcomputer Applications	3
BIOL	1409	General Biology II	4
CHEM	1412	General Chemistry II	4
		Speech Elective-Core Curriculum	3

THIRD SEMESTER			
HIST	1301	United States History I or HIST 2327	3
GOVT	2301	American Government I	3
		Visual & Performing Arts Elective-Core Curriculum	3
		Social & Behavioral Science Elective-Core Curriculum	3
BIOL	2401	Anatomy and Physiology I or BIOL 2428	4

FOURTH SEMESTER			
HIST	1302	United States History II or HIST 2328	3
GOVT	2302	American Government II	3
		Humanities Elective-Core Curriculum	3
CHEM	2423	Organic Chemistry I	4

Chemistry

Chemistry, Field of Study
Associate of Science

The Associate of Science degree with a field of study in Chemistry offers students the opportunity to take a core curriculum of general education with an emphasis in Chemistry.

Chemistry students have a wide choice of careers in many different scientific and technical fields. The student should bear in mind that many of the career areas will require training beyond the Associate of Science degree and in some cases a post-graduate degree:

Career fields available to Chemistry students:
- Biochemistry
- Chemical Engineering
- Civil Engineering
- Education, secondary and post-secondary
- Environmental Science
- Forensic Science
- Medical Technology
- Mineral Processing
- Molecular Biology
- Oil Refining
- Petroleum Engineering
- Pharmacy
- Plastics manufacturing
- Water Treatment

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various chemistry fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Entering students, please note completing College Algebra, Math1414, will satisfy this degree plan. However, since most Chemistry programs will require Calculus I, Math 2413, students are strongly encouraged to also complete Pre-calculus Algebra and Trigonometry (MATH 2412) before transferring. In order for entering students to take MATH 2412 without first completing Math 1414, they must have a minimum score of 100 on the Elementary Algebra ACCUPLACER, or a minimum score of 75 on the College Level Mathematics ACCUPLACER, or a minimum score of 280 on the Math portion of the THEA exam.

CHEMISTRY *Field of Study*

ASSOCIATE OF SCIENCE

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FIELD OF STUDY **16 Credits**
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II

STC CORE CURRICULUM **45 Credits**
In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Chemistry majors must take the sequence PHYS 1401-College Physics I and PHYS 1402-College Physics II or the sequence BIOL 1408-General Biology I and BIOL 1409-General Biology II in order to satisfy the Natural Sciences requirement of the core curriculum. Chemistry majors must also take MATH 1414-College Algebra or higher to meet the Mathematics component of the Core Curriculum.

Field of Study: 16
STC Core Curriculum: 45
Total Credit Hours: 61

Chemistry
Recommended Course Sequence

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

SECOND SEMESTER		
HIST 1301	United States History I or HIST 2327	3
ENGL 1302	Composition II-Rhetoric	3
	Social & Behavioral Science Elective-Core Curriculum	3
CHEM 1412	General Chemistry II	4
	Speech Elective- Core Curriculum	3

THIRD SEMESTER		
	Visual & Performing Arts Elective-Core Curriculum	3
HIST 1302	United States History II or HIST 2328	3
GOVT 2301	American Government I	3
PHYS 1401	College Physics I or BIOL 1408	4
CHEM 2423	Organic Chemistry I	4

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 Field of Study

Associate of Science

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 STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Field of Study

Associate of Science

This program is designed for students who plan to 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 STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities

Computer Science

The Bureau of Labor Statistics estimates that through the year 2012 some computer-related occupations will be some of the fastest growing occupations increasing by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent technical talent to fulfill their needs. Some disciplines under Computer Science include:

- Computer Programmer
- Programmer Analyst
- Software Engineers
- Computer and Information Scientist
- Computer Hardware Engineers

Computer Information Systems

The Bureau of Labor Statistics estimates that through the year 2012, computer-related employment in such areas as Computer Systems Analysts, Database Administrators, and Computer and Information Systems Managers will increase by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent talent to fulfill their needs. Some disciplines under Computer Information Systems include the above mentioned as well as:

- Applications Programmers
- Computer Support Specialist
- Information Security Coordinator
- Network and Computer Systems Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

Academic Advisement

Students are assigned to an advisor in the department upon declaring a major in Computer Science. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

COMPUTER INFORMATION SYSTEMS

Field of Study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **17 Credits**

COSC 1315 Fundamentals of Programming
COSC 1430 Computer Programming
BCIS 1332 Cobol Programming
BCIS 2332 Advanced Cobol Programming
ACCT 2401 Principles of Financial Accounting

STC CORE CURRICULUM **45 Credits**

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Computer Information Systems majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum. Computer Science majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. It is recommended that Computer Information Systems majors take PHIL 2303-Introduction to Logic to fulfill the Humanities Elective component of the Core Curriculum.

Field of Study: 17
STC Core Curriculum: 45
Total Credit Hours: 62

Computer Information Systems

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

	Speech Elective- Core Curriculum	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413	4

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
ACCT 2401	Principles of Financial Accounting	4
COSC 1315	Fundamentals of Programming	3

THIRD SEMESTER

GOVT 2301	American Government I	3
ECON 2301	Principles of Economics I-MACRO	3
	Natural Sciences Elective-Core Curriculum	4
COSC 1430	Computer Programming	4
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

***Recommended: PHIL 2303-Introduction to Logic

COMPUTER SCIENCE *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **16 credits**

COSC 1337 Fundamentals of Programming II
COSC 2336 Fundamentals of Programming III
COSC 2325 Computer Organization and Machine Language
COSC 2330 Advanced Structured Language
MATH 2412 Precalculus and Trigonometry OR
MATH 2413 Calculus I

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. **Computer Science majors must take MATH 1414-College Algebra to fulfill the Mathematics component of the Core Curriculum. Students must also take COSC 1336 to fulfill the Computer Science component of the Core Curriculum.**

Field of Study: 16
STC Core Curriculum: 45
Total Credit Hours: 61

Computer Science
Recommended Course Sequence

FIRST YEAR-FALL SEMESTER **Credit Hours**

HIST 1301 United States History I or HIST 2327 3
ENGL 1301 Composition..... 3
MATH 1414 College Algebra 4
COSC 1336 Programming Fundamentals I..... 3

FIRST YEAR-SPRING SEMESTER

HIST 1302 United States History II or HIST 2328 3
ENGL 1302 Composition II-Rhetoric..... 3
Natural Sciences Elective-Core Curriculum..... 4
COSC 1337 Programming Fundamentals II 3
GOVT 2301 American Government I..... 3

SECOND YEAR-FALL SEMESTER

Speech Elective- Core Curriculum 3
Social & Behavioral Science Elective-Core Curriculum..... 3
Natural Sciences Elective-Core Curriculum 4
COSC 2336 Programming Fundamentals III ... 3
MATH 2412 Precalculus and Trigonometry or MATH 2413..... 4

SECOND YEAR-SPRING SEMESTER

GOVT 2302 American Government II..... 3
COSC 2330 Advanced Structured Languages..... 3
COSC 2325 Computer Organization and Machine Language 3
Visual & Performing Arts Elective-Core Curriculum..... 3
Humanities Elective-Core Curriculum..... 3

Engineering

Engineering, Field of Study

Associate of Science

The Associate of Science degree with a field of study in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis on Engineering.

At the present time, a high percentage of all the technical and managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in all engineering disciplines such as:

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

This listing closely parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline below should be closely followed if one hopes to complete the program in a timely manner and to smoothly transition to a four-year institution.

Entering students, please note that the first semester suggests Pre-calculus and Trigonometry (MATH 2412). In order for entering students to take MATH 2412, they must have a minimum score of 100 on the Elementary Algebra ACCUPLACER, or a minimum score of 75 on the College Level Mathematics ACCUPLACER, or a minimum score of 280 on the Math portion of the THEA exam. Otherwise, it is recommended that students take the prerequisite College Algebra (MATH 1414) the summer prior to the start of the fall semester. In addition, students with particularly strong math backgrounds have the option of taking the CLEP exam for MATH 2412.

It is also recommended that students complete MATH 2415-Calculus III and MATH 2420-Differential Equations before transferring to a four-year program, as these courses are prerequisites for many junior and senior level engineering courses.

You should contact your transferring institution to check for the transferability of these courses.

ENGINEERING *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **21 Credits**

All engineering students (17 credits):
MATH 2413 Calculus I
MATH 2414 Calculus II
ENGR 1101 Introduction to Engineering
ENGR 1204 Engineering Graphics
ENGR 2301 Statics
ENGR 2302 Dynamics

Field of Study Electives (Choose 1):
ENGR 2430 Digital Systems Engineering I (Recommended for electrical or computer engineering tracks)
CHEM 1411 General Chemistry I (Recommended for most other engineering tracks)

STC CORE CURRICULUM **45 credits**
In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. **Engineering majors must take PHYS 2425-University Physics I & PHYS 2426-University Physics II to fulfill the Natural Sciences component of the Core Curriculum. Engineering majors must take MATH 2412-Precalculus and Trigonometry to fulfill the Mathematics component of the Core Curriculum. Engineering majors must take COSC 1336-Fundamentals of Programming I to fulfill the Computer Science component of the Core Curriculum. Engineering majors are recommended to take ECON 2301-Principles of Economics I to fulfill the Social and Behavioral Science component of the Core Curriculum.**

Field of Study: 21
STC Core Curriculum: 45
Total Credit Hours: 66

Engineering
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1306	Fundamentals of Programming I	3
MATH 2412	Precalculus and Trigonometry*	4
ENGR 1101	Introduction to Engineering	1
SECOND SEMESTER		
ENGL 1302	Composition II-Rhetoric	3
	Visual & Performing Arts Elective-Core Curriculum	3
MATH 2413	Calculus I	4
ENGR 2430	Digital Systems Engineering I or CHEM 1411	4
ENGR 1204	Engineering Graphics	2
FIRST YEAR-SUMMER		
HIST 1302	United States History II or HIST 2328	3
PHYS 2425	University Physics I	4
THIRD SEMESTER		
	Speech Elective-Core Curriculum	3
GOVT 2301	American Government I	3
ENGR 2301	Statics	3
MATH 2414	Calculus II	4
	Humanities Elective-Core Curriculum	3
FOURTH SEMESTER		
GOVT 2302	American Government II	3
ENGR 2302	Dynamics	3
PHYS 2426	University Physics II	4
	Social & Behavioral Science Elective-Core Curriculum	3
MATH 2415	Calculus III (Optional/Recommended)	4
SECOND YEAR-SUMMER		
(Optional/Recommended)		
MATH 2420	Differential Equations (Optional/Recommended)**	4

* Check catalog for course pre-requisites.
** Check with transferring institution for transferability of this course.

Mathematics

Mathematics, Field of Study

Associate of Science

The Associate of Science degree with a field of study in Mathematics offers students the opportunity to take a core curriculum of general education with an emphasis in Mathematics. Mathematics majors have many potential career opportunities. They may provide technical assistance in business, engineering science, medicine and many other fields, such as:

- Actuary
- Consultant
- Operations Researcher
- Statistician
- Teacher

MATHEMATICS

Field of Study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **20 Credits**

The student is required to take the following 5 courses (20 credits):

MATH 1442 Statistics
MATH 2412 Precalculus & Trigonometry
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

The following two courses are optional:
MATH 2418 Linear Algebra
MATH 2420 Differential Equations

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. Student must take MATH 1324 or MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 20
STC Core Curriculum: 44-45
Total Credit Hours: 64-65

Mathematics

Recommended Course Sequence

FIRST YEAR-FALL SEMESTER		**Credit Hours**
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 1414	College Algebra or MATH 1324	3-4
MATH 1442	Statistics	4

FIRST YEAR-SPRING SEMESTER		
	Speech Elective-Core Curriculum	3
HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Visual & Performing Arts Elective-Core Curriculum	3
MATH 2412	Precalculus and Trigonometry	4

FIRST YEAR-SUMMER		
MATH 2413	Calculus I	4

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

SECOND YEAR-SPRING SEMESTER		
GOVT 2302	American Government II	3
	Natural Science Elective-Core Curriculum	4
	Social & Behavioral Science Elective-Core Curriculum	3
MATH 2415	Calculus III	4
MATH 2420	Differential Equations (Optional/ Recommended)	4

Physics

Physics, Field of Study
Associate of Science

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics.

Physics students may select a career in a wide range of scientific and technical fields.

The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- **Astronomy**
- **Biophysics**
- **Chemistry**
- **Computer Science**
- **Elementary or Secondary Education**
- **Engineering - Civil, Electrical, Industrial**
- **Geophysics**
- **Hydrogeology**
- **Medicine**
- **Meteorology**
- **Patent Law**
- **Physics**
- **Seismology**

PHYSICS *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **16 Credits**

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

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the Catalog. **Students must take PHYS 1401-College Physics I and PHYS 1402-College Physics II to fulfill the Natural Sciences component of the Core Curriculum. Physics majors must also take MATH 1414-College Algebra to fulfill the Mathematics component of the core curriculum.**

Field of Study: 16
STC Core Curriculum: 45
Total Credit Hours: 61

Physics
Recommended Course Sequence

FIRST SEMESTER		**Credit Hours**
	Speech Elective- Core Curriculum	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 1414	College Algebra	4
SECOND SEMESTER		
ENGL 1302	Composition II-Rhetoric	3
PHYS 1401	College Physics I	4
MATH 2412	Precalculus and Trigonometry	4
	Visual & Performing Arts Elective-Core Curriculum	3
SUMMER SESSION		
MATH 2413	Calculus I	4
PHYS 1402	College Physics II	4
THIRD SEMESTER		
HIST 1301	United States History I or HIST 2327	3
GOVT 2301	American Government I	3
PHYS 2425	University Physics I	4
	Social & Behavioral Science Elective-Core Curriculum	3
FOURTH SEMESTER		
HIST 1302	United States History II or HIST 2328	3
GOVT 2302	American Government II	3
	Humanities Elective-Core Curriculum	3
PHYS 2426	University Physics II	4

Pre-Pharmacy

Pre-Pharmacy, Field of Study

Associate of Science

This two-year program prepares the graduate for application to pharmacy school,a 4 year program leading to licensure as a pharmacist. The future of pharmacists is bright with growing demand and an increasing variety of practice settings. The individual selecting this program must be dedicated and self-motivated to excel at rigorous academic coursework for the two years of prerequisites at South Texas College and four years of pharmacy school.

Graduation from South Texas College does not guarantee acceptance into pharmacy school. South Texas College provides the opportunity for the student to develop a solid basic science knowledge base, complete prerequisites for pharmacy school, participate in essay and interview preparation sessions, review for the Pharmacy College Admission Test (PCAT), and advisement in the pharmacy school application process. Pharmacy schools select entering classes by student merit.

Due to a state mandated limit on credit hours for an Associate of Science degree, the student will be expected to complete some prerequisite courses on their own. There is time in the curriculum for the student to complete these courses during summer and second fall semesters.

For questions regarding this issue, please contact the program advisor at 872-3018.

Program Admission Requirements

- Apply for admission to the College.
- Achieve a minimum composite score on the ACT of 19, and minimum scores of 16 on each section. Scores must be within the last two years.
- Maintain a minimum 2.5 GPA in all courses completed at South Texas College.
- Complete a program application, available from the Department of Biology website, for Fall admission.

PRE-PHARMACY

Field of Study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **20 Credits**
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
BIOL 2421 Microbiology

STC CORE CURRICULUM **45 Credits**
In addition to the courses in the Field of Study, the student is required to take 45 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements. The Pre-Pharmacy program also requires specific courses be taken within the Core Curriculum.

The required courses are as follows:
Speech Communications..... 3 credits
SPCH 1315 Public Speaking

Mathematics..... 4 credits
MATH 2413 Calculus I

Natural Sciences..... 8 credits
BIOL 1408 General Biology I
BIOL 1409 General Biology II

Humanities Elective..... 3 credits
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature

Social/Behavioral Sciences Elective 3 credits
PSYC 2301 General Psychology

Computer Science..... 3 credits
COSC 1301 Microcomputer Applications

Field of Study: 20
STC Core Curriculum:45
Total Credit Hours: 65

Pre-Pharmacy

Pre-requisite Summer session **Credit Hours**
COSC 1301 Microcomputer Applications..... 3
PSYC 2301 General Psychology..... 3
Visual Performing Arts Elective-
Core Curriculum..... 3

FIRST YEAR

FALL
ENGL 1301 Composition..... 3
HIST 1301 United States History I..... 3
CHEM 1411 General Chemistry I..... 4
BIOL 1408 General Biology I..... 4

SPRING
ENGL 1302 Composition II-Rhetoric..... 3
HIST 1302 United States History II..... 3
CHEM 1412 General Chemistry II..... 4
BIOL 1409 General Biology II..... 4

SECOND YEAR

FALL
CHEM 2423 Organic Chemistry I..... 4
SPCH 1315 Public Speaking..... 3
MATH 2413 Calculus I..... 4
GOVT 2301 American Government I..... 3

SPRING
CHEM 2425 Organic Chemistry II..... 4
BIOL 2421 Microbiology..... 4
GOVT 2302 American Government II..... 3
Humanities Elective** 3

Total Credit Hours..... 65

**ENGL 2321, ENGL 2326 or ENGL 2331 must be taken to fulfill this requirement.

Additional Courses to satisfy pharmacy school prerequisites.

Recommended by end of Fall Semester Second Year
MATH 1442 Statistics 4
BIOL 2416 Genetics..... 4
PHYS 2425 University Physics I..... 4

Recommended by end of Summer Semester Second Year (Depending upon pharmacy school acceptance)

Visual/Performing Arts Elective or
ECON 2301 Principles of Economics I-
Macro..... 3
Total Non-curriculum Credit Hours 15

Division of

Nursing and Allied Health

Associate Degree Nursing 198

- Associate Degree Nursing (Associate of Applied Science)
  - FALL ADMISSION 200
  - SPRING ADMISSION 201
- Associate Degree Nursing: LVN-RN Transition Option (Associate of Applied Science)
  - SUMMER ADMISSION 202
  - SPRING ADMISSION 203
- Associate Degree Nursing: Paramedic to RN Track (Associate of Applied Science) 204

Emergency Medical Technology 205

- EMT-Basic (Certificate) 206
- EMT-Intermediate (Certificate) 206
- EMT-Paramedic (Certificate) 207
- EMT-Paramedic (Associate of Applied Science) 207

Health and Medical Administrative Services 208

- Medical Coding Specialist (Certificate) 209
- Medical Information/Transcriptionist Specialist (Certificate) 210
- Health Information Technology (Associate of Applied Science) 210

Medical Assistant Technology 211

- Medical Assistant Technology (Certificate) 212
- Medical Assistant Technology (Associate of Applied Science) 212

Occupational Therapy Assistant 213

- Occupational Therapy Assistant (Associate of Applied Science) 214

Patient Care Assistant 215

- Patient Care Assistant (Certificate) 215

Pharmacy Technology 216

- Pharmacy Technology (Certificate)
  - FALL ADMISSION 218
- Pharmacy Technology (Associate of Applied Science) 218

Physical Therapist Assistant 219

- Physical Therapist Assistant (Associate of Applied Science) 220

Radiologic Technology 221

- Radiologic Technology (Associate of Applied Science) 222

Respiratory Therapy 223

- Respiratory Therapy (Associate of Applied Science) 224

Vocational Nursing 225

- Vocational Nursing (Certificate)
  - THREE SEMESTER OPTION 226
  - FOUR SEMESTER OPTION 266

http://nah.southtexascollege.edu/

Associate Degree Nursing

Associate Degree Nursing

Associate of Applied Science

The Associate Degree Nursing (ADN) program is accredited by the Texas Board of Nursing (BON). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.

The program prepares the graduate to begin practice as a professional nurse in a hospital or other structured health care setting. Through assessment of an individual, the nurse plans, implements and evaluates direct nursing care for individuals and their families and is able to monitor and direct peers and ancillary workers in providing nursing care, coordination of care and as a member of the nursing profession. 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, (must meet ACT requirement before being allowed to register for the Introduction to Nursing course) and complete an application for consideration for the program. Students must see an ADN faculty advisor during the Fall or Spring semester to register for the Introduction to Nursing course the following semester.

Program Admission Requirements

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

Successful applicants pass a criminal background check, drug screen, and complete all required immunizations, including the Hepatitis series before beginning nursing clinical courses.

Selection Criteria

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores (application points are automatically calculated by the online application). All information requested on the application must be on-file with the college and accessible on-line to be accepted for program enrollment.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points. A random draw of applicants with the same acceptance score is used when necessary to complete enrollment.

Program Application

A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment. Application deadlines are the last week in May for fall semester and the second week in October for the spring semester. Applications will be submitted after meeting with Faculty Advisor.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at http://nah.southtexascollege.edu/

Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must 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.

Licensures of Persons with Criminal Convictions

Nurse Practice Act for the State of Texas (Section 301.257) the Texas Board of Nursing may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in a nursing or allied Health program clinical course. This policy requires all students pass a criminal background check prior to enrolling in a clinical course. This policy is implemented to ensure compliance with health care agency standards and state licensing regulations. Students having questions about this rule should see the Clinical Compliance Specialist, ADN Program Director, or the Dean of Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barreiro, MSN, RN, Chief Nurse Executive, Weslaco Rehabilitation Hospital; Chair, Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital; Elma Lopez, RN, Starr County Memorial Hospital; Sally Roach, MSN, RN, BSN Faculty, UTB/TSC; Katherine Dassler, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital; Mary Thomas, RN, Education, Mission Regional Medical Center; Candi Constantine, MSN, RN,F.A.C.H.E., CCRN, CEN, Systems CNO, South Texas Health System; Gloria Vela, RN, MSN, Education Coordinator, McAllen Medical Center

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

Prerequisites			Credit Hours
BIOL	1408	General Biology I	4
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC	2314	Lifespan Growth and Development	3
BIOL	2401	Anatomy & Physiology I	4
#RNSG	1209	Introduction to Nursing	2

FALL SEMESTER

RNSG	1413	Foundations for Nursing Practice	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1301	Pharmacology for Professional Nursing	3

SPRING SEMESTER

BIOL	2402	Anatomy & Physiology II	4
RNSG	2213	Mental Health Nursing	2
RNSG	1341	Common Concepts of Adult Health	3
RNSG	2262	Clinical-Mental Health (8 weeks)	2
RNSG	2263	Clinical-Medical/ Surgical (8 weeks)	2
RNSG	1244	Nursing Skills II	2

SECOND YEAR

SUMMER SESSION

BIOL	2421	Microbiology	4

FALL SEMESTER

RNSG	2201	Care of Children and Families	2
RNSG	1251	Care of the Childbearing Family	2
RNSG	2260	Clinical-Pediatrics (8 weeks)	2
RNSG	2261	Clinical-Maternal Child Health (8 weeks)	2
##SPCH	1311	Introduction to Speech Communication	3

SPRING SEMESTER

		Humanities Elective	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: ... 72-73

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

ACT Composite of 19 or SAT of 920 required prior to registration for RNSG 1209-Introduction to Nursing.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

Prerequisites:			Credit Hours
BIOL	1408	General Biology I	4
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC	2314	Lifespan Growth and Development	3
BIOL	2401	Anatomy & Physiology I	4
#RNSG	1209	Introduction to Nursing	2

SPRING SEMESTER

RNSG	1413	Foundations for Nursing Practice	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1301	Pharmacology for Professional Nursing	3

SUMMER SESSION

BIOL	2402	Anatomy & Physiology II	4

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
RNSG	1244	Nursing Skills II	2
BIOL	2421	Microbiology	4

SECOND YEAR

SPRING SEMESTER

RNSG	2201	Care of Children and Families	2
RNSG	1251	Care of the Childbearing Family	2
RNSG	2260	Clinical-Pediatrics (8 weeks)	2
RNSG	2261	Clinical-Maternal Child Health (8 weeks)	2
##SPCH	1311	Introduction to Speech Communication	3

FALL SEMESTER

		Humanities Elective	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: .. 72-73

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

ACT Composite of 19 or SAT of 920 required prior to registration for RNSG 1209-Introduction to Nursing.

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SUMMER ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisites:			**Credit Hours**
BIOL	2401	Anatomy & Physiology I	4
BIOL	2402	Anatomy & Physiology II	4
BIOL	2421	Microbiology	4
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC	2314	Lifespan Growth and Development	3

SECOND YEAR

SUMMER SESSION

RNSG	1301	Pharmacology for Professional Nursing++	3
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1162	Transition Clinical	1

FALL SEMESTER

RNSG	2213	Mental Health Nursing	2
RNSG	2262	Clinical-Mental Health (8 weeks)	2
RNSG	1412	Nursing Care for the Childbearing and Childrearing Family	4
RNSG	1260	Clinical-Pediatrics/Maternal/ Infant (8 weeks)	2
##SPCH	1311	Introduction to Speech Communication*	3

SPRING SEMESTER

		Humanities Elective*	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: .. 71-72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisites:			**Credit Hours**
BIOL	2401	Anatomy & Physiology I	4
BIOL	2402	Anatomy & Physiology II	4
BIOL	2421	Microbiology	4
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC	2314	Lifespan Growth and Development	3

SECOND YEAR

SPRING SEMESTER

RNSG	1301	Pharmacology for Professional Nursing++	3
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1162	Transition Clinical	1
RNSG	2213	Mental Health Nursing	2
RNSG	2262	Clinical-Mental Health (8 weeks)	2

SUMMER SESSION

RNSG	1412	Nursing Card for the Childbearing and Childrearing Family	4
RNSG	1260	Clinical-Pediatrics/Maternal/ Infant (8 weeks)	2
##SPCH	1311	Introduction to Speech Communication*	3

FALL SEMESTER

		Humanities Elective*	3
RNSG	2121	Management of Client Care	1
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2163	Clinical IV (12 weeks)	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: ... 71-72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301–Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

PARAMEDIC TO RN TRACK

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

Prerequisites: **Credit Hours**

BIOL 2401 Anatomy & Physiology I..... 4
BIOL 2402 Anatomy & Physiology II..... 4
ENGL 1301 Composition..... 3
MATH 1414 College Algebra or MATH 1332 or TECM 1371 3-4
PSYC 2314 Lifespan Growth and Development..... 3

FALL SEMESTER

RNSG 1301 Pharmacology for Professional Nursing++ 3
RNSG 1517 Concepts of Nursing Practice I for Articulating Students (1st 8 weeks) 5
RNSG 1163 Clinical- Paramedic to RN (1st 8 weeks) 1
RNSG 1341 Common Concepts of Adult Health (8 weeks)..... 3
RNSG 2263 Clinical-Medical/ Surgical (8 weeks) 2

SPRING SEMESTER

BIOL 2421 Microbiology..... 4
RNSG 1251 Care of the Childbearing Family .. 2
RNSG 2261 Clinical-Maternal Child Health (8 weeks)..... 2
RNSG 2201 Care of Children and Families (2nd 8 weeks) 2
RNSG 2260 Clinical-Pediatrics (2nd 8 weeks). 2

SECOND YEAR

SUMMER SESSION

RNSG 2213 Mental Health Nursing 2
RNSG 2262 Clinical-Mental Health (8 weeks) . 2
**SPCH 1311 Introduction to Speech Communication..... 3

FALL SEMESTER

Humanities Elective 3
RNSG 2121 Management of Client Care..... 1
RNSG 2331 Advanced Concepts of Adult Health 3
RNSG 2163 Clinical IV (12 weeks) 1
RNSG 2363 CAPSTONE: Clinical V 3

Total Credit Hours:... 69-70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Escrow of 8 credits will be given for RNSG 1413, RNSG 1205, RNSG 1244 upon completion of RNSG 1517, and RNSG 1163.

**SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and administrative approval.

Emergency Medical Technology

Emergency Medical Technology

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic. Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

EMT Basic Certificate: Instruction at the basic level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications.

