



SOUTH TEXAS COLLEGE

CATALOG 2012-2013

2012-2013

CATALOG

Changing lives, Changing communities



CATALOG 2012-2013
www.southtexascollege.edu

SOUTH TEXAS COLLEGE

ACCREDITATION

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

AFFILIATIONS

NATIONAL/REGIONAL

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

- National Organization of Associate Degree Nursing
- National Institute for Metalworking Skills, Inc. (NIMS)
- North American Council for Staff, Program and Organizational Development (NCPSOD)
- Research and Education Networking Information Sharing and Analysis Center (REN-ISAC)
- Society for College and University Planners
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern States Communication Association
- The Association for Informational Media and Equipment (A.I.M.E.)
- The Consortium of College and University Media Centers (CCUMC)
- The Instructional Technology Council
- The National Communication Association
- The Sloan Consortium
- United States Distance Learning Association

STATE

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

LOCAL

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

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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.

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 Campuses

1 Pecan Campus

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

4 Starr County Campus

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

2 Technology Campus

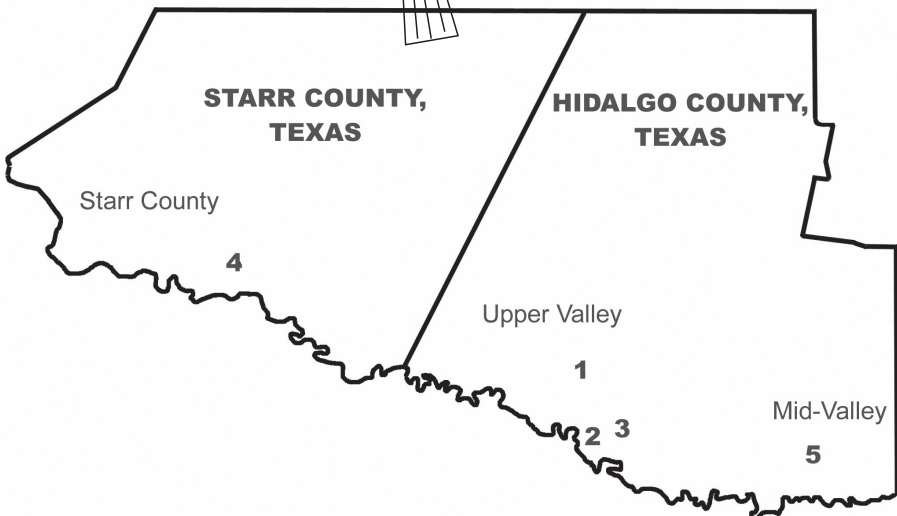
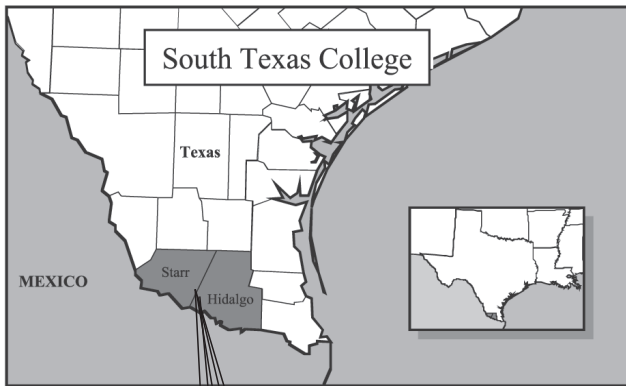
3700 W. Military Hwy.
McAllen, TX 78501
956-872-6100

5 Mid-Valley Campus

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

3 Nursing & Allied Health Campus

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



Creation

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

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

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

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

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

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.

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

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A Message from the President

South Texas College was established 19 years ago to serve the people of Hidalgo and Starr counties. You will find South Texas College conveniently located near your home with three campuses in McAllen, one in Weslaco and one in Rio Grande City. There are also two teaching centers offering evening classes, one in McAllen and another in La Joya, so you do not have to travel far for a quality education at an affordable price. The College is proud of its numerous accomplishments throughout the years and honored to serve over 30,000 students per semester.



If you find that your current lifestyle keeps you from attending classes on campus, STC's new eSTC Virtual Campus allows you to take courses anytime, anywhere, from the comfort of your home or office, or even at the beach. You can select from more than 500 courses in a wide variety of subjects that may apply to earning one of 20 degrees or certificates available to earn all online. Our Virtual Campus offers all of the same services as our traditional campuses including advising, career placement, counseling, library services and so much more.

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

STC is also very proud to be the only community college in the state of Texas accredited to offer the Bachelor of Applied Technology Degrees. Students can pursue a degree in Technology Management, Computer and Information Technologies, Medical and Health Services Management, and soon a new degree in Organizational Leadership.