EMT Intermediate Certificate: At the intermediate level students will continue to use the foundation they learned as an EMT Basic. They will study in depth the areas of patient assessment, anatomy and physiology of the circulatory system and the respiratory system. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

EMT Paramedic Certificate: The highest level that an EMT can achieve is the level of paramedic where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment. The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support.

Students are prepared for both the written and practical Texas Department of State Health Services and National Registry Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health. Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

EMT Associate of Applied Science: Students may complete the certificate in two and four semesters. Courses taken for the certificate program may be applied toward completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology. Upon completion of the degree, the student is eligible to apply to the state of Texas as a Licensed Paramedic.

Program Entry Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size is reached. A waiting list is established for next available class if more applications are received than can be accommodated.

Program Application

Program applications are available from EMT faculty and will be discussed and completed during advisement prior to registration. Please contact the EMT Program office at (956)872-3178 for additional information.

NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/emergencymedical/index.html

Graduation Requirements

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

ADVISORY COMMITTEE

Robert Alfaro, EMT-P, Director of Operations, MTS Ambulance; Sally Carpenter, RN, Rio Grande Regional Hospital; Chris Sanchez, Training Officer, Weslaco Fire Department/EMS; Jason Delatree, EMT-P, Director, Valley EMS; Noel Garcia, EMT-P, EMS Director, Starr County EMS; Roberto M. Gonzalez, MD,General Surgeon, EMT Program Starr County Medical Director, Private Practice; Albert Rodriguez, EMT-P, Director of Operations, Med Care EMS; Martin Garcia, Director of Operations, STAT EMS; Leroy Ramirez, Director of Operations, Zapata EMS; Noemi Sanchez, EMT-I, TDH EMS Program Director; Jaime Solis, EMT-P, Director of Operations, Pro-Medic; Dr. Javier Cortinas, MD, EMT Program Medical Director, Private Practice TDH EMS Specialist

Emergency Medical Technology

BASIC

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
EMSP 1501	EMT-Basic	5
EMSP 1160	CAPSTONE: EMT-Basic Clinical	1
EMSP 1166	CAPSTONE: EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

Total Credit Hours: 16

Emergency Medical Technology

INTERMEDIATE

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
EMSP 1501	EMT-Basic	5
EMSP 1160	EMT-Basic Clinical	1
EMSP 1166	EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER

EMSP 1438	Introduction to Advanced Practice	4
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	CAPSTONE: EMT-Intermediate Hospital Clinical	1
EMSP 1167	CAPSTONE: EMS EMTI Practicum	1

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

Total Credit Hours: 28

PARAMEDIC

CERTIFICATE

TSI LIABLE

FIRST SEMESTER		Credit Hours
EMSP 1501	EMT-Basic	5
EMSP 1160	EMT-Basic Clinical	1
EMSP 1166	EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER		
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT-Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Liable for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION I		
VNSG 1420	Anatomy & Physiology for Allied Health	4

THIRD SEMESTER		
EMSP 2444	Cardiology	4
EMSP 2160	Paramedic Clinical I	1
EMSP 2338	EMS Operations	3
EMSP 2243	Assessment Based Management	2

FOURTH SEMESTER		
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2161	Paramedic Clinical II	1
EMSP 2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

Total Credit Hours: 52

EMERGENCY MEDICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
EMSP 1501	EMT-Basic	5
EMSP 1160	EMT-Basic Clinical	1
EMSP 1166	EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic.

SECOND SEMESTER		
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT-Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1
ENGL 1301	Composition	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION		
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4

THIRD SEMESTER		
EMSP 2444	Cardiology	4
EMSP 2160	Paramedic Clinical I	1
EMSP 2338	EMS Operations	3
EMSP 2243	Assessment Based Management	2
SPCH 1311	Introduction to Speech Communication	3
	Humanities Elective	3

FOURTH SEMESTER		
PSYC 2301	General Psychology or PSYC 2314	3
BMGT 1301	Supervision	3
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2161	Paramedic Clinical II	1
EMSP 2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Health and Medical Administrative Services

Medical Coding Specialist
Certificate

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association.

Medical coding specialists pursue a lifelong program of continuing education.

**Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS).*

Medical Information/ Transcription Specialist
Certificate

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency.

These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/ medical office.

It also prepares students to type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies.

Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for Medical Information/Transcription Specialist.

Transcriptionists may pursue a certified medical transcriptions rating by passing the national certification examination administered by the Association for Healthcare Documentation Integrity (AHDI). Medical Information/Transcription Specialist can pursue a lifelong program of continuing education.

Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

Health Information Technology
Associate of Applied Science

The Associate of Applied Science Degree in Health Information Technology prepares students for careers as Health Information Technicians.

Health Information Technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system.

In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards.

As part of the degree plan, students will complete an internship that enables them to gain real-world experience. In addition, students are prepared for a national exam that measures proficiency and competency in the standards set by the American Health Information Management.

**The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has accredited the program in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as a Registered Health Information Technician (RHIT).*

Program Entry Requirements

A. All applicants must meet general admission requirements to South Texas College.
B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent.

D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
E. Satisfy program specific requirements for clinical practice.
F. Submit a completed Health and Medical Administrative Services program application.
G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application.

Program Application
Program applications are available from HMAS faculty and will be discussed and completed during advisement prior to registration. If you have questions, please call for an appointment (956) 872-3170.

NOTE: For up-to-date program information, admission requirements and registration see: http://nah.southtexascollege.edu/

Graduation Requirements
To earn the Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Dan Elizondo, RHIT, Director, HIM Dept., Mission Hospital, Mary Lou Cavazos, Office Manager, Mid Valley Physical Therapy, Karen Genoveses, Statewide Articulation Professional, Valley View High School, Minerva Lamar Martinez, Director, HIM Dept., Starr County Hospital, Laura Lorenzo de Solis, Director, HIM Dept., Doctor's Hospital at Renaissance, Veronica Ramirez, Tumor Registry, HIM Dept., Rio Grande Regional Hospital, Elvia Reyna, CMT, Transcription Supervisor, Knapp Medical Center, Nancy Rodriguez, Office Manager, Rio Grande Regional Surgery Center, Carolina Avila, CCS, Coding Supervisor, Doctors' Hospital at Renaissance, *Martina F. Smith Hill, RHIT, HIM Director, Weslaco Rehab. Hospital

*Advisory Committee Chair

MEDICAL CODING SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER			Credit Hours
HITT	1305	Medical Terminology I	3
HITT	1301	Health Data Content and Structure	3
NURA	1407	Body Systems or VNSG 1420	4
POFM	1309	Medical Office Procedures	3

SECOND SEMESTER			
HITT	1341	Coding and Classification Systems	3
HITT	2371	Current Procedural Terminology Coding-CPT4	3
HITT	1211	Computers in Health Care	2
HPRS	2301	Pathophysiology	3
HITT	2331	Advanced Medical Terminology	3
HITT	1349	Pharmacology	3

THIRD SEMESTER			
HITT	2372	Advanced CPT Coding-CPT4	3
HITT	2335	Coding and Reimbursement Methodologies	3
HITT	1253	Legal and Ethical Aspects of Health Information	2
HITT	1166	CAPSTONE: Coding Practicum	1

Total Credit Hours:..... 39

MEDICAL INFORMATION/ TRANSCRIPTION SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER-SUMMER **Credit Hours**
HITT 1305 Medical Terminology I 3

FIRST SEMESTER-FALL
HITT 1301 Health Data Content and Structure 3
NURA 1407 Body Systems or VNSG 1420 4
POFM 1309 Medical Office Procedures 3
MRMT 1307 Medical Transcription I 3

SECOND SEMESTER-SPRING
HITT 1211 Computers in Health Care 2
HPRS 2301 Pathophysiology 3
HITT 2371 Current Procedural Terminology Coding-CPT4 3
HITT 1349 Pharmacology 3
MRMT 2333 Medical Transcription II 3

THIRD SEMESTER-FALL
HITT 1341 Coding and Classification Systems 3
HITT 2331 Advanced Medical Terminology 3
HITT 1253 Legal and Ethical Aspects of Health Information 2
MRMT 2166 CAPSTONE: Practicum 1

Total Credit Hours: 39

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST YEAR (SUMMER) **Credit Hours**
COSC 1301 Microcomputer Applications 3
BIOL 2401 Anatomy & Physiology I 4
HITT 1305 Medical Terminology I 3

FIRST SEMESTER
ENGL 1301 Composition 3
BIOL 2402 Anatomy & Physiology II 4
HITT 1301 Health Data Content and Structure 3
MATH 1414 College Algebra 4

SECOND SEMESTER
HPRS 2301 Pathophysiology 3
HITT 1253 Legal and Ethical Aspects of Health Information 2
HITT 1341 Coding & Classification Systems . 3
HITT 2331 Advanced Medical Terminology ... 3
HITT 1349 Pharmacology 3

THIRD SEMESTER
HITT 2166 Practicum I 1
HITT 2335 Coding and Reimbursement Methodologies 3
HITT 1345 Health Care Delivery Systems 3
SPCH 1321 Business and Professional Speaking 3
PSYC 2301 General Psychology 3

FOURTH SEMESTER
HITT 2371 Current Procedural Terminology Coding-CPT4 3
*Humanities Elective 3
HITT 1255 Health Care Statistics 2
HITT 2343 Quality Assessment and Performance Improvement 3
HITT 2339 Health Information Organization and Supervision 3
HITT 2167 CAPSTONE: Practicum II 1

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Recommended Humanities Electives
PHIL 2306 Introduction to Ethics
PHIL 2303 Introduction to Logic
HUMA 1301 Introduction to the Humanities I

Medical Assistant Technology

Medical Assistant Technology

Certificate and
Associate of Applied Science

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), Nationally Certified Phlebotomy Technician (NCPT), National Certified ECG Technician (NCET), and the National Certified Insurance & Coding Specialist (NCICS).

Program Admission Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from Medical Assisting faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/

Graduation Requirements

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

ADVISORY COMMITTEE

Martin Garza, MD, DLC Pediatric Center, Edinburg; Velma Hinojosa, NCMA; Emmalou Keyes, RN FNP, Department of Health and Human Services, Hidalgo County; Grace Lawson, Executive Director, El Milagro Clinic, McAllen; Norma Longoria, MA Ex-Officio, South Texas College; Maty Mery, MA, Dr. Canales Family Practice & Obstetrics, McAllen; Becky Rankin, RN FNP, Planned Parenthood Association of Hidalgo County, McAllen; Yesenia Saldivar, MA, RGV Preventative Care Inc., McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Rankin, RN FNP, Planned Parenthood Association of Hidalgo County, McAllen; Yesenia Saldivar, MA, RGV Preventative Care Inc., McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Joel Solis, MD, Valley Medical Arts, McAllen; Petra Treviño, El Milagro Clinic, McAllen; Elias V. Leos, CFBC, Life Center, El Milagro Clinic, McAllen; Martha Leos, Education Supervisor, Planned Parenthood Association of Hidalgo County, McAllen; Sam Bearden, Behavioral Wellness Center, McAllen.

MEDICAL ASSISTANT TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
ECRD 1111	Electrocardiography	1
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1409	Anatomy and Physiology for Medical Assistants or VNSG 1420	4
PLAB 1323	Phlebotomy	3

SECOND SEMESTER		
MDCA 1205	Medical Law and Ethics	2
MDCA 1348	Pharmacology & Administration of Medications	3
HPRS 2301	Pathophysiology	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
MDCA1166	Practicum I	1

SECOND YEAR

THIRD SEMESTER		
PSYC 2301	General Psychology or PSYC 2314	3
SPCH 1311	Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321	3
MDCA1417	Procedures in a Clinical Setting	4
MDCA1254	Medical Assisting Credentialing Exam Review	2
MDCA1167	Practicum II	1

Total Credit Hours: 42

MEDICAL ASSISTANT TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER		Credit Hours
ECRD 1111	Electrocardiography	1
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1409	Anatomy and Physiology for Medical Assistants or VNSG 1420	4
PLAB 1323	Phlebotomy	3

SECOND SEMESTER		
MDCA 1205	Medical Law & Ethics	2
MDCA 1348	Pharmacology & Administration of Medications	3
HPRS 2301	Pathophysiology	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
MDCA 1166	Practicum I	1

SUMMER SESSION		
	**Math/Natural Sciences Elective	3-4

THIRD SEMESTER		
PSYC 2301	General Psychology or PSYC 2314	3
HITT 1341	Coding Classification Systems	3
SPCH 1311	Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321	3
MDCA1417	Procedures in a Clinical Setting	4
MDCA1254	Medical Assisting Credentialing Exam Review	2
MDCA1167	Practicum II	1

FOURTH SEMESTER		
	Humanities Elective	3
ENGL 1301	Composition	3
SPAN 1411	Beg. Spanish I (Non-Spanish Speakers) or SPAN 1311 (Spanish Speakers) or SPAN 2316 or SPAN 2317	3-4
HITT 2371	Current Procedural Terminology Coding-CPT4	3
MDCA 2266	Capstone: Practicum III	2

Total Credit Hours:... 61-62

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

**Math/Natural Sciences Elective Options:
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
MATH 1414 College Algebra
MATH 1332 Contemporary Mathematics

Occupational Therapy Assistant

Occupational Therapy Assistant

Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR).

The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders. Students seeking entry to the OTA Program must complete a program specific application.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone courses listed in the sixth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

Program Admission Requirements

A. All applicants must meet the general admission requirements to South Texas College.
B. Must demonstrate proficiency in state-mandated general knowledge content by the required THEA minimum scores:
   No exemptions will be considered.
C. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale on all coursework taken prior to the application.
D. Complete all pre-requisite coursework with a minimum grade of "C" as listed in the OTA degree plan; OTHA 1405 must be completed with a final grade of "B" or better
E. Satisfy OTA Program requirements for clinical practice
F. Present documentation of volunteer experience of a minimum of 25 hours each at Pediatric and Adult client settings
G. Participate in student advisement sessions with OTA faculty/staff
H. Submit a completed program application by the deadline date.

Selection Criteria

The OTA Program selection criteria are based upon a point system. Qualified applications are ranked in descending order until maximum class size is reached. If not admitted, a new application is required for the next admission cycle.

Program Application

Applications are available annually from the division office, program faculty or program secretary. A class is selected and accepted every fall semester.

NOTE: Please see program WEB page for up-to-date program information, admission requirements, curriculum changes, selection process, and application revisions at http://www.southtexascollege.edu.

Graduation Requirements

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Arturo Cruz, OTR, Edinburg; Velma Esparza, OTR, McAllen; Ruth Garza, COTA, Harlingen; Seleste Salamanca, OTR, Mission; Jennifer Ybarra, OTR, Edinburg; Ana Betancourt, OTR, Edinburg; Adina Santillan, COTA, San Juan; Jesse Rodriguez, COTA, McAllen

OCCUPATIONAL THERAPY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

TSI LIABLE

Pre-requisites **Credit Hours**

Humanities Elective 3
PSYC 2314 Lifespan Growth and Development 3
BIOL 2401 Anatomy and Physiology I 4
SPCH 1318 Interpersonal Communications 3
ENGL 1301 Composition 3
OTHA 1405 Principles of Occupational Therapy 4

FIRST SEMESTER

BIOL 2402 Anatomy and Physiology II 4
OTHA 1409 Human Structure and Function in OT 4
OTHA 1415 Therapeutic Use of Occupations or Activities I 4
OTHA 1341 Occupational Performance-Birth to Adolescence 3

SECOND SEMESTER

OTHA 1349 Occupational Performance of Adulthood 3
OTHA 2301 Pathophysiology in OT 3
OTHA 1419 Therapeutic Interventions I 4
OTHA 2335 Health Care Management in OT 3

THIRD SEMESTER (SUMMER SESSION I)

OTHA 1460 Clinical-OTA 4

FOURTH SEMESTER

OTHA 1353 Occupational Performance for Elders 3
OTHA 2405 Therapeutic Interventions II 4
OTHA 2309 Mental Health in Occupational Therapy 3

FIFTH SEMESTER

OTHA 2366 CAPSTONE: Practicum-OTA (A) 3
OTHA 2367 CAPSTONE: Practicum-OTA (B) 3

SIXTH SEMESTER (SUMMER SESSION I)

OTHA 2430 Workplace Skills for the OTA 4

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

Patient Care Assistant

Patient Care Assistant

Certificate

This is a 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. 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. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

Students completing the first semester are qualified to take their State Competency exam Nurse Assistant Competency Evaluation Services (NACES). After completing the two semester program requirements, students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. Students are also prepared to take the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

Program Entry Requirements

A. All applicants must meet general admission requirements to South Texas College.
B. Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
   - Completion of READ 0080 or equivalent.
   - Completion of ENGL 0081 or equivalent.
   - Completion of MATH 0085 or equivalent.
C. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
D. Satisfy program specific requirements for clinical practice.

E and F are not required

E. Participate in a student advisement session with PCA program faculty prior to application.
F. Submit a completed PCA program application.

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from PCA faculty and will be discussed and completed during advisement prior to registration. Please contact the PCA Program office at (956) 872-3109 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/

Graduation Requirements

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Virginia Garcia, Education Coordinator, Edinburg Regional Medical Center; Teresa Johnson, Education Coordinator, McAllen Medical Center;; Carl Lueg, Administrator (owner), Twinbrooke South Nursing Center; Sergio Peña, Director, Career & Technical Education Mission CISD; Libby Smith, BSN, RN Director of Nursing McAllen Heart Hospital; Rosie Paloma, LVN Staff nurse LTC; Bob Crone, Owner operator Arbor View Rehab and Nursing Center; Current and former PTCA student.

PATIENT CARE ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER		Credit Hours
NURA 1401	Nurse Aide for Health Care	4
NURA 1160	Clinical I	1
NURA 1407	Body Systems or VNSG 1420	4
HITT 1305	Medical Terminology I	3

SECOND SEMESTER		
NUPC 1320	Patient Care Technician/Assistant	3
NUPC 1171	Phlebotomy for Patient Care Technicians	1
NUPC 1172	EKG and Monitoring Skills for Patient Care Technicians	1
NUPC 1260	CAPSTONE: Clinical II-A	2
NUPC 1261	CAPSTONE: Clinical II-B	2

Total Credit Hours:..... 21

Pharmacy Technology

The Pharmacy Technology program is accredited by the American Society of Health-Systems Pharmacists (ASHP) which is a member of the Pharmacy Technician Certification Board (PTCB).

Pharmacy Technology Program

The Pharmacy Technology Certificate program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings.

Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records.

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT).

The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

Pharmacy Technology Program

The Pharmacy Technology Associate of Applied Science degree combines the elements of the Certificate program with additional pharmacy technology courses and general education courses to promote overall student development and enhance the knowledge base required for upper level positions in pharmacy technology.

Graduates may be eligible for teaching positions in pharmacy technology programs, and many continue their education to become pharmacists. Some students elect to take the PTCE after successful completion of the third semester and work as a pharmacy technician while completing the last two semesters.

Individuals who initially choose to obtain a Certificate in Pharmacy Technology may apply for the AAS program after successful completion of the Certificate program.

Admission Requirements

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

NOTE: For up-to-date program information, admission requirements and selection process see: http://nah.southtexascollege.edu/pharmacy/index.html

Selection Process

Pharmacy Technology Program selection criteria is upon first come first serve basis for students meeting academic and clinical requirements.

Program Application

General Advisement for the Pharmacy Technology Program is held during fall and spring semesters. Application packets are distributed during this advisement session. The application period is from the first Friday in February through the last Friday in June. Applications are also available from the Pharmacy Technology Program website. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

Application Deadline:

Fall admission is the last Friday in June

State Board of Pharmacy Registration

The Texas State Board of Pharmacy requires registration of all pharmacy technician trainees. Students admitted to the program are responsible for becoming registered with the Texas State Board of Pharmacy at their own expense. Additional information regarding pharmacy technician trainee licensure may be found the Texas State Board of Pharmacy website: www.tsbp.state.tx.us. The program chair will verify with the Texas State Board of Pharmacy the registration status of all students

before the third semester. Students who are not registered with the Texas State Board of Pharmacy as a pharmacy technician trainee will not be eligible to enroll in PHRA 1268 CAPSTONE: Practicum.

Registration Refusal for Persons with Criminal Backgrounds

According to the Texas Pharmacy Act (Section 568.003) the Board of Pharmacy may refuse to issue a pharmacy technician registration to an individual who has been convicted of a felony, a misdemeanor involving moral turpitude, engaged in any fraud, deceit or misrepresentation, has a drug or alcohol dependency or has violated any federal or state pharmacy or drug laws. Students having questions about this rule should contact the Texas State Board of Pharmacy (www.tsbp.state.tx.us). Drug related felony convictions automatically disqualify an individual from taking the PTCE. Other felony convictions may also prevent a person from taking this exam, at the discretion of the PTCB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board (www.ptcb.org).

Graduation Requirements

To earn a Certificate or Associate of Applied Science in Pharmacy Technology, a student must meet all college graduation requirements and complete all degree plan lecture and lab coursework with a minimum grade of "C" and successfully pass the practicum course.

ADVISORY COMMITTEE

Leonel Guerrero, RPh, Director of Pharmacy, Cornerstone Pharmacy; Dr. John Villarreal, University of Texas-Pan American; , CPhT, Walgreens Pharmacy; Adriana Pedraza, RPh. Doctor's Hospital at Renaissance; Julio Palacios, RPh. Department of Veterans Affairs Outpatient Clinic; Beatrice Godines, RPh, Mission Regional Medical Center; Antonio Castillo, CPhT; Irene Mireles, CPhT, Doctor's Hospital at Renaissance; Victor de la Garza, RPh, CareFusion; David Castro, RPh, CareFusion

PHARMACY TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FALL ADMISSION

Pre-requisite	Semester		Credit Hours
HITT	1305	Medical Terminology I	3
		Speech Elective*	3
VNSG	1420	Anatomy & Physiology For Allied Health (or BIOL 2401)	4
PHRA	1301	Introduction to Pharmacy	3

FIRST SEMESTER

PHRA	1305	Drug Classification	3
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	1202	Pharmacy Law	2
PHRA	1206	Computerized Drug Delivery Systems	2

SECOND SEMESTER

PHRA	1345	Intravenous Admixture and Sterile Compounding	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1313	Community Pharmacy Practice	3
PHRA	1404	Pharmacotherapy and Disease Process	4

SUMMER SESSION

PHRA	1243	Capstone: Pharmacy Technician Certification Review	2
PHRA	1268	Capstone: Practicum	2

Total Credit Hours:..... 40

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

PHARMACY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite	Semester		Credit Hours
HITT	1305	Medical Terminology I	3
		Speech Elective*	3
VNSG	1420	Anatomy & Physiology For Allied Health (or BIOL 2401)	4
PHRA	1301	Introduction to Pharmacy	3

FIRST SEMESTER

PHRA	1305	Drug Classification	3
PHRA	1309	Pharmaceutical Mathematics I	3
PHRA	1202	Pharmacy Law	2
PHRA	1206	Computerized Drug Delivery Systems	2

SECOND SEMESTER

PHRA	1345	Intravenous Admixture and Sterile Compounding	3
PHRA	1349	Institutional Pharmacy Practice	3
PHRA	1313	Community Pharmacy Practice	3
PHRA	1404	Pharmacotherapy and Disease Process	4

SUMMER SESSION

PHRA	1243	Capstone: Pharmacy Technician Certification Review	2
PHRA	1268	Capstone: Practicum	2

THIRD SEMESTER

PHRA	1340	Pharmacy Third Party Payment	3
ENGL	1301	Composition	3
PSYC	2301	General Psychology or PSYC 2314	3
		Humanities Elective	3

FOURTH SEMESTER

PHRA	1541	Pharmacy Drug Therapy and Treatment	5
SOCI	1301	Introductory Sociology	3
		Math/Natural Sciences Elective	4

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

Physical Therapist Assistant

Physical Therapist Assistant
Associate of Applied Science

Physical Therapist Assistants, or PTA's, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families.

PTAs work with patients or clients in a variety of areas such as hospitals, nursing homes, and outpatient clinics, as well as in the home, in schools, and on the job. The main goal in physical therapy is to help people help themselves. Because of the humanitarian nature of this profession, PTAs must have a genuine interest in caring for others.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. Additional information regarding accreditation may be on obtained from the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314; accreditation@apta.org.; (703) 684-2782 or (702) 706-3245.

Program Admission Requirements

A. All applicants must meet general admission requirements to South Texas College.
B. High School graduation or GED Equivalent.
C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
D. Must take ACT plus Writing component. Achieve a composite of a 19 or above on the ACT (English, Math, Reading and Science components a minimum of 16 in all areas). ACT Writing component must be an 6 or above. Scores must be current within the last five years.
E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
F. Present documentation of a minimum of fifty (50 hours) of volunteer work experience under the supervision of a PT or PTA in two different settings (Hospital, Nursing Home or Outpatient Setting). Home Health hours are not accepted.
G. Participate in student advisement session with PTA faculty prior to registration.
H. Earn a minimum grade of "B" in PTHA 1409 Introduction to Physical Therapy within the last 2 years.
I. Complete all remaining prerequisites courses with a minimum grade of "C" as listed In the degree plan.
J. Satisfy program specific requirements for clinical practice.
K. Submit a completed PTA Program application by the posted deadline.

Selection Process

The PTA Program selection process is based on a point system score. Students are ranked from highest to lowest utilizing verified points based on the sum of 1) a computation score: degree plan GPA times the number of degree plan courses already completed, and 2) "Documentation of Experience Form" scores 3) Required ACT Test scores. Additional points will be awarded for: a "B" or better in College Success Course / or Bachelors Degree or higher. Additional points will also be awarded for ACT scores above the minimum required scores. The 30 applicants with the highest scores may be asked to participate in a second phase prior to final ranking. Applicants are numerically ranked in descending order until maximum class size is reached.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall class. Applications will be available from PTA faculty/staff advisors to students meeting admission requirements. All students interested in the program who are not granted admission (qualified or nonqualified) must reapply each year if they wish to be considered for enrollment. The deadline for submission of completed applications is the Third Friday in May. Applicants will be notified of their status by mid-July. Please contact the PTA program's office at (956) 872-3161 for additional information.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and related Physical Therapy links at http://nah.southtexascollege.edu/

Graduation Requirements

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam as a requirement of the final Capstone course. Licensure of Persons with history of Criminal Conviction / Substance Abuse

- According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse.
- According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license or deny to a

person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found In the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at www.ecptote.state.tx.us

The Board of Trustees approved a new Board Policy (#3337) on July 15, 2004 for all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations.

Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

ADVISORY COMMITTEE

Kilo Alaniz, PTA, Knapp Medical Center; Efrain Guzman, PT, Spanish Meadows; Bertha Puig, PT (Committee Chair), Puig Rehabilitation; Javier Rocha, PT, San Miguel Medical Supply; Robert Puig, DPT, St. Marie Clinic; Eloisa Hernandez-Cabrera, PT, Tru Rehab; Iris Duran, PTA, Aptus Therapy Services

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester			Credit Hours
BIOL	2401	Anatomy and Physiology I	4
HITT	1305	Medical Terminology I	3
SPCH	1318	Interpersonal Communications	3
ENGL	1301	Composition	3
PTHA	1409	Introduction to Physical Therapy	4

FIRST SEMESTER

BIOL	2402	Anatomy and Physiology II	4
PTHA	1405	Basic Patient Care Skills	4
PTHA	1513	Functional Anatomy	5
PTHA	2201	Essentials of Data Collection	2

SECOND SEMESTER

PSYC	2314	Lifespan Growth and Development	3
PTHA	1321	Pathophysiology	3
PTHA	1531	Physical Agents	5
PTHA	2509	Therapeutic Exercise	5

THIRD SEMESTER

PTHA	1266	Practicum I	2
PTHA	2431	Management of Neurological Disorders	4
PTHA	2435	Rehabilitation Techniques	4
		*Humanities Elective	3

FOURTH SEMESTER

PTHA	2266	Practicum II (6 weeks)	2
PTHA	2267	Practicum III (6 weeks)	2
PTHA	2339	CAPSTONE: Professional Issues	3

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*HUMANITIES ELECTIVE:
Departmental Approval Required

Radiologic Technology

Radiologic Technology
Associate of Applied Science

The Radiologic Technology Program at South Texas College has received approval from the Texas Higher Education Coordinating Board and falls under the Southern Association of Colleges and Schools Accreditation Guidelines. Upon completion of the program, graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer).

Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and or rule out disease or treat injury.

The radiographer is trained and educated in the use of state-of-the-art specialized equipment; radiologic pharmaceuticals and contrast media; radiation safety; radiation protection; and radiographic procedures/positioning for the diagnosis of broken bones, tumors, disease, and malfunction of organs, and the development and critique of radiographs using conventional film or digital imaging techniques. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis.

Program Admission Requirements

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

Selection Criteria

The RADT program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the last Friday in May. Applications are available from RADT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment (956) 872-3049.

Note: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at http://nah.southtexascollege.edu/

Graduation 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; Joe Martinez, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital; Steve Cole, BS, RT (R), Assistant Director, Rio Grande Regional Hospital; Kathy Levine, BS, RT (R); Carlos Pena, BS, RT (R), Assistant Director of Radiology, McAllen Medical Center; Armaro Salinas, Jr., B.S.M.T. (ASCP), Assistant Hospital Administrator, Starr County Memorial Hospital; Juan Medina, RT (R) and Ray Segundo, BS, RT (R), Assistant Directors of Radiology, Mission Regional Medical Center; Sixto Garza, RT (R), Director of Radiology, Edinburg Children's Hospital; Sandra Yanez, BS, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; Robert Rivera, BS, RT (R), Director, Advanced Imaging Center; Tony Romero, MBA, RT (R), CEO, Regional Management Consultants

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Term			Credit Hours
BIOL	2401	Anatomy & Physiology I	4
MATH	1414	College Algebra	4
ENGL	1301	Composition	3
HITT	1305	Medical Terminology I	3

FIRST SEMESTER

BIOL	2402	Anatomy & Physiology II	4
RADR	1409	Introduction to Radiography and Patient Care	4
RADR	1311	Basic Radiographic Procedures	3
RADR	1360	Clinical	3

SECOND SEMESTER

PSYC	2301	General Psychology	3
RADR	1313	Principles of Radiographic Imaging I	3
RADR	2301	Intermediate Radiographic Procedures	3
RADR	1266	Practicum I	2

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	2266	Practicum III	2

FIFTH SEMESTER

		*Humanities Elective	3
RADR	2217	Radiographic Pathology	2
RADR	2213	Radiation Biology & Protection	2
RADR	2267	Practicum IV	2

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 fulfill minimum 15 credit hour General Education Requirement

*Humanities Elective:
PHIL 2306 Introduction to Ethics, PHIL 2303 Introduction to Logic, HUMA 1301 Introduction to the Humanities I

Respiratory Therapy

Respiratory Therapy
Associate of Applied Science

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

Program Admission Requirements:

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

Selection Criteria

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses, and required test scores. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and non-qualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the third Friday in May. Applications are available from RT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment at (956) 872-3102.

Graduation Criteria

To earn an Associate of Applied Science in the Respiratory Therapy Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses.

RESPIRATORY THERAPY

TSI LIABLE

Pre-requisite		Semester	Credit Hours
ENGL	1301	Composition	3
VNSG	1420	Anatomy & Physiology for Allied Health	4
MATH	1414	College Algebra	4
HITT	1305	Medical Terminology I	3
		Social/Behavioral Science Elective*	3

FIRST SEMESTER (FALL)

BIOL	2421	Microbiology	4
		Speech Elective**	3
		Humanities Elective***	3
RSPT	2217	Respiratory Care Pharmacology	2

SECOND SEMESTER (SPRING)

RSPT	2305	Pulmonary Diagnostics	3
RSPT	1429	Respiratory Care Fundamentals I	4
RSPT	2310	Cardiopulmonary Disease	3
RSPT	1325	Respiratory Care Sciences	3

THIRD SEMESTER (SUMMER SESSION III)

RSPT	1331	Respiratory Care Fundamentals II	3
RSPT	1137	Basic Dysrhythmia Interpretation	1
RSPT	1266	Practicum I	2

FOURTH SEMESTER (FALL)

RSPT	2314	Mechanical Ventilation	3
RSPT	1141	Respiratory Home Care/ Rehabilitation	1
RSPT	2453	Neonatal/Pediatric Cardiopulmonary Care	4
RSPT	2139	Advanced Cardiac Life Support	1
RSPT	1267	Practicum II	2

FIFTH SEMESTER (SPRING)

RSPT	2419	Mechanical Ventilation for the Neonatal/Pediatric Patient	4
RSPT	2266	Practicum III	2
RSPT	2231	CAPSTONE: Simulations in Respiratory Care	2

SIXTH SEMESTER (SUMMER I)

RSPT	2366	Practicum IV	3
RSPT	2230	CAPSTONE: Examination Preparation	2

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Social/Behavioral Science Elective: PSYC 2301; PSYC 2314; SOCI 1301; or SOCI 1306

**Speech Elective: SPCH 1311; SPCH 1315; or SPCH 1318

***Humanities Elective: PHIL 2306; PHIL 2303; or HUMA 1301

Vocational Nursing

Vocational Nursing

Certificate

This intensive three or four-semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

Program Admission Requirements

Vocational Nursing

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

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.

Qualified applications are ranked from highest to lowest points. Ranking of students with the same scores will be in the following priority:

- First priority: Alternates to previous years applicant pool
- Second priority: Number of courses completed

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program.

Site Selection: Site placement (Starr, Mid-Valley, and McAllen) is determined following group ranking of the applicant pool. Students are given the opportunity to select a program site in the acceptance letter.

If more accepted applicants are given for a particular site, preference is given to the home address in ranking order. Students that cannot be accommodated at their home site will be given a second site preference according to ranking.

Program Application

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission must reapply for the next available class.

Applications are available annually by appointment for designated class admissions. A class is selected every spring for fall admission. See program chair for schedule of traditional 3-semester option, extended 4-semester option, and program availability at McAllen, Starr County, and Mid-Valley Campus sites.

NOTE:Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at http://nah.southtexascollege.edu/

Graduation Requirements

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

Licensure of Persons with Criminal Convictions

According to the Nurse Practice Act (Rule 239.12), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see a the Clinical Affair Specialist, VN Program Director, or the Dean of Nursing and Allied Health division. All consultations are confidential.

ADVISORY COMMITTEE

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; John Cuellar, Community representative; Carl Lueg, President/Owner, Twinbrooke South Nursing Home; Betty Martinez, LVN; Kathleen Mowery, RN, Director of Education, Mission Regional Medical Center; Thalia Munoz, RN, Administrator, Starr County Memorial Hospital; Macario Villarreal, RN, Director of Nursing, Retama Nursing Center, Rio Grande City; Dalanne Garza, LVN, Retama Nursing Center, Rio Grande City; Pat Palomo, RN, Director of Education, Doctors Hospital Renaissance; Pilar Salinas, LVN, Staff Nurse, Mission Regional Medical Center; Mark Davis, RN, Education Department, Mission Regional Medical Center; Cindy Cardona, LVN, Case Manager, Knapp Medical Center; Amy Luna Garcia, LVN, Staff Nurse, Doctors Hospital Renaissance

VOCATIONAL NURSING

CERTIFICATE

TSI LIABLE

THREE SEMESTER OPTION

FIRST SEMESTER		Credit Hours
VNSG 1420	Anatomy and Physiology for Allied Health	4
TECM 1371	Mathematics for Allied Health	3
VNSG 1115	Disease Control and Prevention	1
VNSG 1116	Nutrition	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1133	Growth and Development	1
VNSG 1323	Basic Nursing Skills	3
VNSG 1160	Clinical I-A	1
VNSG 1226	Gerontology	2
VNSG 1161	Clinical I-B	1

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

VOCATIONAL NURSING

CERTIFICATE

TSI LIABLE

FOUR SEMESTER OPTION

FIRST SEMESTER		Credit Hours
VNSG 1420	Anatomy and Physiology for Allied Health	4
TECM 1371	Mathematics for Allied Health	3
VNSG 1115	Disease Control and Prevention	1
VNSG 1116	Nutrition	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1133	Growth and Development	1
VNSG 1160	Clinical I-A	1
VNSG 1323	Basic Nursing Skills	3

SECOND SEMESTER		
VNSG 1226	Gerontology	2
VNSG 1161	Clinical I-B	1
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

THIRD SEMESTER (SUMMER SESSION)		
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 1261	Clinical II-B	2

FOURTH SEMESTER		
VNSG 1136	Mental Health	1
VNSG 1138	Mental Illness	1
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 1362	Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours: 46

COURSE DESCRIPTIONS

ACCOUNTING

◆ACCT 2401
PRINCIPLES OF FINANCIAL ACCOUNTING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.
Prerequisite: ACNT 1303 or completion of MATH 0085 or equivalent.

◆ACCT 2402
PRINCIPLES OF MANAGERIAL ACCOUNTING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.
Prerequisite: ACCT 2401.

ACNT 1303
INTRODUCTION TO ACCOUNTING I
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.
Prerequisite: Completion of READ 0080 and MATH 0080 or equivalent.

ACNT 1304
INTRODUCTION TO ACCOUNTING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.
Prerequisite: ACNT 1303.

ACNT 1311
INTRODUCTION TO COMPUTERIZED ACCOUNTING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.
Prerequisite: ACNT 1303, ITSC 1409 or COSC 1301.

ACNT 1329
PAYROLL & BUSINESS TAX ACCOUNTING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.
Prerequisite: ACNT 1303.

ACNT 1331
FEDERAL INCOME TAX: INDIVIDUAL
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of the federal tax laws currently implemented by the IRS, providing a working knowledge of preparing income tax returns for the individual.
Prerequisite: ACNT 1303.

ACNT 2309
COST ACCOUNTING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.
Prerequisite: ACCT 2401 and ACCT 2402.

ACNT 2330
GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.
Prerequisite: ACNT 1303.

ACNT 2331
INTERNAL CONTROL AND AUDITING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the study of internal controls and auditing standards and processing used by internal auditors, managers, and independent public accountants.
Prerequisite: ACNT 1303.

ADMINISTRATIVE OFFICE CAREERS

POFI 1349
SPREADSHEETS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides in-depth coverage in the use of spreadsheet software for business applications.
Prerequisite: None.

POFI 2301
WORD PROCESSING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides in-depth coverage of word processing software focusing on business applications.
Prerequisite: POFT 1227 or permission from the department.

POFI 2340
ADVANCED WORD PROCESSING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.
Prerequisite: POFI 2301.

POFL 1303
LEGAL OFFICE PROCEDURES I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.
Prerequisite: POFT 1329 or permission from the department.

POFL 1305
LEGAL TERMINOLOGY
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.
Prerequisite: None.

POFL 1340
LEGAL OFFICE PROCEDURES II
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of law, with applications designed to require students to use critical thinking skills.
Prerequisite: POFL 1303.

◆ = DENOTES COLLEGE TRANSFERABLE COURSES

POFL 1355
LEGAL ISSUES AND MEDICAL RECORDS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the legal issues regarding medical documents.
Prerequisite: POFT 1329 and POFL 1305.

POFL 1359
LEGAL TRANSCRIPTION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers comprehensive legal vocabulary. It includes organizing and transcribing documents in a law office.
Prerequisite: POFT 1329 and POFT 1301.

POFL 2264
CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

POFL 2301
LEGAL DOCUMENT PROCESSING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches the student skill development in the production of legal documents used in the legal and court systems.
Prerequisite: POFT 1329.

POFT 1227
INTRODUCTION TO KEYBOARDING
CRT HRS:02 LEC HRS:01 LAB HRS:03
This course will teach the student skill development in keyboarding with emphasis on alphabet, number, acceptable speed and accuracy, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.
Prerequisite: None.

POFT 1301
BUSINESS ENGLISH
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
Prerequisite: None.

POFT 1309
ADMINISTRATIVE OFFICE PROCEDURES I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.
Prerequisite: None.

POFT 1319
RECORDS AND INFORMATION MANAGEMENT I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.
Prerequisite: None.

POFT 1321
BUSINESS MATH
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.
Prerequisite: None.

POFT 1328
BUSINESS PRESENTATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.
Prerequisite: POFT 1227 or permission from the department.

POFT 1329
BEGINNING KEYBOARDING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.
Prerequisite: POFT 1227, or permission from the department.

POFT 1349
ADMINISTRATIVE OFFICE PROCEDURES II
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.
Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.

POFT 2264
CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

POFT 2303
SPEED AND ACCURACY BUILDING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.
Prerequisite: POFT 1329.

POFT 2312
BUSINESS CORRESPONDENCE AND COMMUNICATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches the development of writing and presentation skills required to produce effective business documents.
Prerequisite: POFT 1301.

POFT 2331
ADMINISTRATIVE SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers advanced concepts of project management and office procedures utilizing integration of previously learned office skills and software applications.
Prerequisite: POFT 1349 or POFL 1340.

AMERICAN SIGN LANGUAGE AND INTERPRETER STUDIES

SLNG 1207
INTRA-LINGUAL SKILLS FOR INTERPRETERS
CRT HRS:02 LEC HRS:02 LAB HRS:01
This course will concentrate on the development of intra-lingual (English to English) skills necessary for inter-lingual (English to ASL/ASL to English) skills

development. It will focus on linguistic/cognitive skills development in the areas of: abstracting, summarizing, paraphrasing, auditory and visual memory, shadowing, dual tasking, and decalage.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, SLNG 1304, SLNG 1300.

SLNG 1300
FUNDAMENTALS AND DEAF SUPPORT SPECIALIST/ SERVICE PROVIDERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is designed to instruct students in how to work with deaf consumers in a variety of settings, including but not limited to, job coaching, mentoring, tutoring, and/or advocacy work.
Prerequisite: None.

SLNG 1304
AMERICAN SIGN LANGUAGE (ASL) I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Course work includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.
Prerequisite: None.

SLNG 1305
AMERICAN SIGN LANGUAGE (ASL) II
CRT HRS:03 LEC HRS:03 LAB HRS:01
ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course Increases fluency and accuracy In fingerspelling and numbers, and provides opportunities for interaction within the deaf community.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1311
FINGERSPELLING AND NUMBERS
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole-word and phrase recognition as well as identifying fingerspelling words in context. Expressive skills focus on the development of speed, clarity, and fluency.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1315
VISUAL/GESTURAL COMMUNICATION
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expressions, gestures, pantomime, and body language. Instructional methods include the creation and/or performance of stories using these elements.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1317
INTRODUCTION TO THE DEAF COMMUNITY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family and community In today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.
Prerequisite: None.

SLNG 1321
INTRODUCTION TO THE INTERPRETING PROFESSION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the field of sign language interpretation. The class provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.
Prerequisite: None.

SLNG 1341
AMERICAN SIGN LANGUAGE (ASL) III
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice oriented approach to language acquisition, which includes the use of multimedia.
Prerequisite: SLNG 1305 or SGNL 1302.

SLNG 1345
AMERICAN SIGN LANGUAGE (ASL) IV
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs, as well as grammatical structures for complex sentences.
Prerequisite: SLNG 1344 or SGNL 2301.

SLNG 1347
DEAF CULTURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Topics addressed include cultural identity, core values, group norms, communication, and language as well as significant contributions made by deaf people to the world community.
Prerequisite: None.

SLNG 1350
SIGN-TO-VOICE
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course provides skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
Prerequisite: SLNG 1305 or SGNL 1302.

SLNG 2187
CAPSTONE: INTERNSHIP I -SIGN LANGUAGE INTERPRETER
CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship I is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Permission from the Department.

SLNG 2188
CAPSTONE: INTERNSHIP II - DEAF SUPPORT SPECIALIST
CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship II is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Permission from the Department.

SLNG 2189
CAPSTONE: INTERNSHIP III- SIGN LANGUAGE INTERPRETER
CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship III is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Permission from the Department.

SLNG 2238
ADVANCED VISUAL/GESTURAL COMMUNICATIONS
CRT HRS:02 LEC HRS:02 LAB HRS:01
This advanced course provides further development using non-verbal communication. Complex classifiers will be discussed as well as how to incorporate classifiers in the interpretation process.
Prerequisite: SLNG 1315, SLNG 1345 or SGNL 2302.

SLNG 2303
TRANSLITERATING
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English into a manually coded English format, and from a manually coded English system into spoken English. An integral part of this course will be defining, recognizing, and incorporating features of transliterations.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

SLNG 2330
ADVANCED TECHNIQUES FOR DEAF SUPPORT SPECIALIST/SERVICE PROVIDERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course incorporates practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including, but not limited to, job coaching, mentoring, literacy, tutoring, and advocacy work.
Prerequisite: SLNG 1345 or SGNL 2302, SLNG 1300.

SLNG 2370
TRILINGUAL INTERPRETING I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course will include the development of inter-lingual skills (English to Spanish / Spanish to English / American Sign Language (ASL) to Spanish / Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.
Prerequisite: Certification.

SLNG 2372
TRILINGUAL INTERPRETING II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in the classroom.
Prerequisite: SLNG 2370 and SPAN 2311.

SLNG 2373
LATINO INTERPRETING ISSUES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.
Prerequisite: Certification, SLNG 1321.

SLNG 2401
INTERPRETING I
CRT HRS:04 LEC HRS:03 LAB HRS:03
Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, and Mid-Program Evaluation.

SLNG 2402
INTERPRETING II
CRT HRS:04 LEC HRS:03 LAB HRS:03
Interpreting II is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2401, and Mid-Program Evaluation.

SLNG 2411
INTERPRETING IN SPECIALIZED SETTINGS
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course focuses on interpreting/transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.
Prerequisite: SLNG 1321, SLNG 1344 or SGNL 2301.

SLNG 2434
AMERICAN SIGN LANGUAGE (ASL) V
CRT HRS:04 LEC HRS:03 LAB HRS:02
This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles In ASL will be discussed.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

SLNG 2431
INTERPRETING III
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated into classroom activities.
Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2188, and Mid-Program Evaluation.

ANTHROPOLOGY

•ANTH 2301
PHYSICAL ANTHROPOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course serves as an introduction to the theory of human evolution, the study of different hominid species, prehistoric development, and the emergence of culture. It also covers the primary elements of biological, cultural, and social evolution of humans from past to present day.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•ANTH 2302
INTRODUCTION TO ARCHEOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course serves as an introduction to the history, methods, theory, methods of data collection and analysis in the field of modern archeology. It also covers the major events in the development of the world's cultures.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•ANTH 2346
GENERAL ANTHROPOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics and ethnology. (Cross-listed as HUMA 2323.)
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•ANTH 2351
CULTURAL ANTHROPOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

ART

•ARTS 1301
ART APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course concentrates on values and meanings in the visual arts, including evaluation of selected works.
Prerequisite: Completion of READ 0080 or equivalent.

•ARTS 1303
ART SURVEY I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an examination of painting, sculpture, architecture, and other arts from prehistory through the middle ages.
Prerequisite: Completion of READ 0080 or equivalent.

•ARTS 1304
ART SURVEY II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an examination of painting, sculpture, architecture, and other arts from the middle ages to the present day.
Prerequisite: Completion of READ 0090 or equivalent.

•ARTS 1311
DESIGN I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.
Prerequisite: None.

•ARTS 1312
DESIGN II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.
Prerequisite: ARTS 1311 or approval of the instructor.

•ARTS 1316
DRAWING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.
Prerequisite: None.

•ARTS 1317
DRAWING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.
Prerequisite: ARTS 1316 or approval of instructor.

•ARTS 2289
ACADEMIC COOPERATIVE
CRT HRS:02 LEC HRS:00 LAB HRS:05
This course is an instructional program designed to integrate on-campus study with practical hands-on work experience as a practicing artist. In conjunction with class seminars, the individual student will set specific goals and objectives in the study and/or practice of studio art and/or art history.
Prerequisite: ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317.

•ARTS 2313
DESIGN COMMUNICATIONS I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course explores the communication of ideas through processes and techniques of graphic design and illustrations. The translation of verbal language into visual language through a variety of media and software will be covered.
Prerequisite: Completion of READ 0080 or equivalent.

•ARTS 2314
DESIGN COMMUNICATIONS II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course explores the communication of ideas through processes and techniques of graphic design and illustrations. It is a continuation of ARTS 2313 and focuses on more complex approaches to visual translation.
Prerequisite: Completion of READ 0080 or equivalent and ARTS 2313.

•ARTS 2316
PAINTING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.
Prerequisite: None.

•ARTS 2317
PAINTING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.
Prerequisite: ARTS 2316 or approval of the instructor.

•ARTS 2323
DRAWING III
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
Prerequisite: ARTS 1317 or approval of the instructor.

•ARTS 2324
DRAWING IV
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a further investigation of drawing media and techniques with further emphasis on personal expression, concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
Prerequisite: ARTS 2323 or approval of the instructor.

•ARTS 2326
SCULPTURE I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the potential of three-dimensional form in a variety of media.
Prerequisite: None.

•ARTS 2327
SCULPTURE II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.
Prerequisite: ARTS 2326 or approval of the instructor.

•ARTS 2333
PRINTMAKING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the use of basic printmaking media and techniques.
Prerequisite: None.

•ARTS 2334
PRINTMAKING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.
Prerequisite: ARTS 2333 or approval of instructor.

•ARTS 2341
ART METALS / JEWELRY DESIGN I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an exploration of ideas using basic techniques in jewelry and metal construction.
Prerequisite: None.

•ARTS 2342
ART METALS / JEWELRY DESIGN II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continued exploration of ideas using techniques in jewelry and metal construction.
Prerequisite: ARTS 2341 or approval of instructor.

•ARTS 2346
CERAMICS I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the preparation and manipulation of clay for the creation of ceramics.
Prerequisite: None.

•ARTS 2347
CERAMICS II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.
Prerequisite: ARTS 2346 or approval of instructor.

•ARTS 2348
DIGITAL ART I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
Prerequisite: None.

•ARTS 2349
DIGITAL ART II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio art course is a continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.
Prerequisite: ARTS 2348 or approval of instructor.

•ARTS 2356
PHOTOGRAPHY I * (FINE ARTS EMPHASIS)
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.
Prerequisite: None.
**Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.*

•ARTS 2357
PHOTOGRAPHY II * (FINE ARTS EMPHASIS)
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. The course can be repeated once for an additional three credit hours as a study in Advanced Problems and Techniques.
Prerequisite: ARTS 2356 or approval of instructor.
**Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.*

ASSOCIATE DEGREE NURSING

RNSG 1162
TRANSITIONAL CLINICAL
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:04
This course is a health-related work-based learning experience that enables the student to apply specialized nursing theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to ADN Transition Option Track with an unencumbered LVN license.

RNSG 1163
CLINICAL-PARAMEDIC TO RN
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:04
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts.
Direct supervision is provided by the clinical instructor.

Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; or Administrative Approval.

RNSG 1205
NURSING SKILLS I
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1209
INTRODUCTION TO NURSING
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course offers an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.
Prerequisite: TSI complete and an ACT composite score of 19 and approval of the ADN faculty only.

RNSG 1244
NURSING SKILLS II
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework.
Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1301, or administrative approval.

RNSG 1251
CARE OF THE CHILDBEARING FAMILY
CRT HRS:02 LEC HRS:02 LAB HRS:01
This course is the study of concepts related to the provision of nursing care for childbearing families. Topics include selected complications. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 1260
CLINICAL-PEDIATRICS/MATERNAL/INFANT
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to the care of childbearing families and children from infant to adolescent. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the ADN program; RNSG 1327, RNSG 1162, RNSG 1301 or administrative approval.

RNSG 1301
PHARMACOLOGY FOR PROFESSIONAL NURSING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in the safe administration of medications within a legal/ethical framework.
Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1327
TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING
CRT HRS:03 LEC HRS:03 LAB HRS:01
Topics related to Professional Nursing Care in this course include health promotion, expanded health assessment, analysis of data, nursing process, nursing process, pharmacology, multi-disciplinary teamwork, and communication. Applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan are examined. Concurrent clinical placement is required.
Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1341
COMMON CONCEPTS OF ADULT HEALTH
CRT HRS:03 LEC HRS:03 LAB HRS:00
In this course, students will study the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 1362
CLINICAL I
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:12
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1412
NURSING CARE FOR THE CHILDBEARING AND CHILDREARING FAMILY
CRT HRS:04 LEC HRS:04 LAB HRS:0
Concepts and principles of professional nursing related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antipartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence. It includes competency in knowledge, judgment, skill, and professional values within a legal/ethical framework is examined.
Prerequisite: Admission to the ADN program or administrative approval. Clinical Co-requisite recommended.

RNSG 1413
FOUNDATIONS FOR NURSING PRACTICE
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course provides an introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: Admission to the ADN program and RNSG 1209.

RNSG 1517
CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS
CRT HRS:05 LEC HRS:04 LAB HRS:02
This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a

focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework.
Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; administrative approval. Concurrent enrollment in RNSG 1163 and RNSG 1301.

RNSG 2121
MANAGEMENT OF CLIENT CARE
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is an exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework.
Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2163
CLINICAL IV
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, and SPCH 1311.

RNSG 2201
CARE OF CHILDREN AND FAMILIES
CRT HRS:02 LEC HRS:02 LAB HRS:01
This course is the study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.
Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2213
MENTAL HEALTH NURSING
CRT HRS:02 LEC HRS:02 LAB HRS:01
This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.
Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301, or administrative approval.

RNSG 2260
CLINICAL-PEDIATRICS
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2261
CLINICAL-MATERNAL CHILD HEALTH
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2262
CLINICAL-MENTAL HEALTH
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2263
CLINICAL-MEDICAL/SURGICAL
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2331
ADVANCED CONCEPTS OF ADULT HEALTH
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on knowledge, judgment, skills and professional values within a legal/ethical framework.
Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2363
CAPSTONE: CLINICAL V
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.

ASTRONOMY

•PHYS 1403
INTRODUCTORY ASTRONOMY I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the first part of a general introduction to astronomy covering modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; black holes; galactic properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.
Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

•PHYS 1404
INTRODUCTORY ASTRONOMY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This second part of a general introduction to astronomy covering classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools(spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.
Prerequisite: PHYS 1403.

AUTOMOTIVE TECHNOLOGY

AUMT 1266
PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department.

AUMT 1267
PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department.

AUMT 1305
INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automobile maintenance.
Prerequisite: None.

AUMT 1345
AUTOMOTIVE 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: DEMR 1401 or AUMT 1407.

AUMT 1407
AUTOMOTIVE ELECTRICAL SYSTEMS
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Also to include electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Emphasis is placed on electrical schematic diagrams and service manuals.
Prerequisite: None.

AUMT 1410
AUTOMOTIVE BRAKE SYSTEMS
CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.
Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1416
AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS
CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.
Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1419
AUTOMOTIVE ENGINE REPAIR
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and re-assembly of the engine.
Prerequisite: AUMT 1407.

AUMT 2266
PRACTICUM III
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department.

AUMT 2267
CAPSTONE: PRACTICUM IV
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Permission from the department.

AUMT 2301
AUTOMOTIVE MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.
Prerequisite: SPCH 1311 and PSYC 2301. AUMT 2301 may only be taken in final semester of program.

AUMT 2313
AUTOMOTIVE DRIVE TRAIN AND AXLES
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of automotive clutches, clutch operation devices, standard transmission, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.
Prerequisite: AUMT 1419.

AUMT 2366
PRACTICUM I-FORD YAATC
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Permission from the department.

AUMT 2367
PRACTICUM II-FORD YAATC
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department.