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

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

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

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

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

Board of Trustees

Officers



ROSE BENAVIDEZ

Chair

President of Starr County Industrial Foundation

District 1

Representing Starr County

Term May 2012-2018



ROY DE LEÓN

Vice-Chair

Vice President BBVA Compass, Mercedes

District 7

Representing Northeast Hidalgo County,
Edcouch-Elsa, La Villa, North Mercedes,
Northeast Alamo, Northeast Edinburg and Hargill
Term May 2008-2014



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Secretary

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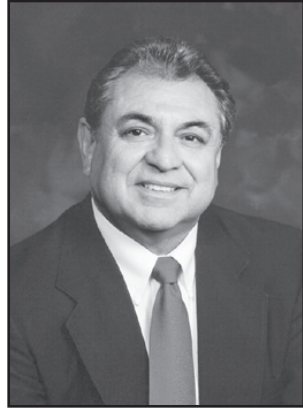
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University of Texas-Pan American
Retired Superintendent,
Superintendent Emeritus, Hidalgo ISD

District 5

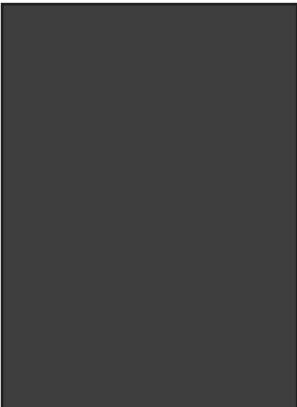
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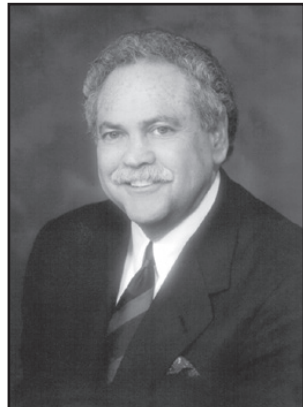
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Northwest Pharr, Palmhurst
Southwest Edinburg and Northeast Mission
Term May 2010-2016

ACADEMIC CALENDAR

2012-2013

FALL 2012

(Aug. 27 - Dec. 16, 2012)

August 16

New Faculty Start Date-New Faculty Orientation

August 17

New Faculty Service Area Tour

August 20

Faculty Return-Division/Department Meetings

August 22-23

Faculty Preparation Days/Departmental Meetings

August 24

Academic Affairs Professional Development Day

August 25

Adjunct/Dual Enrollment Faculty Professional Development Day

August 27 Classes Begin

September 3

College Closed-Labor Day

September 12

Twelfth Class Day

September 21

College Closed-Convocation

November 16

Last Day to Withdraw

November 22-25

College Closed-Thanksgiving Holiday

December 10-16

Finals

December 17

Grades Due Date

December 17-January 1

College Closed-Winter Break

SPRING 2013

(Jan. 22 - May 17, 2013)

January 2

College Opens-Staff Returns

January 14

Faculty Return-Division/Department Meetings

January 16-18

Faculty Preparation Day/Departmental Meetings

January 19

Adjunct /Dual Enrollment Faculty Professional Development Day

January 21

College Closed-Martin Luther King Day

January 22 Classes Begin

February 6

Twelfth Class Day

February 15

College-Wide Professional Development Day-College Closed

March 11-17

College Closed-Spring Break

March 28-31

College Closed-Semester Break

April 23

Last Day to Withdraw

May 11-17

Finals

May 17-18

Graduation

May 20

Grades Due Date

ACADEMIC CALENDAR 2012-2013

SUMMER SESSION I

(June 3 - July 3, 2013)

May 27

College Closed-Memorial Day

May 27-June 1

Final registration dates for Summer I, III

June 3

Classes Begin

June 6

Fourth Class Day

June 25

Last Day to Withdraw

July 2

Classes End

July 3

Finals

July 4

College Closed-Independence Day observed

July 5

Grades Due Date

SUMMER SESSION III

(June 3 - Aug. 7, 2013)

May 27-June 1

Final registration dates for Summer I, III

June 3

Classes Begin

June 11

Seventh Class Day

July 4

College Closed-Independence Day observed

July 5

No Classes

July 23

Last Day to Withdraw

August 6

Classes End

August 7

Finals

August 9

Grades Due Date

SUMMER SESSION II

(July 8 - Aug. 7, 2013)

July 5-9

Final registration dates for Summer II

July 8

Classes Begin

July 11

Fourth Class Day

July 31

Last Day to Withdraw

August 6

Classes End

August 7

Finals

August 9

Grades Due Date

*Register
Now!*

www.southtexascollege.edu

ADMISSIONS GUIDELINES

REQUIREMENTS

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

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

HIGH SCHOOL GRADUATION

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

EXAMINATION

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

INDIVIDUAL APPROVAL

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the ACCUPLACER, ASSET, COMPASS, THEA, prior to enrollment. All applicants must submit an official transcript from the last high school attended prior to enrollment.