AUMT 2417
AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS I
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.
Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.

AUMT 2421
AUTOMOTIVE ELECTRICAL LIGHTING & 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 1407.

AUMT 2425
AUTOMOTIVE AUTOMATIC TRANSMISSION & TRANSAXLE
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the operation, hydraulic 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 1407.

AUMT 2434
AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS II
CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.
Prerequisite: AUMT 2417.

CSIR 1355
INDUSTRY CERTIFICATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course prepares the student for the certifications required by industry.
Prerequisite: None.

BIOLOGY

♦BIOL 1322
NUTRITION AND DIET THERAPY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.
Prerequisite: None.

♦BIOL 1408
GENERAL BIOLOGY I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦BIOL 1409
GENERAL BIOLOGY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.
Prerequisite: BIOL 1408 with a grade of "C" or better.

♦BIOL 2306
ENVIRONMENTAL BIOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
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. The lecture will include hands-on laboratory activities.
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: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦BIOL 2402
ANATOMY & PHYSIOLOGY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.
Prerequisite: BIOL 2401 with a grade of "C" or better.

♦BIOL 2416
GENETICS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.
Prerequisite: BIOL 1408 with a grade of "C" or better.

♦BIOL 2421
MICROBIOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.
Prerequisite: BIOL 1408 with a grade of "C" or better.
Recommended: CHEM 1411 and CHEM 1412.

♦BIOL 2428
COMPARATIVE VERTEBRATE ANATOMY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.
Prerequisite: BIOL 1408 and BIOL 1409 or BIOL 1413 with a grade of "C" or better.

BUSINESS ADMINISTRATION

BMGT 1301
SUPERVISION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.
Prerequisite: None.

BMGT 1305
COMMUNICATIONS IN MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.
Prerequisite: ITSC 1409 or COSC 1301.

BMGT 1309
INFORMATION AND PROJECT MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course explores critical path methods for planning and controlling projects. It includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.
Prerequisite: None.

BMGT 1391
BUSINESS CONDUCT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the business code of conduct as it relates to management practices, employee relations, and organizational structure. Topics include employee performance, interpersonal relations, teamwork dynamics, resolving organizational problems, and dealing with ethical issues related to business.
Prerequisite: None.

BMGT 2168
CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Approval of Practicum Coordinator.

BMGT 2303
PROBLEM SOLVING AND DECISION MAKING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes decision making and problem solving process in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.
Prerequisite: None.

BNKG 1340
MONEY AND FINANCIAL MARKETS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of money and banking institutions and their role and functions in the economy. It includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles of monetary and fiscal policy, commercial banking structures, and financial markets.
Prerequisite: None.

BNKG 1303
PRINCIPLES OF BANK OPERATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the fundamental banking functions and the role of regulation in the banking industry. An explanation of financial products and services to various markets is included.
Prerequisite: None.

BNKG 1343
LAW AND BANKING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to basic sources of law and banking regulation. Emphasis is placed on the laws relating to contracts, negotiable instruments, secured transactions and consumer credit.
Prerequisite: None.

BNKG 1345
CONSUMER LENDING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of different types of consumer loans. The course identifies the federal regulations and state laws pertaining to collection and serving of a consumer loan and relates consumer credit to the lending process.
Prerequisite: None.

BNKG 1347
BANK MARKETING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.
Prerequisite: None.

BNKG 1349
COMMERCIAL LENDING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation, federal regulations, and state laws related to business and industrial lending.
Prerequisite: None.

BNKG 1356
ANALYZING FINANCIAL STATEMENTS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the process of evaluating financial statement, cash flow, and ratio analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.
Prerequisite: ACNT 1303.

BUSG 1303
PRINCIPLES OF FINANCE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.
Prerequisite: None.

BUSG 2309
SMALL BUSINESS MANAGEMENT/ ENTREPRENEURSHIP
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a course on how to start, operate, and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.
Prerequisite: None.

•BUSI 1301
BUSINESS PRINCIPLES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course surveys the elements of business and industry such as production and distribution systems, finance, accounting, statistics, capital, labor, marketing, taxes, and governmental regulations. It includes the history, structure, function, and contribution of business and industry to our society.
Prerequisite: Completion of READ 0080 or equivalent.

•BUSI 2301
BUSINESS LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers principles of law which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies.
Prerequisite: None. (Transfers only as an elective)

IBUS 1301
PRINCIPLES OF EXPORTS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures are stressed.
Prerequisite: None.

IBUS 1305
INTRODUCTION TO INTERNATIONAL BUSINESS/TRADE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.
Prerequisite: None.

IBUS 2345
IMPORT CUSTOMS REGULATIONS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.
Prerequisite: None.

IBUS 2371
IMPORT CUSTOMS REGULATIONS II
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a continuation of Import Customs Regulations I. Topics include the history and use of the U.S. Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.
Prerequisite: IBUS 2345.

LMGT 1319
INTRODUCTION TO BUSINESS LOGISTICS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.
Prerequisite: None.

LMGT 1321
PRINCIPLES OF MATERIAL MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the principles of material management to include inventory control and forecasting activities.
Prerequisite: None.

LMGT 1325
WAREHOUSE AND DISTRIBUTION CENTER MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.
Prerequisite: LMGT 1319.

MRKG 1301
CUSTOMER RELATIONSHIP MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors.
Prerequisite: None.

MRKG 1311
PRINCIPLES OF MARKETING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the marketing mix functions and process; identification of consumer and organizational needs; explanation of economic, psychological, sociological, environmental, and global issues. A description and analysis of the importance of marketing research is also provided.
Prerequisite: None.

MRKG 1313
PUBLIC RELATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.
Prerequisite: None.

MRKG 2333
PRINCIPLES OF SELLING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.
Prerequisite: None.

MRKG 2349
ADVERTISING AND SALES PROMOTION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.
Prerequisite: None.

BUSINESS COMPUTER SYSTEMS

ARTC 1413
DIGITAL PUBLISHING I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
Prerequisite: ITSC 1409.

ARTV 1445
3-D MODELING AND RENDERING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a studio course in technique of three-dimensional (3-D) modeling utilizing industry standard 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: ITSC 1409.

FLMC 2431
VIDEO GRAPHICS AND VISUAL EFFECTS II
CRT HRS:04 LEC HRS:03 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 video production.
Prerequisite: ARTC 1413 and ARTV 1445.

IMED 1445
INTERACTIVE DIGITAL MEDIA I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.
Prerequisite: ARTC 1413 and ARTV 1445.

IMED 2166
CAPSTONE: MULTIMEDIA PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: FLMC 2431 and IMED 1445.

IMED 2405
MULTIMEDIA COURSEWARE DEVELOPMENT II
CRT HRS:04 LEC HRS:03 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 1445 and ITSE 1411.

IMED 2409
INTERNET COMMERCE
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides an overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, creating web sites in order to collect information, and performing on-line transactions.
Prerequisite: ITSC 1409 and ITSE 1411.

IMED 2459
INTERACTIVE WEB ELEMENTS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming.
Prerequisite: ITSE 1411 and ITSE 2402.

ITNW 1425
FUNDAMENTALS OF NETWORKING TECHNOLOGIES
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.
Prerequisite: Completion of READ 0080 or equivalent.

ITNW 1454
IMPLEMENTING AND SUPPORTING SERVERS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.
Prerequisite: ITSY 1400 or ITNW 1425.

ITNW 2164
CAPSTONE: NETWORK PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITNW 2435, ITSY 1400 and ITSY 1442.

ITNW 2409
NETWORK ADMINISTRATION FOR INTRANET
CRT HRS:04 LEC HRS:03 LAB HRS:04
In this course, students will learn to perform the role of network administrator or system manager for an Intranet network.
Prerequisite: ITNW 2421.

ITNW 2421
NETWORKING WITH TCP/IP
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.
Prerequisite: ITNW 1425.

ITNW 2435
NETWORK TROUBLESHOOTING AND SUPPORT
CRT HRS:04 LEC HRS:03 LAB HRS:04
In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.
Prerequisite: ITNW 2421 and ITNW 1454.

ITNW 2453
ADVANCED ROUTING AND SWITCHING
CRT HRS:04 LEC HRS:03 LAB HRS:04
The focus of this course is on implementation, operation, and troubleshooting of switched and routed environments. It emphasizes advanced routing protocols, Multi Protocol Label Switching (MPLS), and advanced security.
Prerequisite: ITSY 1442.

ITSC 1164
CAPSTONE: INFORMATION SECURITY PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITSY 2441 and ITSY 2443.

ITSC 1165
CAPSTONE: TECHNOLOGY SUPPORT PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITSC 1425, ITNW 2421, and ITNW 1454.

ITSC 1405
INTRODUCTION TO PC OPERATING SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.
Prerequisite: Completion of READ 0080 or equivalent.

ITSC 1407
UNIX OPERATING SYSTEM I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.
Prerequisite: ITNW 1425.

ITSC 1409
INTEGRATED SOFTWARE APPLICATIONS I
CRT HRS:04 LEC HRS:03 LAB HRS:03
In this course the student will learn integration of

applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.
Prerequisite: Completion of READ 0080 or equivalent.

ITSC 1425
PERSONAL COMPUTER HARDWARE
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.
Prerequisite: ITSC 1409.

ITSC 2164
CAPSTONE: INFORMATION SECURITY PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITSY 1400, ITNW 2421 and ITNW 1454.

ITSC 2165
CAPSTONE: SYSTEMS ADMINISTRATION PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITNW 2435.

ITSC 2346
COMPUTER CENTER MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.
Prerequisite: ITNW 2435 or ITSY 2441.

ITSC 2439
PERSONAL COMPUTER HELP DESK
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.
Prerequisite: ITNW 1425 and ITNW 2435.

ITSE 1411
BEGINNING WEB PAGE PROGRAMMING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides skill development in web page programming including mark-up and scripting languages.
Prerequisite: Completion of READ 0080 or equivalent.

ITSE 1431
INTRODUCTION TO VISUAL BASIC PROGRAMMING
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.
Prerequisite: ITSC 1409.

ITSE 2286
INTERNSHIP-COMPUTER PROGRAMMING
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: IMED 2409, and ITSE 2402.

ITSE 2402
INTERMEDIATE WEB PROGRAMMING
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers techniques for web development. It includes server-side and client-side scripting.
Prerequisite: ITSE 1411 and ITSE 1402.

ITSE 2409
DATABASE PROGRAMMING
CRT HRS:04 LEC HRS:03 LAB HRS:04
In this course the student will learn database development using database programming techniques emphasizing database structures, modeling, and database access.
Prerequisite: ITSC 1409.

ITSW 1404
INTRODUCTION TO SPREADSHEETS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides the student with instruction in the concepts, procedures, and application of electronic spreadsheets.
Prerequisite: ITSC 1409.

ITSW 1410
INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.
Prerequisite: ITSC 1409.

ITSW 2434
ADVANCED SPREADSHEETS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is designed to provide the student with advanced techniques for developing and modifying spreadsheets. The course includes macros and data analysis functions.
Prerequisite: ITSC 1409.

ITSY 1400
FUNDAMENTALS OF INFORMATION SECURITY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
Prerequisite: ITNW 1425.

ITSY 1442
INFORMATION TECHNOLOGY SECURITY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
Prerequisite: ITNW 2421.

ITSY 2401
FIREWALLS AND NETWORK SECURITY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course will identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. It will examine security incident postmortem reporting and ongoing network

security activities.
Prerequisite: ITSY 2441.

ITSY 2441
SECURITY MANAGEMENT PRACTICES
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.
Prerequisite: ITNW 2421.

ITSY 2443
COMPUTER SYSTEM FORENSICS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.
Prerequisite: ITNW 2421.

POFI 2431
DESKTOP PUBLISHING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course includes in-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis is placed on layout techniques, graphics, multiple page displays, and business applications.
Prerequisite: ITSC 1409.

CHEMISTRY

•CHEM 1411
GENERAL CHEMISTRY I
CRT HRS:04 LEC HRS:03 LAB HRS:03
In this course, basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent, or completion of READ 0090 with a grade of "C" or better; and a score of 68+ on the Elementary Algebra ACCUPLACER Exam or equivalent, or completion of MATH 0090 with a grade of "C" or better.

•CHEM 1412
GENERAL CHEMISTRY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.
Prerequisite: CHEM 1411 with a grade of "C" or better.

•CHEM 2423
ORGANIC CHEMISTRY I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.
Prerequisite: CHEM 1412 with a grade of "C" or better.

•CHEM 2425
ORGANIC CHEMISTRY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.
Prerequisite: CHEM 2423 with a grade of "C" or better.

CHILD DEVELOPMENT

CDEC 1166
FIELD STUDY I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training in the childcare field supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: None.

CDEC 1167
FIELD STUDY II
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: CDEC 1166.

CDEC 1313
CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course 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 pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.
Prerequisite: None.

CDEC 1321
THE INFANT AND TODDLER
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.
Prerequisite: None.

CDEC 1323
OBSERVATION AND ASSESSMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of observation skills, assessment techniques, and documentation of children's development.
Prerequisite: None.

CDEC 1356
EMERGENT LITERACY FOR EARLY CHILDHOOD
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.
Prerequisite: None.

CDEC 1358
CREATIVE ARTS FOR EARLY CHILDHOOD
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
Prerequisite: None.

CDEC 1359
CHILDREN WITH SPECIAL NEEDS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.
Prerequisite: None.

CDEC 1417
CHILD DEVELOPMENT ASSOCIATE TRAINING I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is based on the requirements for the Child Development Associate National Credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course include creative, cognitive, physical, and communication.
Prerequisite: None.

CDEC 2166
FIELD STUDY III
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: CDEC 1166.

CDEC 2167
CAPSTONE: FIELD STUDY IV
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: CDEC 2166.

CDEC 2304
CHILD ABUSE AND NEGLECT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. It includes methods of referral to public and private agencies that deal with investigation and treatment.
Prerequisite: None.

CDEC 2307
MATH AND SCIENCE FOR EARLY CHILDHOOD
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.
Prerequisite: None.

CDEC 2315
DIVERSE CULTURAL/MULTILINGUAL EDUCATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of multicultural education to include the relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.
Prerequisite: None.

CDEC 2326
ADMINISTRATION OF PROGRAMS FOR CHILDREN I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a practical application of management procedures for early child care 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 2340
INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of the development and implementation of curriculum for children with special needs.
Prerequisite: None.

CDEC 2422
CHILD DEVELOPMENT ASSOCIATE TRAINING II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study covered in this course include safety, health, learning environment, self, social, and guidance.
Prerequisite: Completion of or concurrent enrollment in CDEC 1417.

•EDUC 1325
PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.
Prerequisite: None.

•TECA 1303
FAMILY, SCHOOL, AND COMMUNITY
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.
Prerequisite: None.

•TECA 1311
EDUCATING YOUNG CHILDREN
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.
Prerequisite: None.

•TECA 1318
WELLNESS OF THE YOUNG CHILD
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings.
Prerequisite: None.

•TECA 1354
CHILD GROWTH AND DEVELOPMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of the principles of normal child growth and development from conception to adolescence. This course focuses on physical, cognitive, social, and emotional domains of development.
Prerequisite: None.

COLLEGE SUCCESS

ORIN 0101
COLLEGE SUCCESS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course helps the student to perform successfully in college by understanding his or her Emotional Intelligence skills, personal learning style, understanding and using college policies and procedures, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, listening effectively, communicating well both orally and in writing, and by learning and applying library and technological research techniques. This course is a requirement for all first-time developmental students who have not passed all sections of the ACCUPLACER. This course is also required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who have passed all sections of the ACCUPLACER.
Prerequisite: None.

COMMUNICATIONS

•COMM 2311
NEWS GATHERING AND WRITING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.
Prerequisite: Completion of READ 0090 or ENGL 0091 or equivalent.

•COMM 2315
NEWS GATHERING AND WRITING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.
Prerequisite: COMM 2311.

COMPUTER-AIDED DRAFTING AND DESIGN

ARCE 1303
ARCHITECTURAL MATERIALS AND METHODS OF CONSTRUCTION
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.
Prerequisite: DFTG 1315.

ARCE 1321
ARCHITECTURAL ILLUSTRATION
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers architectural drawing and sketching. Emphasis is on freehand drawing, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.
Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.

ARCE 1352
STRUCTURAL DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. It includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Prerequisite: DFTG 1305, DFTG 1309, OR ARTC 1321.

ARCE 2352
MECHANICAL AND ELECTRICAL SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers the properties of building materials (assemblies), specifications, codes, vendor references, and uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction.
Prerequisite: Completion of or concurrent enrollment in DFTG 2338, DFTG 1317 and DFTG 2328.

ARTC 1302
DIGITAL IMAGING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.
Prerequisite: None.

ARTC 1317
DESIGN COMMUNICATION I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is the study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.
Prerequisite: ARTC 1302 and ARTC 1321.

ARTC 1321
ILLUSTRATION TECHNIQUES I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is the study of illustration techniques in various media. Emphasis is on creative interpretation and disciplined draftsmanship for visual communication of ideas.
Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.

ARTC 1353
COMPUTER ILLUSTRATION
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course develops mastery of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations. The course includes principles of layout and design and manipulation of text graphics.
Prerequisite: DFTG 1309.

ARTC 2301
ILLUSTRATION TECHNIQUES II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis is on conceptualization and composition.
Prerequisite: ARTC 1321.

ARTC 2340
COMPUTER ILLUSTRATION II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers advanced use of software capabilities with emphasis on various output procedures, the resolution of complex design issues, and concept development.
Prerequisite: ARTC 1353.

ARTC 2347
DESIGN COMMUNICATION II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is the advanced study of design, development,

and art direction. Emphasis will be placed on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.
Prerequisite: ARTC 1317.

ARTV 1341
3-D ANIMATION I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis will be placed on 3-D modeling building blocks using primitives to create simple or complex objects.
Prerequisite: ARTC 1321, ARTC 1353, DFTG 2340.

ARTV 1351
DIGITAL VIDEO
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides skill development in producing and editing video and sound for multimedia or web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.
Prerequisite: PHTC 2331.

CNBT 1346
CONSTRUCTION ESTIMATING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course includes the fundamentals of estimating materials and labor costs in construction. The student will identify estimating procedures; estimate materials from blueprints; and calculate labor units and costs.
Prerequisite: ARTC 1353.

DFTG 1305
TECHNICAL DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.
Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1309
BASIC COMPUTER-AIDED DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.
Prerequisite: Completion of or concurrent enrollment in DFTG 1305 or ARTC 1321.

DFTG 1315
ARCHITECTURAL BLUEPRINT READING AND SKETCHING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course examines the fundamentals of blueprint reading for the construction industry.
Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1317
ARCHITECTURAL DRAFTING-RESIDENTIAL
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures is covered. Emphasis is placed on light frame construction methods.
Prerequisite: DFTG 1305, DFTG 1309 or ARTC 1321; and completion of or concurrent enrollment In DFTG 2319.

DFTG 1371
INTRODUCTION TO THE CIVIL DRAFTING PROFESSION
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the civil drafting profession It familiarizes the student with local businesses, common practices, and professional advancement. The course also introduces and explores the various types of drawings, maps, and plans that are prepared by civil engineering firms and surveyors.
Prerequisite: None.

DFTG 1372
FINAL PRESENTATION/PORTFOLIO DEVELOPMENT
CRT HRS:03 LEC HRS:02 LAB HRS:04
Course emphasis will be placed on the development and preparation of a portfolio comprised of completed CAD projects to meet required professional standards. Each student will be required to design and complete a set of drawing documents of their own design to be included as part of their portfolio. The evaluation and demonstration of the final portfolio to industry professionals will be required.
Prerequisite: DFTG 1317 AND DFTG 2328.

DFTG 1380
COOPERATIVE EDUCATION
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
Prerequisite: DFTG 2338 and ARCE 2352.

DFTG 2300
INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continued application of principles and practices used in residential construction.
Prerequisite: DFTG 1317 and DFTG 2319.

DFTG 2319
INTERMEDIATE COMPUTER-AIDED DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2d and/or 3d environments and extracting data. A portfolio to be submitted for evaluation will be required.
Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.

DFTG 2321
TOPOGRAPHICAL DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers plotting of surveyor's field notes. It includes drawing elevations, contour lines, plan and profiles, and laying out traverses.
Prerequisite: DFTG 1309.

DFTG 2328
ARCHITECTURAL DRAFTING-COMMERCIAL
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building

materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.
Prerequisite: DFTG 1305, DFTG 1309; and completion of or concurrent enrollment in DFTG 2319.

DFTG 2330
CIVIL DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an in-depth study of drafting methods and principles used in civil engineering.
Prerequisite: SRVY 1313 and DFTG 2321.

DFTG 2332
CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course presents advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.
Prerequisite: SRVY 1342, SRVY 2309, DFTG 2328 and GISC 1311.

DFTG 2338
FINAL PROJECT-ADVANCED DRAFTING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is a drafting course in which students participate in a comprehensive project from conception to conclusion.
Prerequisite: Completion of or concurrent enrollment in ARCE 2352, and completion of DFTG 1317 and DFTG 2328.

DFTG 2340
SOLID MODELING/DESIGN
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.
Prerequisite: DFTG 1317, DFTG 2319.

GISC 1301
CARTOGRAPHY AND GEOGRAPHY IN GIS & GPS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.
Prerequisite: Completion of or concurrent enrollment in GISC 2320.

GISC 1311
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.
Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.

GISC 1321
INTRODUCTION TO RASTER-BASED GIS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.
Prerequisite: Completion of or concurrent enrollment in GISC 1311.

GISC 1364
CAPSTONE:GIS PRACTICUM
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: DFTG 2319 and GISC 1311.

GISC 2303
FUNDAMENTALS OF LOGISTICS WITH GIS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on multiple data sources and their location-based relationships. It incorporates exposure to modes of transportation, resources, and product distribution and the combination of these elements with time, distance, and GPS technology for support of GIS analysis as relating to logistics.
Prerequisite: GISC 1311 and GISC 1321.

GISC 2311
GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.
Prerequisite: GISC 1301, GISC 1321, and DFTG 2319.

GISC 2320
INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS (GIS)
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.
Prerequisite: Completion of GISC 1311 and DFTG 1309.

GISC 2335
PROGRAMMING FOR GIS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the use of programming languages to customize and expand the capability of GIS applications. Instruction will include object-oriented and component programming. Students will also design their own Graphical User Interface (GUI).
Prerequisite: Completion of or concurrent enrollment in GISC 2359, ITSE 2409.

GISC 2359
WEB-SERVED GEOGRAPHIC INFORMATION SYSTEMS (GIS)
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers the delivery of geographic data via the Internet. It includes composition of the map features distributed and an introduction on the use of markup languages to customize web-based Geographic Information Systems (GIS).
Prerequisite: Completion of or concurrent enrollment in GISC 2320, GISC 2303, ITSE 1411.

GISC 2364
CAPSTONE:GIS PRACTICUM
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: GISC 1311, GISC 2311, ITSE 2409.

GISC 2404
GIS DESIGN WITH VECTOR ANALYSIS
CRT HRS:04 LEC HRS:02 LAB HRS:04
This course uses GIS as a problem solving tool from the first stages of designing an analysis project, through the data collection and manipulation phase, to the final phase

of presenting the project.
Prerequisite: GISC 1321, GISC 2303, and GISC 2359.

GRPH 1380
CAPSTONE: DIGITAL IMAGING DESIGN
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.
Prerequisite: ARTC 1353, ARTC 1317, ARCE 1321, DFTG 2319, and DFTG 1317.

GRPH 2380
CAPSTONE: DIGITAL IMAGING DESIGN
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.
Prerequisite: IMED 2311, ARTV 1341, ARTV 1351, ARTC 2340.

IMED 2311
PORTFOLIO DEVELOPMENT
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course places emphasis on preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.
Prerequisite: ARCE 1321, ARTC 2347, ARTC 2331 and DFTG 2340.

PHTC 1347
LANDSCAPE PHOTOGRAPHY
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.
Prerequisite: PHTC 2331.

PHTC 2331
ARCHITECTURAL PHOTOGRAPHY
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.
Prerequisite: ARTC 1317.

SRVY 1313
PLANE SURVEYING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.
Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1315
SURVEYING CALCULATIONS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the mathematics used in surveying and mapping, eg., algebra, plane trigonometry, and plane, solid and analytical geometry.
Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1341
LAND SURVEYING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.
Prerequisite: SRVY 1313.

SRVY 1342
GLOBAL POSITIONING SYSTEM TECHNIQUES FOR SURVEY/MAPPING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.
Prerequisite: SRVY 1313 and DFTG 2330.

SRVY 1349
SURVEYING CALCULATIONS II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of the mathematical applications used in surveying and mapping. An overview of software and hardware, including programmable calculators used in problem solving will be covered.
Prerequisite: SRVY 1315.

SRVY 1380
COOPERATIVE EDUCATION
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.
Prerequisite: SRVY 1315, DFTG 2321, DFTG 2319, DFTG 1371.

SRVY 2309
COMPUTER AIDED MAPPING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographical maps utilizing coordinate geometry will also be covered.
Prerequisite: DFTG 2319, SRVY 1313, DFTG 2321 and DFTG 2330.

SRVY 2313
CONTROL SURVEYING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes field astronomy calculations, state plane coordinates and the reduction of information received from Global Positioning System receivers.
Prerequisite: SRVY 1341, DFTG 2321, and DFTG 2330.

SRVY 2339
ENGINEERING DESIGN SURVEY
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout. It also includes the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.
Prerequisite: SRVY 1341, DFTG 2321, DFTG 2330, and SRVY 1342.

SRVY 2380
COOPERATIVE EDUCATION
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.
Prerequisite: DFTG 2328.

COMPUTER AND INFORMATION TECHNOLOGIES

CITP 3302
ADVANCED NETWORKING (NETWORKING +)
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course prepares individuals for a career as a Network Engineer in the Information Technology support industry. Students will be taught the various responsibilities and tasks required for service engineer to successfully perform in a specific environment.
Prerequisite: ITNW 2421.

CITP 3305
SYSTEM ANALYSIS AND DESIGN
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course provides a systematic approach to developing computer-based information systems utilizing the system development life cycle (SDLC) with the emphasis on analysis and design. Students will participate in a real-world project that will enable them to implement certain facets of system development. Topics include feasibility study/project planning, requirements definition and analysis, and user interface design.
Prerequisite: None.

CITP 3310
SURVEY OF PROGRAMMING LANGUAGES
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.
Prerequisite: ITSE 1431 or COSC 1430.

CITP 3312
FUNDAMENTALS OF INFORMATION SECURITY
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.
Prerequisite: ITNW 2421.

CITP 3320
DATABASE MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:02
In this course, the logical concept and physical organization of relational database management systems are studied. The SQL language will be used extensively in exploring and querying databases. Students will receive extensive hands-on skills for designing, analyzing and implementing a relational database using Oracle.
Prerequisite: CITP 3310.

CITP 3360
DIGITAL IMAGE PROCESSING AND PRESENTATION
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course provides a basic competency in preparation and creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.
Prerequisite: None.

CITP 4301
CAPSTONE: COMPUTER AND INFORMATION TECHNOLOGY INTERNSHIP
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: None.

CITP 4316
ADVANCED WEB DESIGN
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course will introduce the paradigm or programming on the web. The focus will be on a simplified Model/View/Controller design pattern. Topics may include Cookies, Sessions, Dynamic Web Page Generation, Database Connectivity and Network Programming.
Prerequisite: CITP 3310 and ITSE 1411 or COSC 1315.

CITP 4330
ADVANCED NETWORK SECURITY
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course prepares students to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.
Prerequisite: CITP 3312.

CITP 4340
SPECIAL TOPICS COURSE-CIT
CRT HRS:03 LEC HRS:02 LAB HRS:02
In this course, students will continue their system development project from CITP 3305- System Analysis and Design or projects chosen by student teams and approved by instructor. The focus of the project will be implementing the system described in the student's technical documents from CITP3305- System Analysis and Design, or from a set of documents as created by the teams. Students will be expected to deliver a working system prototype if not a functional system.
Prerequisite: CITP 3310.

CITP 4345
DATA COMMUNICATIONS - CONVERGENT TECHNOLOGIES
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course focuses on a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.
Prerequisite: CITP 3302.

CITP 4350
ADVANCED COMPUTER PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course will introduce students to more advanced concepts in computer programming languages. Topics may include Graphical User Interface, Database Connectivity, Threads, and Network Programming.
Prerequisite: CITP 3310.

COMPUTER SCIENCE

•BCIS 1332
COBOL PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to business programming techniques. It includes programming methods, designing customized software applications, testing, documentation, input specification, and report generation. The course also introduces the student to record processing and the access, manipulation and use of ORACLE based databases using SQL statements.
Prerequisite: COSC 1430 with a grade of "C" or better.

•BCIS 2332
ADVANCED COBOL PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course further emphasizes applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. The course also further discusses ORACLE based databases by the creation and usage of advanced SQL statements.
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 is an introduction and overview of computer information systems. Topics include computer hardware, software, procedures, systems, and human resources and the exploration of their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Emphasis is placed on the familiarity and use of the Windows operating systems and personal software packages that include a word processor to process textual information, an electronic spreadsheet for manipulation of numerical data, and a database management system to create and manipulate a database. The Internet is introduced and used for educational purposes such as information search and retrieval by search engines and web browsers, e-mail utilization, and sharing of educational information. After course completion, students will be able to select correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.
Prerequisite: Successful completion of READ 0090 or equivalent.

•COSC 1315
FUNDAMENTALS OF PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Primary emphasis is on Java Script and XHTML Web design programming.
Prerequisite: COSC 1301 with a grade of "C" or better.

•COSC 1336
PROGRAMMING FUNDAMENTALS I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.
Prerequisite: Concurrent enrollment in MATH 0090 or completion of equivalent. Recommended: MATH 1414 with a grade of "C" or better.

•COSC 1337
PROGRAMMING FUNDAMENTALS II
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a review of control structures and data types with emphasis on structured data types. This course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. It includes basic analysis of algorithms, searching and sorting techniques, and an introduction to softward engineering.
Prerequisite: COSC 1336 with a grade of "C" or better.

•COSC 1430
COMPUTER PROGRAMMING
CRT HRS:04 LEC HRS:03 LAB HRS:02
This course is an introduction to computer programming using Visual Basic .Net. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, elementary file processing and the access, manipulation and use of databases by Visual Basic .Net designed applications.
Prerequisite: COSC 1301 with a grade of "C" or better.
Recommended: COSC 1315 with a grade of "C" or better.

•COSC 2325
COMPUTER ORGANIZATION AND MACHINE LANGUAGE
CRT HRS:03 LEC HRS:02 LAB HRS:03
This is an introduction to computer organization, machine language programming and assembly programming language. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, digital representation of data, MACRO commands, MACRO programming techniques and subroutines.
Prerequisite: COSC 1336 with a grade of "C" or better.

•COSC 2330
ADVANCED STRUCTURED LANGUAGES
CRT HRS:03 LEC HRS:02 LAB HRS:03
In this course, students will become familiar with further applications of programming techniques. Topics may include file access methods, data structure and modular programming, program testing and documentation and other topics not normally covered in an introductory computer programming course such as concepts of object-orientation using Java language, exploring the UNIX file system and file security, UNIX editors, UNIX file processing, advanced file processing, introduction to shell script programming, advanced shell programming, exploring UNIX utilities, Perl and CGI programing.
Prerequisite: COSC 2336 with a grade of "C" or better.

•COSC 2336
PROGRAMMING FUNDAMENTALS III
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course includes further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.
Prerequisite: COSC 1337 with a grade of "C" or better.

CRIMINAL JUSTICE

•CRIJ 1301
INTRODUCTION TO CRIMINAL JUSTICE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1306
COURT SYSTEMS AND PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of procedural regulations that guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1307
CRIME IN AMERICA
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1310
FUNDAMENTALS OF CRIMINAL LAW
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 2313
CORRECTIONAL SYSTEMS AND PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 2328
POLICE SYSTEMS AND PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; and current and future issues in the police profession.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

CULINARY ARTS

CHEF 1264
CAPSTONE: PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CHEF 1301
BASIC FOOD PREPARATION
CRT HRS:03 LEC HRS: 02 LAB HRS:04
This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.
Prerequisite: None.

CHEF 1305
SANITATION AND SAFETY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.
Prerequisite: None.

CHEF 1345
INTERNATIONAL CUISINE
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.
Prerequisite: CHEF 1301.

CHEF 2264
CAPSTONE: PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

CHEF 2301
INTERMEDIATE FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.
Prerequisite: None.

CHEF 2331
ADVANCED FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.
Prerequisite: RSTO 2307.

PSTR 1301
FUNDAMENTALS OF BAKING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies,

tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.
Prerequisite: None.

PSTR 2331
ADVANCED PASTRY SHOP
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.
Prerequisite: None.

RSTO 1204
DINING ROOM SERVICE
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course introduces the principles, concepts and systems of professional table service. Topics will include dining room organization, scheduling and management of food service personnel.
Prerequisite: None.

RSTO 1301
BEVERAGE MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics will include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.
Prerequisite: None.

RSTO 2301
PRINCIPLES OF FOOD AND BEVERAGE CONTROLS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.
Prerequisite: None.

RSTO 2307
CATERING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.
Prerequisite: CHEF 1301.

DANCE

•DANC 1210
TAP DANCE
CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance course focuses on the fundamental knowledge, skills, and applications of tap dance. Students are introduced to tap dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes tap dance as an enjoyable, practical and viable life-long physical activity and artistic endeavor.
Prerequisite: None.

•DANC 1241
BALLET I
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course offers knowledge and skill development in the basics of classical Russian ballet technique. Emphasis will be placed on correct alignment, basic barre work, simple center floor work, and ballet vocabulary.
Prerequisite: None.

•DANC 1242
BALLET II
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course offers continued development of knowledge and skill development in classical Russian ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary.
Prerequisite: DANC 1241 or permission from the Instructor.

•DANC 1245
MODERN DANCE
CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of modern dance. Students are introduced to modern dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•DANC 1247
JAZZ DANCE I
CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of jazz dance. Students are introduced to jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic dance course promotes jazz dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.
Prerequisite: None.

•DANC 1248
JAZZ DANCE II
CRT HRS:02 LEC HRS:01 LAB HRS:02
This secondary dance (physical activity) course focuses on the fundamental knowledge, skills, and application of classical dance, emphasizing Jazz. Students are introduced to detailed jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positioning, body isolations and overall coordination are practiced. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is encouraged.
Prerequisite: DANC 1247 or permission from the Instructor.

•DANC 1253
SPANISH BALLET I
CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•DANC 2303
DANCE APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on an introduction to the theory of Western dance performance forms, including ballet, modern dance, jazz, post-modern dance, and Spanish Folkloric dance. Emphasis is placed on how to understand, enjoy, and appreciate the complexities of dance terminology, history, evolution, symbolism, and cultural applications, as pertaining to the various forms of dance.
Prerequisite: Completion of READ 0080 or equivalent.

DIESEL TECHNOLOGY

DEMR 1229
PREVENTATIVE MAINTENANCE
CRT HRS:02 LEC HRS:01 LAB HRS:02
This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.
Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1230
STEERING & SUSPENSION I
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.
Prerequisite: DEMR 1401.

DEMR 1266
CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department.

DEMR 1303
BASIC DRIVING SKILLS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).
Prerequisite: DEMR 1401.

DEMR 1401
DIESEL SHOP SAFETY AND PROCEDURES
CRT HRS:04 LEC HRS:02 LAB HRS:04
This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.
Prerequisite: Completion of or concurrent enrollment in READ 0080 or equivalent.

DEMR 1405
BASIC ELECTRICAL SYSTEMS
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.
Prerequisite: Completion of or concurrent enrollment in DEMR 1401, and completion of or concurrent enrollment in MATH 0080 or equivalent.

DEMR 1410
DIESEL ENGINE TESTING AND REPAIR I
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to testing and repairing diesel engines including related systems specialized tools.
Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1416
BASIC HYDRAULICS
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers the fundamentals of hydraulics including components and related systems.
Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1417
BASIC BRAKE SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:06
This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.
Prerequisite: DEMR 1401.

DEMR 1435
AUTOMATIC POWER SHIFT AND HYDROSTATIC TRANSMISSIONS I
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.
Prerequisite: DEMR 1401 and DEMR 1442.

DEMR 1442
POWER TRAIN APPLICATIONS I
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.
Prerequisite: DEMR 1401.

DEMR 2432
ELECTRONIC CONTROLS
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers advanced skills in diagnostic and programming techniques of electronic control systems.
Prerequisite: DEMR 1410, DEMR 1401, and DEMR 1405.

DRAMA

•DRAM 1120
THEATER PRACTICUM I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
Prerequisite: None.

•DRAM 1121
THEATER PRACTICUM II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
Prerequisite: None.

•DRAM 1310
DRAMA APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.
Prerequisite: Completion of READ 0080 or equivalent.

•DRAM 1330
STAGECRAFT I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup and backstage organization.
Prerequisite: None.

•DRAM 1341
MAKEUP
CRT HRS:03 LEC HRS:02 LAB HRS:03
This is a course in design and execution of makeup for the purpose of developing believable characters. It includes discussion of basic makeup principles and the practical experience of makeup application.
Prerequisite: None.

•DRAM 1342
INTRODUCTION TO COSTUME
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the principles and techniques of costume design and construction for theatrical productions.
Prerequisite: None.

•DRAM 1351
ACTING I
CRT HRS:03 LEC HRS:03 LAB HRS:00
Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.
Prerequisite: None.

•DRAM 2120
THEATER PRACTICUM III
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.
Prerequisite: None.

•DRAM 2366
FILM APPRECIATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course emphasizes the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.
Prerequisite: None.

•DRAM 2389
ACADEMIC COOPERATIVE
CRT HRS:03 LEC HRS:01 LAB HRS:06
This is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.
Prerequisite: Permission of the Department.

ECONOMICS

•ECON 2301
PRINCIPLES OF ECONOMICS I-MACRO
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.
Prerequisite: Completion of MATH 0085 or equivalent, or BNKG 1340.

•ECON 2302
PRINCIPLES OF ECONOMICS II-MICRO
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.
Prerequisite: Successful completion of MATH 0085 or satisfactory score on placement test.

EDUCATION

•EDUC 1301
INTRODUCTION TO THE TEACHING PROFESSION
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. This course includes a 16 contact hour lab component in P-12 classrooms.
Prerequisite: None.

•EDUC 2301
INTRODUCTION TO SPECIAL POPULATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is an enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. This course includes a 16 contact hour lab component with special populations in P-12 schools.
Prerequisite: EDUC 1301.

ELECTRICIAN ASSISTANT

ELPT 1325
NATIONAL ELECTRICAL CODE I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This the an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
Prerequisite: None.

ELPT 1411
BASIC ELECTRICAL THEORY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers basic theory and practice of electrical circuits. It also includes calculations as applied to

alternating and direct current.
Prerequisite: None.

ELPT 1419
FUNDAMENTALS OF ELECTRICITY I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.
Prerequisites: None.

ELPT 1420
FUNDAMENTALS OF ELECTRICITY II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.
Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1429
RESIDENTIAL WIRING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This courses covers wiring methods, for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
Prerequisites: None.

ELPT 1445
COMMERCIAL WIRING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in commercial wiring methods. It includes over current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1457
INDUSTRIAL WIRING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in wiring methods used for industrial installations. It includes motor circuits, raceway and busway installations, proper grounding techniques, and associated safety procedures.
Prerequisites: ELPT 1419, ELPT 1445.

ELPT 2325
NATIONAL ELECTRICAL CODE II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.
Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 2419
PROGRAMMABLE LOGIC CONTROLLERS I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers the fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.
Prerequisites: ELPT 1419, ELPT 1445.

ELPT 2447
ELECTRICAL TESTING AND MAINTENANCE
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers proper and safe use of electrical power equipment test devices and the interpretation of test results. It includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.
Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

HART 1411
SOLAR FUNDAMENTALS
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is a study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.
Prerequisites: None.

WIND 2359
WIND POWER DELIVERY SYSTEM
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an in-depth study of the components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power and the input and output of electrical power delivery systems for wind generation.
Prerequisites: None.

ELECTRONICS

CETT 1333
INTRODUCTION TO COMPUTER AND CAD OPERATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This is an introduction to the fundamental operation of software application packages such as word processing, spreadsheets, and presentation software. Topics include electronic storage, data creation, and retrieval of documentation and data used in technical fields and software applications.
Prerequisite: Completion of MATH 0080 or equivalent.

CETT 1403
DC CIRCUITS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.
Prerequisite: Completion of MATH 0080 or equivalent.

CETT 1405
AC CIRCUITS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.
Prerequisite: CETT 1403.

CETT 1409
DC/AC CIRCUITS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers the fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.
Prerequisite: None.

CETT 1421
ELECTRONIC FABRICATION
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.
Prerequisite: CETT 1403.

CETT 1425
DIGITAL FUNDAMENTALS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis is placed on circuit logic analysis and troubleshooting digital circuits.

Prerequisite: Completion of MATH 0080 or equivalent.

CETT 1441
SOLID STATE CIRCUITS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.
Prerequisite: CETT 1403.

CETT 1445
MICROPROCESSOR
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools will be included.
Prerequisite: CETT 1403.

CETT 1457
LINEAR INTEGRATED CIRCUITS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.
Prerequisite: CETT 1441.

CETT 1449
DIGITAL SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.
Prerequisite: CETT 1425.

CETT 2188
CAPSTONE: INTERNSHIP
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: CETT 2439.

CETT 2189
CAPSTONE: INTERNSHIP
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: CPMT 1407, CETT 1425 and EECT 1440.

CETT 2437
MICROCOMPUTER CONTROL
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. An introduction to programming is included.
Prerequisite: CETT 1405.

CETT 2439
AMPLIFIER ANALYSIS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.
Prerequisite: CETT 1405 and CETT 1441.

CPMT 1166
CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1403
INTRODUCTION TO COMPUTER TECHNOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.
Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1404
MICROCOMPUTER SYSTEM SOFTWARE
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system.
Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1407
ELECTRONIC AND COMPUTER SKILLS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers the study of current electronic construction techniques including using common hand tools used in disassembly, repair, and re-assembly of electronics and computer components.
Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1411
INTRODUCTION TO COMPUTER MAINTENANCE
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to the installation, configuration, and maintenance of a microcomputer system.
Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1445
COMPUTER SYSTEMS MAINTENANCE
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.
Prerequisite: CPMT 1403 or CPMT 1411.

CPMT 1447
COMPUTER SYSTEM PERIPHERALS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.
Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1449
COMPUTER NETWORKING TECHNOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.
Prerequisite: CPMT 1403.

CPMT 2166
CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training

supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: CPMT 2433.

CPMT 2188
CAPSTONE: INTERNSHIP-COMPUTER INSTALLATION
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: CPMT 1403.

CPMT 2288
CAPSTONE: INTERNSHIP-COMPUTER INSTALLATION
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:12
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: CPMT 2433.

CPMT 2350
INDUSTRY CERTIFICATION PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides an overview of the objectives for the industry specific certification exam.
Prerequisite: CPMT 2433.

CPMT 2433
COMPUTER INTEGRATION
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.
Prerequisite: CPMT 1445 and CPMT 1449.

CPMT 2437
MICROCOMPUTER INTERFACING
CRT HRS: 04 LEC HRS: 03 LAB HRS: 04
This course covers the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices.
Prerequisite: CPMT 2433

CPMT 2445
COMPUTER SYSTEM TROUBLESHOOTING
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.
Prerequisite: CPMT 1445.

CPMT 2449
ADVANCED COMPUTER NETWORKING TECHNOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.
Prerequisite: CPMT 1449.

EECT 1403
INTRODUCTION TO TELECOMMUNICATIONS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.
Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1407
CONVERGENCE TECHNOLOGIES
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.
Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1440
TELECOMMUNICATIONS TRANSMISSION MEDIA
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers the fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.
Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1444
TELECOMMUNICATIONS BROADBAND SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a survey of telecommunications broadband transmissions systems including protocols, testing, applications, and safety practices.
Prerequisite: EECT 1403.

EECT 2188
CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:04
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: EECT 1407.

EECT 2288
CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
Prerequisite: EECT 2440 and ITSY 1442.

EECT 2440
TELECOMMUNICATIONS CENTRAL OFFICE EQUIPMENT
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an examination of the theory, operation and maintenance of central office telecommunications equipment.
Prerequisite: EECT 1444.

EECT 2433
TELEPHONE SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.
Prerequisite: EECT 1407.

EECT 2435
TELECOMMUNICATIONS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of modern telecommunication systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction is provided in installation, testing, and maintenance of communications systems components.
Prerequisite: EECT 1403.

EECT 2437
WIRELESS TELEPHONY SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.
Prerequisite: EECT 2433.

ELMT 2435
CERTIFIED ELECTRONICS TECHNICIAN TRAINING
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.
Prerequisite: Completion of CETT 1405 and CETT 1441.

INTC 1457
AC/DC MOTOR CONTROL
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a study of electric motors and motor control devices common to a modem industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.
Prerequisite: CETT 1425 and CPMT 1407.

LOTT 1401
INTRODUCTION TO FIBER OPTICS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to fiber optics and its application, including the advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors.
Prerequisite: Completion of MATH 0080 or equivalent.

RBTC 1405
ROBOTIC FUNDAMENTALS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to flexible automation. Topics will include installation, repair, maintenance, and development of flexible robotic manufacturing systems.
Prerequisite: CETT 1425 and EECT 1440.

EMERGENCY MEDICAL TECHNOLOGY

EMSP 1160
EMT-BASIC CLINICAL
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1161
EMT-INTERMEDIATE HOSPITAL CLINICAL
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid intermediate level clinical experience.
Prerequisite: Admission to the program; Concurrent enrollment in EMSP 1438.

EMSP 1166
EMT-BASIC PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1167
EMS EMTI PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience in an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Intermediate level.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1438.

EMSP 1208
EMERGENCY VEHICLE OPERATIONS
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course provides the student with instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1355
TRAUMA MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.
Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1356
PATIENT ASSESSMENT AND AIRWAY MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.
Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1371
EMS DOCUMENTATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 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 1472
EMERGENT ISSUES IN EMT
CRT HRS:04 LEC HRS:03 LAB HRS:02
The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician -Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1501
EMT-BASIC
CRT HRS:05 LEC HRS:04 LAB HRS:04
This course is an introduction to the level of Emergency Medical Technician (EMT)-Basic. The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.
Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.

EMSP 2160
PARAMEDIC CLINICAL I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level one clinical experience.
Prerequisite: Admission to the program and concurrent enrollment in EMSP 2444.

EMSP 2161
PARAMEDIC CLINICAL II
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level two clinical experience.
Prerequisite: Admission to the program and concurrent enrollment in EMSP 2434.

EMSP 2243
ASSESSMENT BASED MANAGEMENT
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is designed to provide for teaching comprehensive, assessment-based patient care management. It includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.
Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2266
CAPSTONE: PARAMEDIC PRACTICUM
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level.
Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243, and permission from the department.

EMSP 2330
SPECIAL POPULATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.
Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338
EMS OPERATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.
Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434
MEDICAL EMERGENCIES
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.
Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.

EMSP 2444
CARDIOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. This includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions.
Prerequisite: Concurrent enrollment in EMSP 2160.

ENGINEERING

♦ENGR 1101
INTRODUCTION TO ENGINEERING
CRT HRS:01 LEC HRS: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: None.
Recommended: MATH 1414 or higher.

♦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 2430
DIGITAL SYSTEMS ENGINEERING I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers Boolean algebra and analysis. Synthesis of combinational and sequential switching networks with applications to computer design is also covered. The lab component includes the basics of digital logic and hardware, flip flops, registers, sequential circuits and state machines.
Prerequisites: None.
Recommended: MATH 1414.

ENGLISH

ENGL 0071
WRITING SKILLS I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to improve the students' writing skills. The aim of this course is to prepare the student for ACCUPLACER and college writing. The student will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has required one-hour lab.
Prerequisite: Placement based on ACCUPLACER score, Sentence Skills 0-65, and Essay 0-3+; or equivalent.

ENGL 0081
WRITING SKILLS II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.
Prerequisite: Completion of ENGL 0071 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 66-72, and Essay 4+; or equivalent.

ENGL 0091
WRITING SKILLS III
CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. ºThe students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.
Prerequisite: Completion of ENGL 0081 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 73-79, and Essay 5+; or Sentence Skills 0-59 and Essay of 6+; or equivalent.
**Note: For placement into Developmental English courses, both Sentence Skills and Essay criteria need to be met; otherwise, the lower score will be used for placement (for example, a score of Sentence Skills 34 and Essay 5 will place the student at ENGL 0071 level. A score of Sentence Skills 80 and Essay 4 will place the student at ENGL 0081).*

•ENGL 1301
COMPOSITION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.
Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.

•ENGL 1302
COMPOSITION II-RHETORIC
CRT HRS:03 LEC HRS:03 LAB HRS:00
Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.
Prerequisite: A grade of "C" or higher in ENGL 1301.

•ENGL 2289
ENGLISH ACADEMIC CAPSTONE
CRT HRS:02 LEC HRS:02 LAB HRS:00
This class will include practical, hands-on work in areas related to English language and literature. In conjunction with class seminars, the academic capstone will provide opportunities for greater understanding and exposure to English through the applied study of the written word.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

•ENGL 2307
CREATIVE WRITING I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing fiction, nonfiction, poetry, drama or screen writing.
Prerequisite: None.

•ENGL 2308
CREATIVE WRITING II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.
Prerequisite: ENGL 2307.

•ENGL 2311
TECHNICAL WRITING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on writing special types of reports often used in engineering, science, and business.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

•ENGL 2321
BRITISH LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

•ENGL 2326
AMERICAN LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2331
WORLD LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes selected readings of world literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2341
INTRODUCTION TO LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2341 is also designed to introduce students to the study of literary periods, terms and criticism.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2342
STUDIES IN THEMES AND GENRES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is designed to focus on literary works which may be unified by theme, period, subject matter, or genre. English 2342 is also designed to introduce students to the study of literary periods, terms and criticism.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2351
MEXICAN AMERICAN LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes selected reading in Mexican American Literature, as well as some other Hispanic American readings. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2351 is also designed to introduce students to the study of literary periods, terms, and criticism.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2389
ACADEMIC COOPERATIVE IN ENGLISH
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further their study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.
Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031
ESOL ORAL COMMUNICATION I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.
Prerequisite: None.

ESOL 0032
ESOL ORAL COMMUNICATION II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.
Prerequisite: None.

ESOL 0033
ESOL ORAL COMMUNICATION III
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.
Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.

ESOL 0041
ESOL COMPOSITION FOR NON-NATIVE SPEAKERS I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.
Prerequisite: None.

ESOL 0042
ESOL COMPOSITION/FOR NON-NATIVE SPEAKERS II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.
Prerequisite: None.

GEOGRAPHY

♦GEOG 1301
PRINCIPLES OF PHYSICAL GEOGRAPHY
CRT HRS:03 LEC HRS:03 LAB HRS:00
An introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.
Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

GEOLOGY

•GEOL 1403
PHYSICAL GEOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.
Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

•GEOL 1404
HISTORICAL GEOLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of Physical Geology covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.
Prerequisite: GEOL 1403 with a grade of "C" or better.

•GEOL 1445
OCEANOGRAPHY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course will explore the physical, chemical, geological, and biological processes operating in the marine environment. The dynamic processes that affect the ocean water, sea floor, and abundant life forms will be studied, as will the methods and techniques scientists use to investigate the ocean. Topics for discussion will include, but will not be limited to, the origin of ocean basins, properties of sea water, wind circulation, waves and tides, coastal and ocean habitats, ocean resources, and human presence in the ocean and related environmental challenges. It is recommended, but not required, that students take this course in sequence with Meteorology (GEOL 1447).
Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

•GEOL 1447
METEOROLOGY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introductory study of energy, temperature moisture, precipitation, and winds that combine to create weather. Topics include, but are not limited to, the causes of the seasons, forms of moisture, atmospheric stability, cloud development, precipitation process, pressure, storm systems, thunderstorms, lightning, tornadoes, hurricanes, and world climate. Labs include, but are not limited to, reading and preparing weather maps, making weather measurements, and seasons. It Is recommended, but not required, that students take this course in sequence with Oceanography (GEOL 1445).
Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

HITT 1166
CODING PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

HITT 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.
Prerequisite: HITT 1301.

HITT 1301
HEALTH DATA CONTENT AND STRUCTURE
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.
Prerequisite: None.

HITT 1305
MEDICAL TERMINOLOGY I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
Prerequisite: None.

HITT 1341
CODING AND CLASSIFICATION SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course focuses on the application of basic coding rules, principles, guidelines, and conventions.
Prerequisite: HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

HITT 1345
HEALTH CARE DELIVERY SYSTEMS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.
Prerequisite: HITT 1301.

HITT 1349
PHARMACOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.
Prerequisite: HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

HITT 2166
PRACTICUM I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the Department; HITT 1301 and HITT 1253.

HITT 2167
CAPSTONE: PRACTICUM II
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Permission from the department; HITT 2166.

HITT 2331
ADVANCED MEDICAL TERMINOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of advanced terminology in various medical and surgical specialties.
Prerequisite: HITT 1305.

HITT 2335
CODING AND REIMBURSEMENT METHODOLOGIES
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.
Prerequisite: HITT 1341.

HITT 2339
HEALTH INFORMATION ORGANIZATION AND SUPERVISION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.
Prerequisite: HITT 1345.

HITT 2343
QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course involves the study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.
Prerequisite: HITT 1345.

HITT 2371
CURRENT PROCEDURAL TERMINOLOGY CODING-CPT4
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).
Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

HITT 2372
ADVANCED CPT CODING-CPT4
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.
Prerequisite: HITT 2371.

HPRS 2301
PATHOPHYSIOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Prerequisite: HITT 1305 or Program Chair approval.

HITT 1211
COMPUTERS IN HEALTHCARE
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.
Prerequisite: POFM 1309.

MRMT 1307
MEDICAL TRANSCRIPTION I
CRT HRS:03 LEC HRS:01 LAB HRS:05
This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The course is also designed to develop speed and accuracy and utilizes transcribing and information processing equipment compatible with industry standards.
Prerequisite: HITT 1305 or concurrent enrollment, and word processing skills.

MRMT 2166
PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2167
MEDICAL TRANSCRIPTION PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2333
MEDICAL TRANSCRIPTION II
CRT HRS:03 LEC HRS:01 LAB HRS:05
This courses focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.
Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

MRMT 2371
ADVANCED MEDICAL TRANSCRIPTION II
CRT HRS:03 LEC HRS:01 LAB HRS:06
This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.
Prerequisite: MRMT 2333.

POFM 1309
MEDICAL OFFICE PROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human

relations and customer service skills.
Prerequisite: Must type at least 35 wpm.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

HART 1401
BASIC ELECTRICITY FOR HVAC
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.
Prerequisite: None.

HART 1407
REFRIGERATION PRINCIPLES
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
Prerequisite: None.

HART 1410
HVAC SHOP PRACTICES AND TOOLS
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.
Prerequisite: None.

HART 1445
GAS AND ELECTRICAL HEATING
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2431
ADVANCED ELECTRICITY
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2438
CAPSTONE: AIR CONDITIONING INSTALLATION AND STARTUP
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2441
COMMERCIAL AIR CONDITIONING
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2442
COMMERCIAL REFRIGERATION
CRT HRS:04 LEC HRS:03 LAB HRS:04
Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2443
INDUSTRIAL AIR CONDITIONING
CRT HRS:04 LEC HRS:03 LAB HRS:04
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2445
AIR CONDITIONING SYSTEMS DESIGN
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication, and balancing the air system.
Prerequisite: HART 1401, HART 1407, HART 1410.

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: HART 1401, HART 1407, HART 1410.

HISTORY

♦HIST 1301
UNITED STATES HISTORY I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 1302
UNITED STATES HISTORY II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2301
TEXAS HISTORY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of Texas from the Spanish exploration to the present.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2311
WESTERN CIVILIZATION I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2312
WESTERN CIVILIZATION II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2321
WORLD CIVILIZATIONS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.
Prerequisite: HIST 1301 and HIST 1302.

♦HIST 2322
WORLD CIVILIZATIONS II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.
Prerequisite: HIST 1301 and HIST 1302.

♦HIST 2327
MEXICAN AMERICAN HISTORY I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.(May substitute for HIST 1301).

♦HIST 2328
MEXICAN AMERICAN HISTORY II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to nineteenth and twentieth century social, political and economic issues in Mexican American culture, including the legacy of social activism on the people. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show and understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1302).

♦HIST 2381
AFRICAN AMERICAN HISTORY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and Native-American issues.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2389
ACADEMIC COOPERATIVE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an instructional program designed to integrate on-campus study with a practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
Prerequisite: Completion of six hours in History.

HUMAN RESOURCES

HRPO 1302
HUMAN RESOURCES TRAINING AND DEVELOPMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.
Prerequisite: None.

HRPO 1305
MANAGEMENT AND LABOR RELATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.
Prerequisite: None.

HRPO 1306
BASIC MEDIATOR TRAINING
CRT HRS:03 LEC HRS:03 LAB HRS:00
Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.
Prerequisite: None.

HRPO 1311
HUMAN RELATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.
Prerequisite: None.

HRPO 2188
INTERNSHIP HUMAN RESOURCE MANAGEMENT
CRT HRS:01 LEC HRS:00 LAB HRS:06
This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.
Prerequisite: Approval of Internship Coordinator.

HRPO 2301
HUMAN RESOURCES MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
Behavioral and legal approaches to the management of human resources in organizations are studied in this course.
Prerequisite: BMGT 1301.

HRPO 2303
EMPLOYMENT PRACTICES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of employment issues including

techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.
Prerequisite: HRPO 1302.

HRPO 2304
EMPLOYEE RELATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.
Prerequisite: HRPO 1305.

HRPO 2306
BENEFITS AND COMPENSATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.
Prerequisite: HRPO 2301.

HRPO 2307
ORGANIZATIONAL BEHAVIOR
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.
Prerequisite: HRPO 2301.

HUMANITIES

•HUMA 1301
INTRODUCTION TO THE HUMANITIES I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.
Prerequisite: TSI Exempt or TSI Complete or completion of READ 0080, ENGL 0081.

•HUMA 1302
INTRODUCTION TO THE HUMANITIES II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.
Prerequisite: HUMA 1301.

•HUMA 1305
INTRODUCTION TO MEXICAN-AMERICAN STUDIES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the field of Mexican-American Chicano/a studies from its inception to the present. It is an interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.
Prerequisite: Completion of READ 0080 or equivalent.

•HUMA 1311
MEXICAN-AMERICAN FINE ARTS APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an examination of Mexican-American/ Chicano/a artistic expressions in the visual and/or performing arts.
Prerequisite: Completion of READ 0080 or equivalent.

•HUMA 1315
FINE ARTS APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an understanding of the purposes and processes in the visual and musical arts including evaluation of selected works.
Prerequisite: Completion of READ 0080 or equivalent.

•HUMA 2319
AMERICAN MINORITY STUDIES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will cover the historical, social, and cultural development of one or more minority groups. Furthermore, this course will have an emphasis on the historical roots and implications of current socio-cultural of minority groups in the U.S. This course may include African American, Mexican-American, Asian American, and Native American issues.
Prerequisite: Completion of READ 0080 or equivalent.

•HUMA 2323
WORLD CULTURES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will focus on the study of variations among contemporary societies throughout the world. Emphasis is on the historical roots and implications of current socio-cultural diversity. Examples will come from a variety of specific societies within a regional context. (Cross-listed as ANTH 2346.)
Prerequisite: Completion of READ 0080 or equivalent.

KINESIOLOGY

•KINE 1100
FITNESS WALKING
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the aerobic sport of brisk, rhythmic, vigorous walking, intended to improve cardiovascular efficiency, strengthen the heart, control weight, and reduce stress.
Prerequisite: None.

•KINE 1101
FITNESS AND MOTOR DEVELOPMENT I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: Kinesiology majors only.

•KINE 1103
WEIGHT TRAINING AND CONDITIONING I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of weight training and conditioning. Students are introduced to skills, and applications of weight training and conditioning. Students are introduced to

individual anaerobic fitness activities, including muscle strength training, muscle endurance training, and muscle power training--using both machine and free-weights. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1104
WEIGHT TRAINING AND CONDITIONING II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of resistance (weight) training, including circuit training, interval training, power lifting, Olympic weight lifting, body-building and plyometrics. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1103 or permission from the Instructor.

•KINE 1105
BADMINTON
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.
Prerequisite: None.

•KINE 1107
BASKETBALL I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of basketball. Students are introduced to basketball history, terminology, rules, individual skills (dribbling, passing, shooting, guarding, etc.) and half-court team play (offense & defense). Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1109
BOWLING I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of bowling. Students are introduced to bowling history, terminology, rules, scoring, basic individual skills (ball selection, the grip, arm/foot positioning, the approach, arm back swing, forward arm swing, release, follow through, etc.) and competitive play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1110
BOWLING II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the sport of bowling, including team play and competition. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1109 or permission from the Instructor.

•KINE 1111
FLAG FOOTBALL I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of flag football. Students are introduced to flag football history, terminology, rules, scoring, basic individual skills (passing, receiving, running plays, blocking, defending, kicking, punting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1113
GOLF I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge skills, and strategies of the sport of golf. Basic golf skills will be addressed (proper grip, stance, posture, full swing, putting and approach shots). The course is conducted at the driving range.
Prerequisite: None.

•KINE 1114
GOLF II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the sport of golf, including special shots/conditions, sand/rough play, strategies to improve the golf score/handicap, playing 18 holes of golf, and competitive play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, selection of equipment, club play, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1113 or permission from the Instructor.

•KINE 1115
KARATE I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of karate. Students are introduced to karate history, terminology, customs, basic skills (breathing, stances, blocks, falls, roles, punches, strikes, kicks, smashes, etc.) fundamental strategies/tactics, and kata. Emphasis is placed on safety, conditioning, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1116
KARATE II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1115 or permission from the Instructor.

•KINE 1119
RACQUETBALL I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history, terminology, rules, scoring, basic individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)--while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1120
RACQUETBALL II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1119 or permission from the Instructor.

•KINE 1121
SOCCER I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1123
SOFTBALL I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1125
SWIMMING I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1126
SWIMMING II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1125 or permission from the Instructor.

•KINE 1127
TENNIS I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1128
TENNIS II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1127 or permission from the Instructor.

•KINE 1129
VOLLEYBALL I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

•KINE 1131
YOGA AND FLEXIBILITY TRAINING
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable life-long

fitness or recreational endeavor.
Prerequisite: None.

♦KINE 1132
SELF DEFENSE AND PERSONAL SAFETY
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of self-defense. Students are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.
Prerequisite: None.

♦KINE 1133
OUTDOOR ADVENTURE TRAINING
CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as enjoyable, practical and viable life-long fitness or recreational endeavors.
Prerequisite: None.

♦KINE 1144
FITNESS AND WELLNESS I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course is designed for Kinesiology majors as part of the required departmental courses for appropriate completion of the A.A. degree in Kinesiology. This course builds upon the concepts presented in Fitness and Motor Development I with an emphasis on the fitness components of cardiovascular efficiency, muscular strength, and flexibility. Students will develop a comprehensive understanding of various training techniques and participate in activities that will enhance the fitness components. Students will also acquire the necessary information and understanding to promote the sound fundamental aspects of fitness and to be advocates for participation in lifelong fitness activities.
Prerequisite: KINE 1101. Kinesiology Majors only.

♦KINE 1149
TEAM SPORTS I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

♦KINE 1150
TEAM SPORTS II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

♦KINE 1210
AEROBIC DANCE I
CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: None.

♦KINE 1211
AEROBIC DANCE II
CRT HRS:02 LEC HRS:01 LAB HRS:02
This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.
Prerequisite: KINE 1210 or permission from the Instructor.

♦KINE 1251
BEGINNING SCUBA
CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.
Prerequisite: Swimming proficiency or permission from the Instructor/Department Chair.

♦KINE 1252
SCUBA II
CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on advanced theory, skills and application of SCUBA training as a recreational sport. Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.
Prerequisite: KINE 1251 or permission from the Instructor.

♦KINE 1253
LIFEGUARD TRAINING
CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.
Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.

•KINE 1301
INTRODUCTION TO KINESIOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an orientation to the field of kinesiology, its scope, organization of professional activities, vocational opportunities and professional qualifications.
Prerequisite: None.

•KINE 1304
PERSONAL HEALTH AND WELLNESS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of factors involved in human physical and psychological wellness. Disorders arising from mutagenic, teratogenic infections, environment and lifestyle behaviors will be studied.
Prerequisite: None.

•KINE 1305
COMMUNITY AND ENVIRONMENTAL HEALTH
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community health resources and environmental issues/safeguards. The course focuses on developing an awareness and understanding of health trends, health education opportunities, school and community health programs, public health agencies, and state/federal government resources related to public health and the environment. The breadth and seriousness of current health and environmental conditions facing U.S. communities and diverse populations is also stressed.
Prerequisite: None.

•KINE 1306
FIRST AID AND SAFETY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.
Prerequisite: None.

•KINE 1308
SPORTS OFFICIATING I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.
Prerequisite: None.

•KINE 1309
SPORTS OFFICIATING II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of volleyball, soccer, tennis, and other appropriate sports. Promoting the course as and enjoyable, practical and viable life-long fitness or recreational avocation is stressed.
Prerequisite: None.

•KINE 1321
TECHNIQUES OF COACHING SPORTS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.
Prerequisite: None.

•KINE 1322
TECHNIQUES FOR COACHING SPORTS II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a continuation of KINE 1321 and includes advanced theories and philosophies of coaching.
Prerequisite: KINE 1321.

•KINE 1331
KINESIOLOGY FOR ELEMENTARY SCHOOL
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.
Prerequisite: None.

•KINE 1333
RHYTHM SKILLS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the fundamental theory and concepts of rhythm activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on dance, martial arts, pilates, and yoga.
Prerequisite: Kinesiology majors only.

•KINE 1336
INTRODUCTION TO RECREATION ACTIVITIES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the fundamental theory and concepts of recreational activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on backpacking, cycling, orienteering, swimming, and rock climbing.
Prerequisite: Kinesiology majors only.

•KINE 1338
CONCEPTS OF PHYSICAL FITNESS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the concepts and use of selected physiological variables of fitness, Individual testing and consultation and the organization of sports and fitness programs.
Prerequisite: Kinesiology majors only.

•KINE 1346
DRUG USE AND ABUSE IN SOCIETY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.
Prerequisite: None.

•KINE 2255
WATER SAFETY INSTRUCTOR
CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward

American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.
Prerequisite: Current Lifeguard certification or KINE 1253 or permission from the department.

♦ROTC 1201
MARKSMANSHIP AND FIRST AID
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.
Prerequisite: None.

♦ROTC 1202
SURVIVAL AND LAND NAVIGATION TRAINING
CRT HRS:02 LEC HRS:02 LAB HRS:00
This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.
Prerequisite: None.

♦ROTC 3202
ADVANCED ARMY PHYSICAL DEVELOPMENT
CRT HRS:02 LEC HRS:02 LAB HRS:00
This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.
Prerequisite: None.

MANUFACTURING TECHNOLOGY

DEMR 1301
SHOP SAFETY AND PROCEDURES
CRT HRS:03 LEC HRS:03 LAB HRS:00
A study of shop safety, rules, basic shop tools, and test equipment.
Prerequisite: None.

DFTG 1313
DRAFTING FOR SPECIFIC OCCUPATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.
Prerequisite: DFTG 1425.

DFTG 1425
BLUEPRINTREADING AND SKETCHING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.
Prerequisite: None.

DFTG 2402
MACHINE DRAFTING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.
Prerequisite: DFTG 1313.

MCHN 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 1301
BEGINNING MACHINE SHOP
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers the fundamentals of machine shop safety, math, and measurement.
Prerequisite: None.

MCHN 1320
PRECISION TOOLS AND MEASUREMENT
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.
Prerequisite: None.

MCHN 1326
INTRODUCTION TO COMPUTER-AIDED MANUFACTURING (CAM) (FORMERLY INMT 1443)
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of Computer-Aided Manufacturing (CAM) software which is used to create part programs, transfer programs to the machine control unit and machine parts.
Prerequisite: DFTG 1313, DFTG 1425.

MCHN 1343
MACHINE SHOP 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 0080 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
BASIC MACHINE SHOP I
CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.
Prerequisite: None.

MCHN 1452
INTERMEDIATE MACHINING I
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.
Prerequisite: DFTG 1425, MCHN 1438.

MCHN 2341
ADVANCED MACHINING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.
Prerequisite: MCHN 1452.

MCHN 2344
COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (FORMERLY INMT 2334)
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the programming and operation of computer numerically controlled (CNC) machine shop equipment.
Prerequisite: MCHN 2403 (formerly INMT 1445).

MCHN 2345
ADVANCED MACHINING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.
Prerequisite: MCHN 2341.

MCHN 2382
CAPSTONE: COOPERATIVE EDUCATION II
CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20
In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.
Prerequisite: MCHN 1382.

MCHN 2403
FUNDAMENTALS OF COMPUTER NUMERICAL CONTROLLED (CNC) MACHINE CONTROLS (FORMERLY INMT 1445)
CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.
Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.

MCHN 2547
SPECIALIZED TOOLS AND FIXTURES
CRT HRS:05 LEC HRS:03 LAB HRS:06
This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.
Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

PLTC 1445
PLASTIC PROCESSES I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.
Prerequisite: None.

PLTC 2346
PLASTIC PROCESSES II
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of Plastic Processes I with further emphasis on injection molding techniques. Examination of thermoset molding utilizing both compression and transfer processes is included. A survey of vacuum forming, extrusion, and blow molding is also provided.
Prerequisite: PLTC 1445.

QCTC 1303
QUALITY CONTROL
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides information on quality control principles and applications. It is designed to introduce the student to the quality control profession.
Prerequisite: MCHN 1320.

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.

WLDG 1337
INTRODUCTION TO METALLURGY FOR MANUFACTURING AND PRECISION MANUFACTURING
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 relevant to manufacturing and precision manufacturing. 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.

MATHEMATICS

MATH 0080
BASIC MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions and decimals; performing calculations involving exponents and order of operations; estimating solutions to problems; solving application problems involving proportions, percents, and different units of measurement; simplifying algebraic expressions and solving linear equations; and solving problems involving geometric concepts and figures. The focus of lab instruction is content reinforcement.
Prerequisite: ACCUPLACER Arithmetic (AR) score of 0-64

AND an Elementary Algebra (EA) placement score of 18-67; or equivalent.

MATH 0085
INTRODUCTORY ALGEBRA
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of introductory algebra. Topics include simplifying algebraic expressions, solutions of linear equations and inequalities in one variable, applying rules of exponents, calculations involving scientific notations, operations on polynomials, factorization of polynomials, solving polynomial equations by factoring, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of lab instruction is content reinforcement.
Prerequisite: Completion of MATH 0080 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ AND an Elementary Algebra (EA) placement score of 18-54; or equivalent.

MATH 0090
INTERMEDIATE ALGEBRA PART I AND GEOMETRY
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of intermediate algebra and geometry. Topics include factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. The focus of lab instruction is content reinforcement.
Prerequisite: Completion of MATH 0085 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ AND an Elementary Algebra (EA) placement score of 55-67.

♦MATH 1316
PLANE TRIGONOMETRY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers trigonometric functions, identities, equations and applications.
Prerequisite: MATH 1414 with a grade of "C" or better.

♦MATH 1324
FINITE MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:01
Topics include: linear equations, quadratic equations, functions and graphs, inequalities, mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.
Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1332
CONTEMPORARY MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course covers modern algebra and geometry. Topics include sets, logic, number systems, functions, measurement, geometric concepts, and an introduction to probability and statistics. This course emphasizes real life applications of math.
Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1350
FUNDAMENTALS OF MATHEMATICS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.
Prerequisite: MATH 1414 with a grade of "C" or better.

♦MATH 1351
FUNDAMENTALS OF MATHEMATICS II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.
Prerequisite: MATH 1350 with a grade of "C" or better.

♦MATH 1414
COLLEGE ALGEBRA
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.
Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1425
BUSINESS CALCULUS
CRT HRS:04 LEC HRS:04 LAB HRS:00
Topics include: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.
Prerequisite: MATH 1324 or MATH 1414 with a grade of "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.

♦MATH 1442
STATISTICS
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is a presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.
Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 2412
PRECALCULUS ANDTRIGONOMETRY
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.
Prerequisite: MATH 1414 with a "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.

♦MATH 2413
CALCULUS I
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course covers functions, limits, continuity, differentiation, anti-derivatives, and the definite integral and its applications.
Prerequisite: MATH 2412 with a grade of "C" or better; or a 100+ on the College Level Mathematics ACCUPLACER.

♦MATH 2414
CALCULUS II
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course covers derivatives and integrals of transcendental functions, integration methods and

applications, infinite sequences and series.
Prerequisite: MATH 2413 with a grade of "C" or better.

•MATH 2415
CALCULUS III
CRT HRS:04 LEC HRS:04 LAB HRS:01
This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.
Prerequisite: MATH 2414 with a grade of "C" or better.

•MATH 2418
LINEAR ALGEBRA
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.
Prerequisite: MATH 2413 with a grade of "C" or better.

•MATH 2420
DIFFERENTIAL EQUATIONS
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is an introduction to ordinary differential equations, emphasizing solution techniques to first order and special higher order differential equations, initial value problems, boundary value problems, Laplace transforms, series solutions, and applications.
Prerequisite: MATH 2414 with a grade of "C" or better.

TECM 1303
TECHNICAL MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.
Prerequisite: A score of 18+ on the Elementary Algebra ACCUPLACER Exam or completion of MATH 0080.

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: A score of 18+ on the Elementary Algebra ACCUPLACER Exam or completion of MATH 0080.

MEDICAL ASSISTANT TECHNOLOGY

ECRD 1111
ELECTROCARDIOGRAPHY
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate modalities.
Prerequisite: Admission to the program or Program Chair approval.

MDCA 1166
PRACTICUM I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

MDCA 1167
PRACTICUM II
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a continuation of MDCA 1166- Practicum I. It provide practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

MDCA 1205
MEDICAL LAW & ETHICS
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1254
MEDICAL ASSISTING CREDENTIALING EXAM REVIEW
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course provides preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. An explanation of how the exam is scored, and opportunities to take practice exams will be provided.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.
Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program who are preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.

MDCA 1321
ADMINISTRATIVE PROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:02
This is a course in medical office procedures which may include appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and the use of a computer in the medical office.
Prerequisite: Admission to the program or Program Chair approval.

MDCA 1343
MEDICAL INSURANCE
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment / reimbursement by patient or third party, and prevention of insurance fraud. Additional topics may include managed care or medical economics.
Prerequisite: Admission to the program or Program Chair approval.

MDCA 1348
PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:04
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1352
MEDICAL ASSISTANT LABORATORY PROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:04
Emphasis in this course is on procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). It includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance and quality control. It may include electrocardiography.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1409
ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS
CRT HRS:04 LEC HRS:00 LAB HRS:00
This courses places emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.
Prerequisite: Admission to the program or Program Chair approval.

MDCA 1417
PROCEDURES IN A CLINICAL SETTING
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course places emphasis on patient-centered assessment, examination, intervention, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriated for the medical office.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 2266
CAPSTONE: PRACTICUM III
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

PLAB 1323
PHLEBOTOMY
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.
Prerequisite: Admission to the program or Program Chair approval.

MUSIC

•MUAP 1201
APPLIED VIOLIN
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1202
APPLIED VIOLA
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1203
APPLIED CELLO
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in cello for Music majors. Credit is based in one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1204
APPLIED DOUBLE BASS
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in double bass for Music majors. Credit is based on one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1205
APPLIED FLUTE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1206
APPLIED CLARINET
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1207
APPLIED SAXOPHONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1208
APPLIED TRUMPET
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1209
APPLIED FRENCH HORN
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1210
APPLIED TROMBONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1211
APPLIED BARITONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1212
APPLIED OBOE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1213
APPLIED BASSOON
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1214
APPLIED TUBA
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1215
APPLIED PERCUSSION
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1216
APPLIED GUITAR
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.
Prerequisite: Declared music major or by special permission from the program chair.

•MUAP 1217
APPLIED PIANO
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUAP 1218
APPLIED VOICE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.
Prerequisite: Declared music majors or by special permission from the program chair.

•MUEN 1121
BAND ENSEMBLE
CRT HRS:01 LEC HRS:01 LAB HRS:01
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.
Prerequisite: None.

•MUEN 1131
MARIACHI ENSEMBLE
CRT HRS:01 LEC HRS:01 LAB HRS:01
This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.
Prerequisite: None.

•MUEN 1132
JAZZ ENSEMBLE
CRT HRS:01 LEC HRS:01 LAB HRS:01
Jazz Ensemble is an Instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
Prerequisite: None.

•MUEN 1133
GUITAR ENSEMBLE
CRT HRS:01 LEC HRS:01 LAB HRS:01
Guitar Ensemble is a high-level performing ensemble open to all students who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
Prerequisite: None.

•MUEN 1141
CHOIR ENSEMBLE
CRT HRS:01 LEC HRS:01 LAB HRS:01
This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.
Prerequisite: None.

•MUSI 1181
PIANO CLASS I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.
Prerequisite: None.

•MUSI 1182
PIANO CLASS II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the fundamental techniques of playing the piano.
Prerequisite: MUSI 1181.

•MUSI 1183
VOICE CLASS I
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.
Prerequisite: None.

•MUSI 1184
VOICE CLASS II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.
Prerequisite: MUSI 1183.

•MUSI 1192
GUITAR CLASS
CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.
Prerequisite: None.

•MUSI 1193
GUITAR CLASS II
CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the fundamental techniques of guitar playing.
Prerequisite: MUSI 1192.

•MUSI 1258
OPERA WORKSHOP
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course includes the performance of portions or complete operas and the study of the integration of music, acting, and staging of an opera.
Prerequisite: None.

•MUSI 1290
ELECTRONIC MUSIC I
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course is an introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
Prerequisite: MUSI 1181.

•MUSI 1291
ELECTRONIC MUSIC II
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course is a continuation of MUSI 1290 and covers the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.
Prerequisite: MUSI 1181.

•MUSI 1301
FUNDAMENTALS OF MUSIC
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm.
Prerequisite: Completion of READ 0080 or equivalent.

•MUSI 1306
MUSIC APPRECIATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.
Prerequisite: Completion of READ 0080 or equivalent.

•MUSI 1308
MUSIC LITERATURE I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
Prerequisite: MUSI 1311 and completion of READ 0090 or equivalent.

•MUSI 1309
MUSIC LITERATURE II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.
Prerequisite: MUSI 1308 and 1311; and completion of READ 0090 or equivalent.

•MUSI 1311
MUSIC THEORY I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.
Prerequisite: Completion of READ 0080 or equivalent.

•MUSI 1312
MUSIC THEORY II
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.
Prerequisite: MUSI 1311, completion of READ 0080 or equivalent.

•MUSI 2181
PIANO CLASS III
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course continues to build more advanced keyboard techniques for piano students.
Prerequisite: MUSI 1182.

•MUSI 2182
PIANO CLASS IV
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course builds upon the keyboard techniques learned in the first three semesters of piano class.
Prerequisite: MUSI 2181.

•MUSI 2183
VOICE CLASS III
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers continued class instruction in the fundamentals of singing and builds upon those skills learned in Voice Class I and II.
Prerequisite: MUSI 1184.

•MUSI 2184
VOICE CLASS IV
CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.
Prerequisite: MUSI 2183.

•MUSI 2311
MUSIC THEORY III
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of compositional and correlated study at the keyboard.
Prerequisite: MUSI 1312, completion of READ 0080 or equivalent.

•MUSI 2312
MUSIC THEORY IV
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.
Prerequisite: MUSI 2311, completion of READ 0080 or equivalent.

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1341
OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1349
OCCUPATIONAL PERFORMANCE OF ADULTHOOD
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1353
OCCUPATIONAL PERFORMANCE FOR ELDERS
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1405
PRINCIPLES OF OCCUPATIONAL THERAPY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel, current health care environment, and moral, legal and ethical issues.
Prerequisite:Completion of and/or concurrent enrollment in all other OTA prerequisite coursework and permission from the department.

OTHA 1409
HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of the biomechanics of human motion. Emphasis is placed on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.
Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1415
THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.
Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1419
THERAPEUTIC INTERVENTIONS I
CRT HRS:04 LEC HRS:02 LAB HRS:04
This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1460
CLINICAL-OTA
CRT HRS:04 LEC HRS:00
OFF CAMPUS LAB HRS:12
This course is health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course is a method of instruction providing training and supervised beginning developing work-based experience and direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty.
Prerequisite: Completion of previous semester courses with a "C" or better and permission from the department.

OTHA 2301
PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the client's physical and psychological reactions to disease and injury.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2309
MENTAL HEALTH IN OCCUPATIONAL THERAPY
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance occupational performance.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2335
HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, reimbursement, credentialing, occupational therapy standards and ethics, health care team role delineation, and management.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2366
CAPSTONE: PRACTICUM-OTA (A)
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College faculty.
Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

OTHA 2367
CAPSTONE: PRACTICUM-OTA (B)
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College Faculty.
Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

OTHA 2405
THERAPEUTIC INTERVENTIONS II
CRT HRS:04 LEC HRS:02 LAB HRS:04
This course is a continuation of Therapeutic Interventions I with an emphasis on current rehabilitative interventions. Students will practice clinical interventions necessary for entry-level practice as per the ACOTE Standards.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2430
WORKPLACE SKILLS FOR THE OTA
CRT HRS:04 LEC HRS:03 LAB HRS:03
This seminar based course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. It will include application of didactic coursework to the clinic and test-taking strategies for certification exams.
Prerequisite: Completion of all coursework within the program with a grade of "C" or better.

PARALEGAL

LGLA 1303
LEGAL RESEARCH
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers law library techniques, and computer assisted legal research.
Prerequisite: None.

LGLA 1305
LEGAL WRITING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.
Prerequisite: POFT 2312.

LGLA 1307
INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.
Prerequisite: None.

LGLA 1342
FEDERAL CIVIL LITIGATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts and procedures of federal civil litigation with emphasis on the paralegal's role.
Prerequisite: LGLA 1307.

LGLA 1344
TEXAS CIVIL LITIGATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts and procedures of Texas civil litigation with emphasis on the paralegal's role.
Prerequisite: LGLA 1307 and LGLA 1342.

LGLA 1353
WILLS, TRUSTS AND PROBATE ADMINISTRATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.
Prerequisite: LGLA 1307.

LGLA 1355
FAMILY LAW
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.
Prerequisite: LGLA 1307.

LGLA 2266
PRACTICUM: PARALEGAL
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

LGLA 2303
TORTS & PERSONAL INJURY LAW
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.
Prerequisite: LGLA 1307.

LGLA 2307
LAW OFFICE MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:03
The course presents basic principles and structure of management, administration, and substantive systems in the law office. It includes law practice technology as applied to paralegals.
Prerequisite: LGLA 1307.

LGLA 2309
REAL PROPERTY
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.
Prerequisite: LGLA 1307.

LGLA 2311
BUSINESS ORGANIZATIONS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.
Prerequisite: LGLA 1307.

LGLA 2313
CRIMINAL LAW AND ROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers procedures from arrest to final

disposition, principles of federal and state law, and the preparation of pleadings and motions as applied to paralegals.
Prerequisite: LGLA 1307.

LGLA 2331
ADVANCED LEGAL RESEARCH AND WRITING
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.
Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.

PATIENT CARE ASSISTANT

NUPC 1171
PHLEBOTOMY FOR PATIENT CARE TECHNICIANS
CRT HRS:01 LEC HRS:00 LAB HRS:02
This course is designed to provide the student with introductory skills and knowledge in phlebotomy, dermal puncture and specimen handling. Lab tests and specimen handling will be covered. Upon successful completion students will be eligible to take the national examination for certification in phlebotomy.
Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1320 and NUPC 1172.

NUPC 1172
EKG AND MONITORING SKILLS FOR PATIENT CARE TECHNICIANS
CRT HRS:01 LEC HRS:00 LAB HRS:02
This course is designed to provide the student with introductory skills and knowledge in EKG and telemetry monitoring procedures to be applied as a patient care technician in a hospital setting. This course will include instruction on: cardiovascular anatomy and physiology; electrophysiology; terminology; electrocardiography (EKG testing) ; basic interpretation; and Holter monitoring. Upon successful completion students will be eligible to take national the examination for certification as an EKG technician.
Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1320 and NUPC 1171.

NUPC 1260
CLINICAL II-A
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

NUPC 1261
CLINICAL II-B
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

NUPC 1320
PATIENT CARE TECHNICIAN/ASSISTANT
CRT HRS:03 LEC HRS:02 LAB HRS:02
This courses is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.
Prerequisite: Completion of READ 0070 or eligibility for READ 0080;and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1171 and NUPC 1172.

NURA 1160
CLINICAL I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:04
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.

NURA 1401
NURSE AIDE FOR HEALTH CARE
CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.
Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and concurrent enrollment in NURA 1160 and NURA 1407.

NURA 1407
BODY SYSTEMS
CRT HRS:04 LEC HRS:03 LAB HRS:02
This course is a basic study of the structures and functions of the human body.
Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and permission from the department.

PHARMACY TECHNOLOGY

PHRA 1202
PHARMACY LAW
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing technician and pharmacists responsibilities in various settings will be described.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1206
COMPUTERIZED DRUG DELIVERY SYSTEMS
CRT HRS:02 LEC HRS:01 LAB HRS:03
This course covers the fundamentals of computer information systems and technology within the health care system. It includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and the overview of equipment and devices for drug distribution, preparation, and manufacturing. It also covers mechanical, automatic, and robotic drug delivery systems.
Prerequisite: Completion of the previous semester courses with a grade "C" or better.

PHRA 1243
CAPSTONE: PHARMACY TECHNICIAN CERTIFICATION REVIEW
CRT HRS:02 LEC HRS:02 LAB HRS:00

This is an overview of major topics covered on the National Pharmacy Technician Certification Examination.
Prerequisite: Completion of the previous semester courses with a "C" or better.

PHRA 1268
CAPSTONE: PRACTICUM
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

PHRA 1301
INTRODUCTION TO PHARMACY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.
Prerequisite: Completion of READ 0090 and ENGL 0091 with a grade of "C" or better.

PHRA 1305
DRUG CLASSIFICATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.
Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1309
PHARMACEUTICAL MATHEMATICS I
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs, conversion of measurement within the apothecary, avoirdupois, and metric system with emphasis on the metric system of weight and volume. Topics will include ratio and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.
Prerequisite: Completion of READ 0090, ENGL 0091 and MATH 0090 with a grade of "C" or better.

PHRA 1313
COMMUNITY PHARMACY PRACTICE
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.
Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1340
PHARMACY THIRD PARTY PAYMENT
CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an overview of the health care system and the impact of managed care on pharmacy reimbursements. It includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1345
INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.
Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1349
INSTITUTIONAL PHARMACY PRACTICE
CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution system, unit dose chart fills, quality assurance, drug storage, and inventory control.
Prerequisite: Completion of the previous semester with a "C" or better.

PHRA 1404
PHARMACOTHERAPY & DISEASE PROCESS
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is the study of disease processes and the therapeutic properties of the drugs used in treatment.
Prerequisite: Completion of the previous semester courses with a "C" or better.

PHRA 1541
PHARMACY DRUG THERAPY AND TREATMENT
CRT HRS:05 LEC HRS:04 LAB HRS:02
This is a study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.
Prerequisite: Completion of the previous semester courses with "C" or better.

PHILOSOPHY

◆PHIL 1301
INTRODUCTION TO PHILOSOPHY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.
Prerequisite: Eligible for ENGL 1301.

◆PHIL 1304
INTRODUCTION TO WORLD RELIGIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comparative study of various world religions.
Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

◆PHIL 1316
HISTORY OF RELIGIONS I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an historical survey of major religions, with particular emphasis on Hinduism, Buddhism, and Taoism. Additional religions and religious traditions considered may include one or more of the following: Jainism, Sikhism, Confucianism, Mohism, Chinese folk religions, and/or Shinto.

Prerequisite: Eligible for ENGL1301.

•PHIL 1317
HISTORY OF RELIGIONS II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an historical survey of major religions, with particular emphasis on Judaism, Christianity, and Islam. Additional religions and religious traditions considered may include one or more of the following: the Baha'i Faith, ancient Egyptian religions, ancient Greek religions, Zoroastrianism, Manichaeism, Norse religions, Celtic religions, and/or other indigenous/traditional (African, North and South American, Australian, Polynesian) religions.
Prerequisite: Eligible for ENGL 1301.

•PHIL 2303
INTRODUCTION TO LOGIC
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.
Prerequisite: Eligible for ENGL 1301.

•PHIL 2306
INTRODUCTION TO ETHICS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.
Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

•PHIL 2307
INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.
Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

•PHIL 2316
HISTORY OF CLASSICAL AND MODERN PHILOSOPHY I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from ancient times through the medieval period.
Prerequisite: Eligible for ENGL 1301.

•PHIL 2317
HISTORY OF CLASSICAL AND MODERN PHILOSOPHY II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early modern period through the nineteenth century.
Prerequisite: Eligible for ENGL 1301.

•PHIL 2318
CONTEMPORARY PHILOSOPHY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early twentieth century through the present day.
Prerequisite: Eligible for ENGL 1301.

•PHIL 2321
PHILOSOPHY OF RELIGION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a critical investigation of major religious ideas and experiences.
Prerequisite: Eligible for ENGL 1301.

PHYSICAL SCIENCE

•PHYS 1415
PHYSICAL SCIENCE I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.
Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

•PHYS 1417
PHYSICAL SCIENCE II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.
Prerequisite: PHYS 1415 with a grade of "C" or better.

PHYSICAL THERAPIST ASSISTANT

PTHA 1266
PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is a basic type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in acute or outpatient settings for which the student has already acquired the necessary theoretical knowledge and skills in basic patient care and physical agents. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 1321
PATHOPHYSIOLOGY
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.
Prerequisite: Completion of previous semester courses with a "C" or better.

PTHA 1405
BASIC PATIENT CARE SKILLS
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to the theory and application of basic patient handling, communication and functional skills. It includes selected data collection techniques.
Prerequisite: Acceptance to PTA Program.

PTHA 1409
INTRODUCTION TO PHYSICAL THERAPY
CRT HRS:04 LEC HRS:03 LAB HRS:02
This course is an introduction to the profession of physical therapy. It includes the historical and current scope of physical therapy and lab procedures basic to patient handling and functional skills. Emphasis is on selected data collection techniques.
Prerequisite: Departmental Approval Required.

PTHA 1513
FUNCTIONAL ANATOMY
CRT HRS:05 LEC HRS:03 LAB HRS:06
This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions.
Prerequisite: Acceptance to PTA Program.

PTHA 1531
PHYSICAL AGENTS
CRT HRS:05 LEC HRS:03 LAB HRS:06
This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2201
ESSENTIALS OF DATA COLLECTION
CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of data collections techniques used to prepare the physical therapist assistant to assist physical therapy management.
Prerequisite: Acceptance to PTA Program.

PTHA 2266
PRACTICUM II (6 WEEKS)
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.
Prerequisite:Completion of previous semester courses with a grade of "C" or better.

PTHA 2267
PRACTICUM III (6 WEEKS)
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine, geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.
Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.

PTHA 2339
CAPSTONE: PROFESSIONAL ISSUES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2431
MANAGEMENT OF NEUROLOGICAL DISORDERS
CRT HRS:04 LEC HRS:02 LAB HRS:06
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2435
REHABILITATION TECHNIQUES
CRT HRS:04 LEC HRS:02 LAB HRS:06
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies such as musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2509
THERAPEUTIC EXERCISE
CRT HRS:05 LEC HRS:03 LAB HRS:06
This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PHYSICS

♦PHYS 1401
COLLEGE PHYSICS I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.
Prerequisite: MATH 1414 with a 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 2425
UNIVERSITY PHYSICS I
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a calculus-based study of mechanics, including vibrations and wave, heat and thermodynamics.
Prerequisite: MATH 2413 with a grade of "C" or better.

♦PHYS 2426
UNIVERSITY PHYSICS II
CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a calculus-based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.
Prerequisite: PHYS 2425 with a grade of "C" or better.

PLUMBER ASSISTANT

PFPB 1306
BASIC BLUEPRINT READING FOR PLUMBERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
Introduction to reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of waste, vent, hot and cold water, and gas piping components.
Prerequisite: None.

PFPB 1323
PLUMBING CODES I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers state and local plumbing codes and the application of potable water, wastewater, and gas systems to residential and light commercial settings.
Prerequisite: None.

PFPB 1408
BASIC PIPEFITTING SKILLS
CRT HRS:04 LEC HRS:03 LAB HRS:03
Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools, identification of pipe, pipe fittings, flanges, and fasteners used in the trade.
Prerequisite: None.

PFPB 1413
INTRODUCTION TO THE PLUMBING TRADE
CRT HRS:04 LEC HRS:04 LAB HRS:00
Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.
Prerequisite: None.

PFPB 1450
PLUMBING AND PIPEFITTING EQUIPMENT AND SAFETY
CRT HRS:04 LEC HRS:04 LAB HRS:00
Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.
Prerequisite: None.

PFPB 2308
PIPING STANDARDS AND MATERIALS
CRT HRS:03 LEC HRS:03 LAB HRS:00
Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.
Prerequisite: PFPB 1450.

PFPB 2315
CAPSTONE: INTERMEDIATE TECHNOLOGIES FOR PIPING TRADES
CRT HRS:03 LEC HRS:02 LAB HRS:04
Piping techniques and materials within the pipe trades. Includes pipefitting procedures for applications and upgrades on techniques and practices designed to deal with federal, state, and local environmental and safety regulations.
Prerequisite: PFPB 2308, PFPB 2449.

PFPB 2449
FIELD MEASURING, SKETCHING, AND LAYOUT
CRT HRS:04 LEC HRS:04 LAB HRS:00
Use, care, and setup of transit and level. Includes field dimensioning, sketching, and layout of future process piping. Emphasizes advanced trade math including the use of trigonometric functions and tables.
Prerequisite: PFPB 1408.

POLITICAL SCIENCE

•GOVT 2301
AMERICAN GOVERNMENT I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

•GOVT 2302
AMERICAN GOVERNMENT II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.
Recommended completion of GOVT 2301.

•GOVT 2304
INTRODUCTION TO POLITICAL SCIENCE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

•GOVT 2311
MEXICAN-AMERICAN POLITICS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a study of Mexican-American/ Chicano politics within the American political experience. It presents both a historical and a topic-based approach to the Mexican-American political experience. Topics to be studied include the Mexican-American civil rights movement, Mexican-American political participation, Mexican-Americans and political parties, Mexican-American interests groups, Mexican-Americans in the executive and legislative branches and Mexican-Americans and the courts.
Prerequisite: Completion of GOVT 2301 or GOVT 2302 with a grade of "C" or better.

PSYCHOLOGY

•PSYC 2301
GENERAL PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•PSYC 2302
APPLIED PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2306
HUMAN SEXUALITY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a social behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2307
ADOLESCENT PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the physical, emotional, social and cognitive factors affecting growth and development of adolescents.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2308
CHILD PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of physical, cognitive, emotional and social growth from conception through childhood.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2314
LIFESPAN GROWTH AND DEVELOPMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the relationship of the physical, emotional, social and cognitive factors affecting growth and development throughout the life span.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2315
PSYCHOLOGY OF HUMAN ADJUSTMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2316
PSYCHOLOGY OF PERSONALITY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of personality and techniques for measuring personality.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2317
STATISTICAL METHODS IN PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦PSYC 2319
SOCIAL PSYCHOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a member. Emphasis is placed on group dynamics.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

RADIOLOGIC TECHNOLOGY

RADR 1266
PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
Prerequisite: Admission to the Radiologic Technology Program; RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 2301.

RADR 1267
PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
Prerequisite: Admission to the Radiologic Technology Program; RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 2305.

RADR 1311
BASIC RADIOGRAPHIC PROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.

RADR 1313
PRINCIPLES OF RADIOGRAPHIC IMAGING I
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.
Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and 1266.

RADR 1360
CLINICAL
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:18
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes basic fundamental clinical instruction performed in the Diagnostic Radiology Department at the clinical education centers, and is simultaneously related to theory presented in the classroom.
Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1311.

RADR 1409
INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE
CRT HRS:04 LEC HRS:03 LAB HRS:03
This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal

issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.
Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.

RADR 2166
CAPSTONE: PRACTICUM V
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
Prerequisite: Admission to the Radiologic Technology Program; RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.

RADR 2213
RADIATION BIOLOGY AND PROTECTION
CRT HRS:02 LEC HRS:02 LAB HRS:01
This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
Prerequisite: RADR 2309 and RADR 2331 with a minimum of "C" or better, RADR 2266 with a "B" or better, and concurrent enrollment in RADR 2217 and RADR 2267.

RADR 2217
RADIOGRAPHIC PATHOLOGY
CRT HRS:02 LEC HRS:01 LAB HRS:02
This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.
Prerequisite: RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2267.

RADR 2235
CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR
CRT HRS:02 LEC HRS:01 LAB HRS:02
This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
Prerequisite: RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

RADR 2266
PRACTICUM III
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
Prerequisite: Admission to the Radiologic Technology Program; RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2309.

RADR 2267
PRACTICUM IV
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.
Prerequisite: Admission to the Radiologic Technology Program; RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217 and RADR 2213.

RADR 2301
INTERMEDIATE RADIOGRAPHIC PROCEDURES
CRT HRS:03 LEC HRS:02 LAB HRS:03
This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.
Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C' or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 1266.

RADR 2305
PRINCIPLES OF RADIOGRAPHIC IMAGING II
CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation of the study of radiographic imaging technique formulation, image Quality assurance, and the synthesis of all variables in image production.
Prerequisite: RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 1267.

RADR 2309
RADIOGRAPHIC IMAGING EQUIPMENT
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.
Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2266.

RADR 2331
ADVANCED RADIOGRAPHIC PROCEDURES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.
Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2266.

READING

READ 0070
DEVELOPMENTAL READING I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This initial reading course is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference.
Prerequisite: Placement based on ACCUPLACER placement score of 0-43; or equivalent.

READ 0080
DEVELOPMENTAL READING II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.
Prerequisite: Completion of READ 0070 with a grade of "C" or better or an ACCUPLACER placement score of 44-60; or equivalent.

READ 0090
DEVELOPMENTAL READING III
CRT HRS:03 LEC HRS:03 LAB HRS:01
This developmental reading course focuses on advanced reading skills necessary to read critically.

The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or an ACCUPLACER placement score of 61-77; or equivalent.

RESPIRATORY THERAPY

RSPT 1137
BASIC DYSRHYTHMIA INTERPRETATION
CRT HRS:01 LEC HRS:01 LAB HRS:00
A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1141
RESPIRATORY HOME CARE/REHABILITATION
CRT HRS:01 LEC HRS:01 LAB HRS:00
Respiratory home care/rehabilitation equipment, procedures, and patient education. Emphasizes treatment of patients in home care and alternate settings.
Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 1266
PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1267
PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 1325
RESPIRATORY CARE SCIENCES
CRT HRS:03 LEC HRS:02 LAB HRS:02
Physics, mathematics, and chemistry as related to respiratory care.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1331
RESPIRATORY CARE FUNDAMENTALS II
CRT HRS:03 LEC HRS:02 LAB HRS:03
Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1429
RESPIRATORY CARE FUNDAMENTALS I
CRT HRS:04 LEC HRS:03 LAB HRS:03
Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2139
ADVANCED CARDIAC LIFE SUPPORT
CRT HRS:01 LEC HRS:00 LAB HRS:03
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.
Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 2217
RESPIRATORY CARE PHARMACOLOGY
CRT HRS:02 LEC HRS:02 LAB HRS:00
A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.
Prerequisite: Acceptance to the program.

RSPT 2230
CAPSTONE: EXAMINATION PREPARATION
CRT HRS:02 LEC HRS:02 LAB HRS:00
Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.
Prerequisite: Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 1266, RSPT 1267, and RSPT 2266 with a grade of "B" or better.

RSPT 2231
SIMULATIONS IN RESPIRATORY CARE
CRT HRS:02 LEC HRS:01 LAB HRS:04
Theory and history of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.
Prerequisite: Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 1266, and RSPT 1267 with a grade of "B" or better.

RSPT 2266
PRACTICUM III
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 2305
PULMONARY DIAGNOSTICS
CRT HRS:03 LEC HRS:02 LAB HRS:02
The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2310
CARDIOPULMONARY DISEASE
CRT HRS:03 LEC HRS:03 LAB HRS:00
A discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.
Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2314
MECHANICAL VENTILATION
CRT HRS:03 LEC HRS:02 LAB HRS:04
In-depth coverage and application of therapeutic

procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.
Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 2366
PRACTICUM IV
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: RSPT 2266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 2419
MECHANICAL VENTILATION FOR THE NEONATAL/PEDIATRIC PATIENT
CRT HRS:04 LEC HRS:03 LAB HRS:03
In-depth coverage and application of therapeutic procedures to achieve adequate spontaneous and artificial ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.
Prerequisite: RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

RSPT 2453
NEONATAL/PEDIATRIC CARDIOPULMONARY CARE
CRT HRS:04 LEC HRS:03 LAB HRS:04
Advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.
Prerequisite: RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

SIGN LANGUAGE (AMERICAN)

•SGNL 1301
BEGINNING AMERICAN SIGN LANGUAGE I
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.
Prerequisite: None.

•SGNL 1302
BEGINNING AMERICAN SIGN LANGUAGE II
CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.
Prerequisite: SGNL 1301.

•SGNL 2301
INTERMEDIATE AMERICAN SIGN LANGUAGE I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross- cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.
Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.

•SGNL 2302
INTERMEDIATE AMERICAN SIGN LANGUAGE II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a comprehensive Intermediate American Sign Language course. This course will include further application of introductory level interpreting and transliterating skills with appropriate RID guidelines governing ethical behavior. Furthermore, students will also be exposed to the literature and culture of the Deaf culture. In addition, this course provides students the opportunity to interpret for guest speakers. Class is conducted primary without voice.
Prerequisite: SGNL 2301.

SOCIOLOGY

•SOCI 1301
INTRODUCTORY SOCIOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an introduction to the scientific study of human group behavior. Major areas of study in sociology including basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, gender, age, major social institutions, population dynamics, and socio-cultural change.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•SOCI 1306
CONTEMPORARY SOCIAL PROBLEMS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, aging, or sex roles.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•SOCI 2301
MARRIAGE AND THE FAMILY
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•SOCI 2319
MINORITY STUDIES
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

SOCIAL WORK

•SOCW 2361
INTRODUCTION TO SOCIAL WORK
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice. The course requires the completion of volunteer work at an approved site.
Prerequisite: None.

•SOCW 2362
SOCIAL WELFARE AS A SOCIAL INSTITUTION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.
Prerequisite: None.

SPANISH

•SPAN 1300
BEGINNING SPANISH CONVERSATION I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.
Prerequisite: None.

•SPAN 1310
BEGINNING SPANISH CONVERSATION II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.
Prerequisite: SPAN 1300.

•SPAN 1311
BEGINNING SPANISH I FOR SPANISH SPEAKERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussion and presentations. In addition, writing skills will be enhanced and developed in this course.
Prerequisite: None.

•SPAN 1312
BEGINNING SPANISH II FOR SPANISH SPEAKERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2315 is a comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.
Prerequisite: SPAN 1311.

•SPAN 1411
BEGINNING SPANISH I FOR NON-SPANISH SPEAKERS
CRT HRS:04 LEC HRS:04 LAB HRS:01
Spanish 1411 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.
Prerequisite: None.

•SPAN 1412
BEGINNING SPANISH II FOR NON-SPANISH SPEAKERS
CRT HRS:04 LEC HRS:04 LAB HRS:01
Spanish 1412 is a comprehensive second semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.
Prerequisite: SPAN 1411, or departmental placement exam.

•SPAN 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 in-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 expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course.
Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1300 and SPAN 1310.

•SPAN 2311
INTERMEDIATE SPANISH I
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.
Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1311 and SPAN 1312; or SPAN 1505; or departmental placement exam.

•SPAN 2312
INTERMEDIATE SPANISH II
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.
Prerequisite: SPAN 2311.

•SPAN 2316
CAREER SPANISH I
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. In addition, students will be exposed to literary topics and themes related to business, medical and/or legal areas. Topics will vary.
Prerequisite: None.

•SPAN 2317
CAREER SPANISH II
CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2317 is a comprehensive second semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.
Prerequisite: SPAN 2316.

•SPAN 2321
INTRODUCTION TO SPANISH LITERATURE I
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the first part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2311.

•SPAN 2322
INTRODUCTION TO SPANISH LITERATURE II
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2321.

•SPAN 2323
INTRODUCTION TO LATIN AMERICAN LITERATURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comprehensive introduction to Latin American literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Latin American literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 1311.

•SPAN 2324
SPANISH CULTURE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.
Prerequisite: None.

•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 hands-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: Completion of READ 0080 or equivalent.

•SPCH 1315
PUBLIC SPEAKING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.
Prerequisite: Completion of READ 0080 or equivalent.

♦SPCH 1318
INTERPERSONAL COMMUNICATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.
Prerequisite: Completion of READ 0080 or equivalent.

♦SPCH 1321
BUSINESS AND PROFESSIONAL SPEAKING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes theories and practice of speech communication as applied to business and professional situations.
Prerequisite: Completion of READ 0080 or equivalent.

♦SPCH 2289
ACADEMIC COOPERATIVE
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.
Prerequisite: Permission from the Department.

♦SPCH 2301
INTRODUCTION TO TECHNOLOGY AND HUMAN COMMUNICATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts.
Prerequisite: Completion of READ 0080 or equivalent.

♦SPCH 2333
DISCUSSION AND SMALL GROUP COMMUNICATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course studies discussion and small group theories and techniques as they relate to group process and interaction.
Prerequisite: Completion of READ 0080 or equivalent.

♦SPCH 2335
ARGUMENTATION AND DEBATE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.
Prerequisite: Completion of ENGL 1301.

TECHNOLOGY MANAGEMENT

TMGT 3302
BUSINESS AND ECONOMIC STATISTICS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.
Prerequisites: Junior standing and MATH 1414 or MATH 1442.

TMGT 3303
COMMUNICATIONS FOR TECHNICAL MANAGERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers business-oriented research, assimilation, and synthesis of technical manuals and reports. Additionally, the course covers professional presentations, team-work, interviewing skills, public relations, and business etiquette.
Prerequisite: Junior standing and ENGL 1302.

TMGT 3305
ORGANIZATIONAL THEORY AND PRACTICE
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides analyses of individual and group behaviors in organizational settings. It provides an understanding of effective organizational management, employee empowerment, organizational culture and diversity in the workplace.
Prerequisite: Junior Standing and BUSI 1301.

TMGT 3310
DECISION MAKING
CRT HRS:03 LEC HRS:03 LAB HRS:00
Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.
Prerequisite: TMGT 3302

TMGT 3312
RESOURCE MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.
Prerequisite: Junior standing.

TMGT 3321
SUPPLY CHAIN MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, e-commerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply chain management of products and services given the impact of the global economy.
Prerequisite: Junior standing.

TMGT 3322
LOGISTICS MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.
Prerequisite: TMGT 3321.

TMGT 3336
LEGAL ISSUES FOR TECHNICAL MANAGERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
An introduction to local, state, federal, and international laws affecting organizational practices. Additional emphasis is placed on ethical issues affecting management behavior.
Prerequisite: Junior standing.

TMGT 3337
ECONOMICS FOR TECHNICAL MANAGERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management.

Topics include market structure, production and cost, and public policy towards business.
Prerequisites: Junior Standing and ECON 2301 and ECON 2302.

TMGT 3338
ACCOUNTING FOR TECHNICAL MANAGERS
CRT HRS:03 LEC HRS:03 LAB HRS:00
The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information.
Prerequisites: Junior standing and ACCT 2401.

TMGT 3340
QUALITY ASSURANCE,MANAGEMENT AND IMPROVEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course examines the primary tools and methods used to monitor, improve and control quality in organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality strategies.
Prerequisite: TMGT 3312.

TMGT 3353
INTERNATIONAL BUSINESS
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an overview of the international business environment and conditions affecting firms conducting business overseas. Special emphasis will be placed on managerial functions and elements of the management process in a firm operating under foreign economic, technological and political, social, and cultural environments.
Prerequisite: TMGT 3337.

TMGT 3358
NETWORK SECURITY MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a strategic overview of network security management, including a review of the types of network security problems, best practices, cost analysis of different types of network security and network security policies.
Prerequisite: Senior standing.

TMGT 3411
TECHNOLOGY IN ENTERPRISE MANAGEMENT
CRT HRS:04 LEC HRS:04 LAB HRS:00
The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.
Prerequisites: Junior standing.

TMGT 4303
ELECTRONIC COMMERCE SYSTEMS
CRT HRS:03 LEC HRS:03 LAB HRS:00
An understanding of the design and implementation of electronic commerce systems. This course addresses issues including e-commerce, marketing and applications within the digital economy.
Prerequisite: Senior standing.

TMGT 4304
RISK MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
A study of risk assessment and management techniques, methods, and models used in business to minimize and control risks in business environment. Topics include risks in project management, marketing, and program scheduling and costing.
Prerequisites: Junior standing.

TMGT 4320
ORGANIZATIONAL DESIGN AND MANAGEMENT SEMINAR
CRT HRS:03 LEC HRS:03 LAB HRS:00
Students work in teams on instructor-approved industry-specific projects; teams will formulate an implementation plan using technology management skills to identify problems and formulate solutions. Each team will make a formal presentation for peer review.
Prerequisites: TMGT 3305 and TMGT 3310.

TMGT 4341
PURCHASING AND SUPPLY MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.
Prerequisite: TMGT 3310.

TMGT 4342
SUPPLY CHAIN SECURITY
CRT HRS:03 LEC HRS:03 LAB HRS:00
The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special emphasis is given to transport and logistics systems in a global economy.
Prerequisites: TMGT 3321.

TMGT 4347
CAPSTONE: PRODUCTION AND INVENTORY PLANNING AND CONTROL
CRT HRS:03 LEC HRS:03 LAB HRS:00
A study of production planning and control systems. Topics include capacity and materials requirements planning, just-in-time production systems, and scheduling and inventory management.
Prerequisite: Senior standing and consent of the program coordinator.

TMGT 4351
DATABASE ADMINISTRATION AND INTEGRATION
CRT HRS:03 LEC HRS:03 LAB HRS:00
Understanding the essentials of database design and administration in a business environment. Additionally provides practical experience in resource management, data utilization, security and database efficiency.
Prerequisite: Senior standing.

TMGT 4396
CAPSTONE: MANAGING TECHNOLOGY PROJECTS
CRT HRS:03 LEC HRS:03 LAB HRS:00
Team approach to the analysis and design of basic industrial-level projects; integration of concepts learned in previous required courses; a capstone learning experience.
Prerequisite: Senior standing and consent of the program coordinator.
Junior standing: Completion of minimum required Technical Support and General Education courses.
Senior standing: Completion of 18 upper division courses.

VOCATIONAL NURSING

VNSG 1115
DISEASE CONTROL AND PREVENTION
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1116
NUTRITION
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is an introduction to nutrients and the role of diet therapy in growth and development and the maintenance of health.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1122
VOCATIONAL NURSING CONCEPTS
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1133
GROWTH AND DEVELOPMENT
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is a study of the basic aspects of growth and development throughout the life span. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1136
MENTAL HEALTH
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.
Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.

VNSG 1138
MENTAL ILLNESS
CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.
Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.

VNSG 1160
CLINICAL I-A
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1161
CLINICAL I-B
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1162
CLINICAL II-A
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1226
GERONTOLOGY
CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course also addresses common disease processes of aging and explores attitudes toward care of the older adult.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1261
CLINICAL II-B
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:12
This course is a health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1323
BASIC NURSING SKILLS
CRT HRS:03 LEC HRS:02 LAB HRS:04
In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.
Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330
MATERNAL-NEONATAL NURSING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.
Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1331
PHARMACOLOGY FOR VOCATIONAL NURSING
CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.
Prerequisite: 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 1261.

VNSG 1362
CLINICAL III
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:18
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Completion of or concurrent enrollment in VNSG 1136, VNSG 1138, and VNSG 1432 and permission from the department.

VNSG 1420
ANATOMY & PHYSIOLOGY FOR ALLIED HEALTH
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is an introduction to the normal structure and function of the body including an understanding of the

relationship of body systems in maintaining homeostasis.
Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

VNSG 1429
MEDICAL-SURGICAL NURSING I
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course explores application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1432
MEDICAL-SURGICAL NURSING II
CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.
Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1138.

VNSG 2331
ADVANCED NURSING SKILLS
CRT HRS:03 LEC HRS:02 LAB HRS:04
The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.
Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

WELDING

WLDG 1313
INTRODUCTION TO BLUEPRINT READING FOR WELDERS
CRT HRS:03 LEC HRS:02 LAB HRS:04
A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.
Prerequisite: Completion of MATH 0080 or equivalent.

WLDG 1323
WELDING SAFETY, TOOLS AND EQUIPMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00
An Introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints.
Prerequisite: Completion of MATH 0080 or equivalent.

WLDG 1412
INTRODUCTION TO FLEX CORED ARC WELDING (FCAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and but joints using self-shielding and dual-shield electrodes.
Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 1417
INTRODUCTION TO LAYOUT AND FABRICATION
CRT HRS:04 LEC HRS:02 LAB HRS:06
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.
Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 1428
INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
An introduction to shielded metal arc welding process. Emphasis Is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided In SMAW fillet welds in various positions.
Prerequisite: Completion of or concurrent enrollment In WLDG 1313 and WLDG 1323; and completion of MATH 0080 or equivalent.

WLDG 1430
INTRODUCTION TO GAS METAL ARC WELDING (GMAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Prerequisite: Completion of or concurrent enrollment In WLDG 1313 and WLDG 1323; and completion of MATH 0080 or equivalent.

WLDG 1434
INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.
Prerequisite: WLDG1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 1457
INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.
Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 2406
INTERMEDIATE PIPE WELDING
CRT HRS:04 LEC HRS:02 LAB HRS:06
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.
Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.

WLDG 2443
ADVANCED SHIELDED METAL ARC WELDING (SMAW)
CRT HRS:04 LEC HRS:02 LAB HRS:06
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.
Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.

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INDEX

A

Absences on Religious Holy Days 42
Academic Advisement 50
Academic and Developmental Placement Scores 21
Academic Calendar 2008-2009 12
Academic Counseling 49
Academic Honors 43
Academic Information 34
Academic Transferable Courses 36
Accounting Clerk Certificate 107
Accounting Specialization..... 110
Accounting Course Descriptions 226
Accreditation..... 1
Accuplacer 19
Achievement Award (Presidential Inspirational)..... 44
Adding Courses..... 29
Address Change..... 23
Administrators and Faculty 292

ADMINISTRATIVE OFFICE CAREERS 100
- Legal Office Management, A.A.S. 102
- Office Management, A.A.S. 102
- Legal Office Specialist Certificate 101
- Office Specialist Certificate 101

Administrative Office Careers Course Descriptions 226
Admissions Checklist..... 22
Admissions Procedures..... 22
Admission Requirements..... 15
by high school graduation 15
by examination 15
by individual approval..... 15
by transfer from another college..... 15
by dual enrollment..... 16
international student..... 16
Selective Programs 16
Admissions Guidelines 14
Admittance to Class/Financial Obligations 29
Advisement (Academic)..... 50
Affiliations 1
Alcoholic Beverages (Statement) 5
Alternative Exams and Mandatory Placement Testing 18
Alumni and Friends..... 79

AMERICAN SIGN LANGUAGE AND INTERPRETER STUDIES 148
- Sign Language Interpreter Specialization, A.A.S. 149
- Deaf Support Specialist, A.A.S. 150
- Trilingual Interpreter Certificate 149

American Sign Language Concentration Field of Study, A.A. 174
AmeriCorps..... 71

ANTHROPOLOGY 151
- Anthropology, Field of Study, A.A. 151

Anthropology Course Descriptions 228
Architectural Drafting Certificate 124
Architectural Drafting Specialization, A.A.S ... 126
Art Course Descriptions 228

ASSOCIATE DEGREE NURSING 197
- Associate Degree Nursing, A.A.S. 198
- LVN-RN Transition Option, A.A.S. 200
- Paramedic to RN Track, A.A.S. 202

Associate Degree Nursing Course Descriptions 229
Associate of Applied Science Degree (Graduation Requirements)..... 47
Associate of Arts Degree (Graduation Requirements)..... 47
Associate of Science Degree (Graduation Requirements)..... 47
Astronomy Course Descriptions 231
Attendance Policy..... 42
Auditing a Class..... 22

AUTOMOTIVE TECHNOLOGY 103
- Automotive Technology, A.A.S. 105
- Automotive Technology, GM-ASEP, A.A.S. 105
- Automotive Technology Certificate..... 104
- Ford Youth and Adult Training Program Certificate 104

Automotive Technology Course Descriptions 232

B

BACCALAUREATE DEGREES 88
- Computer and Information Technologies Bachelor of Applied Technology 89
- Technology Management, Bachelor of Applied Technology 93

Bachelor of Applied Technology Degree (Graduation Requirements) 47
Bacterial Meningitis 52
Banking Certificate 107
Banking Specialization, A.A.S 110
Basic Skills Test..... 35
Bilingual/Bicultural Studies Concentration, Field of Study, A.A. 175

BIOLOGY 185
- Biology, Field of Study, A.S. 185

Biology Course Descriptions 233
Blind, Deaf Students..... 66
Board of Trustees 10
Bookstore Refunds..... 31

BUSINESS ADMINISTRATION 106
- Accounting Specialization, A.A.S. 110
- Banking Specialization, A.A.S. 110
- Import/Export/Logistics Specialization, A.A.S. 111
- Management Specialization, A.A.S. 111
- Marketing Specialization, A.A.S. 112
- Technology Management Specialization, A.A.S. 112
- Transfer Plan, A.A., Field of Study 113
- Accounting Clerk Certificate 107

- Banking Certificate 107
- Import/Export Certificate 108
- Logistics Certificate 108
- Management Certificate 109
- Marketing Certificate 109

Business Administration Course Descriptions 234

BUSINESS COMPUTER SYSTEMS .114

- Computer Specialist Specialization, A.A.S. 117
- Information Security Specialist Specialization, A.A.S. 118
- Multimedia Specialist Specialization, A.A.S. 119
- Networking Specialist Specialization, A.A.S. 120
- Webmaster Specialist Specialization, A.A.S. 121
- Computer and Information Technologies Certificate 115
- Computer Applications Specialist Certificate 115
- Information Security Specialist Certificate 116
- Multimedia Specialist Certificate 116

Business Computer Systems Course Descriptions 236

Business and Technology Division 98

C

Calendar 2009-2010 12
Campus Parking 76
Campus, Mid-Valley 4
Campus, Nursing and Allied Health 4
Campus, Pecan 4
Campus, Starr County 4
Campus, Technology 4
Campus Security 77
Career Counseling 49
CEEB (College Entrance Examination Board) 39
Centers for Learning Excellence 79
Certificate of Completion (Graduation Requirements) 47
Certificates and Associate Degrees 97
Change of Address 23
Change of Schedule 35

CHEMISTRY 186

- Chemistry, Field of Study, A.S. 186

Chemistry Course Descriptions 238

CHILD DEVELOPMENT 152

- Child Development, A.A.S. 154
- Infant and Toddler Specialization Certificate 153
- Preschool Specialization Certificate 153
- Early Childhood Intervention, Certificate. 154

Child Development Course Descriptions 239
Children of Disabled Firemen and Peace Officers 66
Children of Prisoners of War, Persons Missing in Action 67
Civil Drafting Certificate 124
Civil Drafting Specialization, A.A.S 126
CLEP (College Level Examination Program) . 39
Clinical Requirements of the Nursing and Allied Health Programs 52
College Success (Orientation 101) 34

College Success Course Descriptions 240

COMBINATION WELDING 122

- Combination Welding Certificate 122

Combination Welding Course Descriptions 240
Commercial Cooking Certificate 129

COMMUNICATION 155

- Communication, Field of Study, A.A. 155

Communications Core Curriculum 83

Communications Course Descriptions 241

COMPUTER AIDED DRAFTING AND DESIGN 123

- Architectural Drafting Specialization, A.A.S. 126
- Civil Drafting Specialization, A.A.S. 126
- Design and Technical Graphics Specialization, A.A.S. 127
- Geographic Information Systems Specialization, A.A.S 127
- Architectural Drafting Certificate 124
- Civil Drafting Certificate 124
- Design and Technical Graphics Certificate 125
- Geographic Information Systems Certificate 125

Computer Aided Drafting and Design Course Descriptions 241

COMPUTER AND INFORMATION TECHNOLOGIES, BACHELOR OF APPLIED TECHNOLOGY 89

Computer and Information Technologies Course Descriptions 245

COMPUTER SCIENCE 187

- Computer Information Systems, A.S., Field of Study 188
- Computer Science A.S., Field of Study ... 189

Computer Science (Core Curriculum) 86

Computer Science Course Descriptions 246
Computer Maintenance Technology Specialization, A.A.S 136
Computer Support Specialist Certificate 134
Computer Support Specialist Specialization, A.A.S 136
Concurrent Enrollment Fees 30
Confidentiality of Records 23
Conflict Resolution Center 78
Continuing, Professional and Workforce Education 81
Core Curriculum 83
Counseling (Academic) 49
Counseling (Career & Transfer Assistance) ... 49
Counseling Services 49

Course Descriptions *225*

Course Substitutions (Graduation Requirements) 46
Course Load 35

Courses (Adding and Dropping) 29
Courses (Academic Transferable) 36
Creation 5
Credit by Examination 39
Credit (Transfer of from STC) 34
Credit (Transfer of to STC) 34
CRIMINAL JUSTICE 156
● Criminal Justice A.A., Field of Study 157
Criminal Justice Course Descriptions 247
CULINARY ARTS 128
● Commercial Cooking Certificate 129
● Culinary Arts, A.A.S. 129
Culinary Arts Course Descriptions 247
Curriculum 82
Curriculum (Core) 83

D

Dance Course Descriptions 248
Deaf Students 66
Department of Assistive and Rehabilitative Services (DARS) 69
Dependency Status (Financial Aid) 54
Developmental Coursework Limitation 75
Developmental Studies Program 42
DIESEL TECHNOLOGY.....130
● Diesel Technology, A.A.S. 131
● Diesel Technology Certificate 131
Diesel Technology Course Descriptions 249
Directory Information .....
disABILITY Services .....
Disabilities (Rights of Individuals) .....
Disputes (Transfer) .....
Distance Education .....
Division of Business and Technology 98
Division of Liberal Arts and Social Sciences 146
Division of Math and Science 184
Division of Nursing and Allied Health 196
Dr. Ramiro R. Casso Nursing and Allied Health Campus 4
DRAMA 158
● Drama, Field of Study, A.A. 158
Drama Course Descriptions 250
Dropping Courses 29
Dual Enrollment 16

E

Early High School Graduation Scholarship 64
Economics Course Descriptions 251
EDUCATION 159
● EC-6 Generalist, A.A. in Teaching 160
● 4-8 Generalist, A.A. in Teaching 161
● Grades 8-12, A.A. in Teaching 162
Education Course Descriptions 251
Educational Aide Exemption Program 61
Educational Programs 45
ELECTRICIAN ASSISTANT 132
● Electrician Assistant Certificate 132
Electrician Assistant Course Descriptions 251
ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY 133
● Computer Maintenance Technology Specialization, A.A.S. 136
● Computer Support Specialist Specialization, A.A.S. 136
● Convergent Technology Specialist Specialization, A.A.S. 137
● Computer Maintenance Specialist Certificate 134
● Computer Support Specialist Certificate 134
● Convergent Technology Specialist Certificate 135
● Electronics Technology Specialist Certificate 135
Electronics Course Descriptions 252
Emergency Loan Program 30
EMERGENCY MEDICAL TECHNOLOGY.....203
● Emergency Medical Technology, A.A.S... 205
● EMT Basic Certificate 204
● EMT Intermediate Certificate 204
● EMT Paramedic Certificate 205
Emergency Medical Technology Course Descriptions 254
ENGINEERING 190
● Engineering, Field of Study, A.S. 191
Engineering Course Descriptions 256
ENGLISH 163
● English, Field of Study, A.A. 163
English Course Descriptions 256
English as a Second Language Course Descriptions 258
Equal Opportunity (Statement) 5
Examination (Admission Requirements) 15
Examination (Credit) 39
Exemptions (Tuition and/or Fees) 65

F

Faculty and Administrators 292
FAFSA (Free Application for Federal Student Aid) 54
Family Educational Rights and Privacy Act 23
Federal Academic Competitiveness Grant 60
Federal National Science and Mathematics Access to Retain Talent Grant 60
Federal Pell Grants 57
Federal Return of Title IV Funds Policy 73
Federal Student Loans 58
Federal Supplemental Educational Opportunity Grants 59
Federal Workstudy 59
Fees 26

Fees (Concurrent Enrollment) 30
Fees (Incidental) 31
Fees (Other student additional fees) 28
Financial Aid 53
Financial Aid (Dependency Status) 54
Financial Information 29
Financial Need..... 53
Financial Obligations/Admittance to Class 29

FINE ARTS.....164
- Graphic Arts, Field of Study, A.A. 165
- Music Concentration, Field of Study, A.A.166
- Visual Arts Concentration, Field of Study, A.A. 167

Firearms (Statement)..... 5
Fire Fighters Enrolled in Fire Science Courses 67
Ford Youth and Adult Training Program Certificate..... 104
Foster Care Students 67

G

GEAR UP Program..... 50
Geographic Information Systems Certificate 125
Geographic Information Systems Specialization, A.A.S. 127
Geography Course Descriptions 258
Geology Course Descriptions.....258
GM-ASEP Specialization, A.A.S. 105
Government Course Descriptions 259
Grading System 40
Graduate Guarantee 46
Graduation Ceremony 46
Graduation Requirements 46
Graduates (Honor)..... 44
Grants..... 61

H

Hazelwood Exemption..... 65

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES.....206
- Health Information Technology, A.A.S. 208
- Medical Coding Specialist Certificate..... 207
- Medical Information/Transcription Specialist Certificate 208

Health and Medical Administrative Services Course Descriptions.....259
Health Services 51

HEATING, VENTILATION AIR CONDITIONING AND REFRIGERATION TECHNOLOGY...138
- Heating, Ventilation, Air Conditioning and Refrigeration Technology, A.A.S..... 139
- Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate 139

Heating, Ventilation, Air Conditioning and Refrigeration Course Descriptions.....261
High School Early Graduation Scholarship 64
High School Graduation (Admission Requirements)..... 15
Highest Ranking High School Graduates..... 66
Highlights for Tax Benefits for Higher Education..... 32

HISTORY 168
- History A.A., Field of Study 169

History Course Descriptions.....261
Honor List (President's)..... 44
Honor List (Vice President's)..... 44
Honors Admission Requirements 43
Honors Program 43
HOPE Scholarship..... 71

HUMAN RESOURCES.....140
- Human Resources Certificate 141
- Human Resources, A.A.S. 141

Human Resources Course Descriptions 262
Humanities and Visual Arts and Performing Arts Core Curriculum 84
Humanities Course Descriptions.....263
Humanities Elective Options..... 86

I

I.D. Card (Student) 51
Immunization Requirements..... 52
Import/Export Certificate..... 108
Import/Export/Logistics Specialization, A.A.S. 111
Incidental Fees 31
In-District Tuition..... 27
Individual Approval (Admission Requirements)..... 15
Infant and Toddler Specialization Certificate 153
Information Security Specialist, A.A.S 116
Installment Payments 29
Institutional Effectiveness and Assessment.... 80
Insufficient Funds 29
Insurance (Voluntary Student Health)..... 53

INTERDISCIPLINARY STUDIES 170
- Interdisciplinary Studies Field of Study, A.A..... 170

International Students (Admission Requirements)..... 16
Intramural Sports and Wellness Programming 78

J

Job Placement..... 78
Judicial Affairs 78

K

KINESIOLOGY 171
- Kinesiology, A.A., Field of Study, ... 172

Kinesiology Course Descriptions.....263

L

LANGUAGE AND CULTURAL STUDIES.....173
- American Sign Language Concentration, Field of Study, A.A.. 174
- Bilingual/Bicultural Studies Concentration, Field of Study, A.A.. 175
- Spanish Concentration, Field of Study, A.A.. 176
- Spanish/English Translation Concentration, Field of Study, A.A.. 177

Legal Office Management, A.A.S. 102
Legal Office Specialist Certificate..... 101
Leveraging Educational Assistance Partnership (LEAP). Special Leveraging Educational Assistance Partnership (SLEAP)..... 63
Liberal Arts and Social Sciences Division 146
Library Services..... 78
Lifetime Learning Tax Credit..... 71
Loans (Federal Student)..... 58
Logistics Certificate 108
LVN/RN Transition Option, A.A.S. 200

M

Management Certificate 109
Management Specialization, A.A.S. 111
MANUFACTURING TECHNOLOGY..142
- Precision Manufacturing Technology, A.A.S.. 143
- Precision Manufacturing Technology Certificate..... 143

Manufacturing Technology Course Descriptions.....268
Marketing Certificate..... 109
Marketing Specialization, A.A.S.....112
Math and Science Division 184
MATHEMATICS 192
- Mathematics, Field of Study, A.S. 192

Mathematics Core Curriculum..... 83
Mathematics Course Descriptions.....270
MEDICAL ASSISTANT TECHNOLOGY.....209
- Medical Assistant Technology, A.A.S. 210
- Medical Assistant Technology Certificate 210

Medical Assistant Technology Course Descriptions.....272
Medical Coding Specialist Certificate 207
Medical Information/Transcriptionist Specialist Certificate..... 208
Message from the President..... 9
MEXICAN-AMERICAN STUDIES 178
- Mexican-American Studies, Concentration, Field of Study, A.A. 178

Mid-Valley Campus..... 4
Multimedia Specialist Specialization, A.A.S...119
Music Concentration, Field of Study, A.A. 166
Music Course Descriptions..... 273

N

National Hispanic Scholarship Fund..... 69
Natural Sciences Core Curriculum 84
Networking Specialist Specialization, A.A.S. 120
Non-Resident Tuition..... 27
Nursing, Associate Degree..... 197
Nursing, Associate Degree, A.A.S. 198
Nursing, Associate Degree Course Descriptions.....229
Nursing and Allied Health Division..... 196
Nursing and Allied Health Campus (Dr. Ramiro R. Casso)..... 4

O

OCCUPATIONAL THERAPY ASSISTANT 211
- Occupational Therapy Assistant, A.A.S... 212

Occupational Therapy Assistant Course Descriptions.....275
Office Management, A.A.S. 102
Office Specialist Certificate..... 101
Official Statements Relating to Students with Contagious Diseases..... 51
Orientation 101 (College Success)..... 34
Out-of-District Tuition..... 27
Outreach..... 79

P

PARALEGAL 144
- Paralegal, A.A.S..... 144

Paralegal Course Descriptions.....276
Paramedic to RN Track, A.A.S 202
Parking, (Campus)..... 76
PASS (Providing Academic Support to Students) 49
PATIENT CARE ASSISTANT 213
- Patient Care Assistant Certificate 213

Patient Care Assistant Course Descriptions.....277
Payments..... 29
Payments (Installment)..... 29
Payment (THEA) 19

Pecan Campus 4
Pell Grants (Federal) 57
PHARMACY TECHNOLOGY.....214
● Pharmacy Technology, A.A.S. 216
● Pharmacy Technology Certificate..... 216
Pharmacy Technology Course Descriptions.....278
Phi Theta Kappa International Honor Society Beta Mu Epsilon Chapter 44
PHILOSOPHY 179
● Philosophy, Field of Study, A.A. 179
Philosophy Course Descriptions.....279
Physical Science Course Descriptions.....280
PHYSICAL THERAPIST ASSISTANT 217
● Physical Therapist Assistant A.A.S. 218
Physical Therapist Assistant Course Descriptions.....280
PHYSICS 193
● Physics A.S., Field of Study 193
Physics Course Descriptions.....281
Placement Testing 18
PLUMBER ASSISTANT 145
● Plumber Assistant Certificate 145
Plumber Assistant Course Descriptions 281
Policy (Attendance) 42
POLITICAL SCIENCE (GOVERNMENT) 180
● Political Science (Government) Field of Study, A.A. 180
(Precision) Manufacturing Technology Course Descriptions.....268
Precision Manufacturing Technology, A.A.S 143
Precision Manufacturing Technology Certificate 143
PRE-PHARMACY 194
● Pre-Pharmacy, Field of Study, A.S. 195
Pre-school Specialization Certificate 153
President's Message 9
Presidential Inspirational Achievement Award..... 44
President's Honor List 44
Privacy Act..... 23
Professional and Vocational Nursing Scholarship Program..... 64
PSYCHOLOGY 181
● Psychology, Field of Study, A.A..... 181
Psychology Course Descriptions.....282

R

RADIOLOGIC TECHNOLOGY.....219
● Radiologic Technology A.A.S. 220
Radiologic Technology Course Descriptions.....282
Reading Course Descriptions.....284
Records (Confidentiality of Student)..... 23
Records (Review) 24
Refunds 30
Refunds (Bookstore)..... 31
Refunds (Tuition) 30
Religious Holy Days (Student Absences)..... 42
Registration (Financial Information)..... 29
Registration (THEA) 19
Regulations (Scholastic)..... 33
Requirements (Admission) 15
Requirements of the NAH Program (Clinical). 52
Requirements (Graduation) 46
Requirements (Immunization) 52
Research and Analytical Services 80
Resident Status for Students..... 24
RESPIRATORY THERAPY.....221
● Respiratory Therapy, A.A.S..... 222
Respiratory Therapy Course Descriptions.....284
Retention Specialist..... 50
Returned Checks..... 29
Review of Records 24
Rights (Family Educational)..... 23
Rights (Students)..... 51
Rights of Individuals with Disabilities..... 5

S

Satisfactory Academic Progress..... 71
Schedule Changes 29
Scholars (Valley)..... 44
Scholarship (HOPE) 71
Scholarship Fund (National Hispanic) 69
Scholarships..... 68
Scholarships (Grants)..... 61
Scholastic Progress Standards 41
Scholastic Regulations 33
Security (Campus)..... 77
Sexual Harassment Policy..... 5
Sign Language (American) Course Descriptions.....285
Sites (STC)..... 4
Smoke/Tobacco Free Environment 5
Social and Behavioral Sciences Core Curriculum 85
SOCIAL WORK 182
● Social Work, Field of Study, A.A..... 182
Social Work Course Descriptions.....286
SOCIOLOGY 183
● Sociology, Field of Study, A.A. 183
Sociology Course Descriptions.....286
Spanish Concentration, Field of Study, A.A.. 176
Spanish Course Descriptions.....286
Spanish/English Translation Concentration, Field of Study, A.A. 177
Special Courses 29
Special Leveraging Educational Assistance Partnership (SLEAP). Leveraging Educational Assistance Partnership (LEAP)..... 63
Special Programs 50
Special Topic Presentations and Workshops 49

Speech Course Descriptions 288
Sports (Intramural) 78
Starr County Campus 4
State Aid for Foreign Students 64
State Aid Programs 61
Statement of Equal Opportunity 5
Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances 5
STC Sites and Phone Numbers 4
Stop Payment 29
Student Activities 77
Student Absences on Religious Holy Days 42
Student Code of Conduct 42
Student I.D. Cards 51
Student Information and Welcome Centers 79
Student Leadership Center 77
Student Life 77
Student Loans, Federal 58
Student Records 23
Students (Residents Status) 24
Student Support Services Programs 49
Students Rights and Responsibilities 51
Support Services 49

T

Table of Contents 6-8
TANF Students 68
Tax Benefits for Higher Education 71
Tech Prep 22
Technology Campus 4

TECHNOLOGY MANAGEMENT, BACHELOR OF APPLIED TECHNOLOGY 93

Technology Management Course Descriptions 288
Temporary Assistance for Needy Families (TANF) 68
Testing (Placement) 18
Texas Educational Opportunity Grant Program-TEOG (formerly TEXAS Grant II) 63
Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund) 68
Texas Public Education Grant (TPEG) 63
THEA 19
Third Party Contracts and Scholarships 30
Tobacco Statement 5
Toward Excellence Access & Success (TEXAS) Grant Program 62
Transcripts from Other Institutions 34
Transfer Assistance 49
Transfer Disputes 34
Transfer from another College (Admission Requirements) 15
Transfer of Credit from STC 34
Transfer of Credit to STC 34
Transfer Programs 45
Transferable Courses (Academic) 36
TSI Exemption Scores 21
Tuition (In-District) 27
Tuition (Out-of-District) 27
Tuition Refunds 30
Tuition and Fees 26
Tuition and/or Fees Exemptions 65
Tuition (Non-Residents) 27

U

Upward Bound Program 50

V

Valley Alliance of Mentors for Opportunities and Scholarships (VAMOS) 71
Valley Initiative for Development and Advancement (VIDA) 70
Valley Scholars 44
Veterans and Dependents (Hazelwood Exemption) 65
Veteran's Educational Benefits 69
Vice President's Honor List 44
Vision, Purpose, Core Values, Guiding Principles, and Strategic Directions Constitute the Comprehensive Mission for South Texas College 2-3
Visual Arts Concentration, Field of Study, A.A. 167

VOCATIONAL NURSING 223

● Vocational Nursing Certificate 224
Vocational Nursing Course Descriptions 290
Vocational Nursing and Professional Scholarship Program 64
Voluntary Student Health Insurance 53

W

Webmaster Specialist Specialization, AAS. 121
Welcome and Student Information Centers 79
Wellness Programming and Intramural Sports 78
Withdrawal from Semester Credit Courses 35
Workforce Investment Act (WIA) Workforce Solutions 69
Work-Study Program (Federal) 59
Work-Study Program (Texas College) 65