TRANSFER FROM ANOTHER COLLEGE

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

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit 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 on-line through Market Place at https://secure.touchnet.com/C20193_ustores/web/ and choose to test for ACCUPLACER/THEA. A student that has already tested for an ACCUPLACER Exam and failed one or more sections of the test must wait 30 days before attempting the ACCUPLACER Exam. An ACCUPLACER Exam is offered by appointment only.

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

REGISTRATION FOR THE THEA EXAM

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

PAYMENT FOR THE THEA EXAM

The THEA Exam fee is \$29.

TAKING AN ALTERNATIVE ASSESSMENT EXAMINATION TO FULFILL STC PLACEMENT STANDARDS

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

the academic preparation necessary for students to be successful in future academic courses.

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

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

ACCUPLACER EXAM

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

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

Reading Comprehension Test

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

Sentence Skills Test

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

Arithmetic Test

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

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

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

Elementary Algebra Test

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

Texas WritePlacer Plus™

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

Each response is evaluated based on the following features of writing:

- ▶ Focus
- ▶ Organization
- ▶ Development and Support
- ▶ Sentence Structure and Usage
- ▶ Mechanical Conventions

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

PAYMENT FOR THE ACCUPLACER EXAM

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

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

THE THEA EXAM

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

The THEA Exam consists of the following sections:

Reading

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

Mathematics

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

Writing

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

TESTING TIME PROVIDED

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

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

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

MANDATORY PARTICIPATION

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

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

DROPPING OR WITHDRAWING FROM DEVELOPMENTAL COURSE WORK

Students under TSI requirements who have been assigned developmental courses due to Initial placement or failing a section of an Alternative Exam may not drop these courses.

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

Placement Scale

Texas Success 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 Development Placement Scores

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

ADMISSIONS PROCEDURES AND CHECKLIST

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

APPLICATION AND TRANSCRIPTS

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

ORIENTATION

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

FINANCIAL AID

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

TESTING

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

ADVISING

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

REGISTRATION

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

TUITION & FEES

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

BOOKS

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

STUDENT LIFE

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

AUDITING A CLASS

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

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

TECH PREP/ ADVANCED TECHNICAL CREDIT (ATC)

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

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

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

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

DUAL ENROLLMENT

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

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

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

STUDENTS RECORDS

CHANGE OF NAME

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

CHANGE OF ADDRESS

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

CHANGE OF MAJOR

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

CONFIDENTIALITY OF RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

NOTICE:

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

DIRECTORY INFORMATION

STC may release information that includes:

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

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

REVIEW OF RECORDS

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

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

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

RESIDENT STATUS FOR STUDENTS

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

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

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

- (1) Statement from Employer, including start and current/end dates, which encompasses at least 12 months prior to the census date. Student employment, such as work-study, receipt of stipends, fellowship, research or teaching assistant positions, does not qualify as a basis for establishing domicile.
- (2) Lease or Rental Agreement/Contract of real property, other than campus housing, which encompasses at least 12 months prior to the census date. If this document is provided as the sole basis of a domicile, it must be accompanied by at least three documents that support the maintenance of this residence for at least 12 months prior to the census date, as follows:
 - ▶ Texas high school transcript
 - ▶ Texas college or university transcript
 - ▶ Permanent Texas Driver's License (at least one-year-old)

Generally, the license expiration date minus the date of enrollment should not exceed three years.

- ▶ Texas Voter Registration Card
- ▶ Texas vehicle registration
- ▶ Bank statements or cancelled checks
- ▶ Utility bill (electric, telephone, water or cable) for the year preceding enrollment
- ▶ Federal income tax return for the previous year

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

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

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

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

Aliens Eligible to Domicile or be Treated as Permanent Residents in The United States

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

Aliens Who are Residents of Texas Based on their High School Graduation or Receipt of a GED Certification

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

- (1) graduated from a public high school or received the GED in Texas;
- (2) resided in Texas for at least three years as of the date the student graduated from high school or received the GED in Texas;
- (3) resided in Texas for 12 months prior to the census date of the semester in which the student plans to enroll;

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

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

TUITION AND FEES

TUITION FISCAL YEAR 2012-2013

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

Note:

In-District includes Hidalgo and Starr County residents.

Out-of-District includes all other Texas Residents.

Non-Resident includes all other United States and International Students.

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

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

FEES 2012-2013 ACADEMIC YEAR

Other Student Additional Fees

MANDATORY FEE:

Student Registration Fees	
• If registered and paid or registered and financial aid complete	
BEFORE August 1st, January 1st, May 15th, and June 15th:	90.00
• If registered or paid or financial aid processed	
AFTER July 31st, December 31st, May 14th, and June 14th:	150.00
Information Technology Fee per credit hour	16.00
Learning Support Fee per credit hour	12.00

COURSE FEES:

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

DIFFERENTIAL TUITION PER CREDIT HOUR FOR:

Biology	10.00
Supplemental Instruction	15.00
3000/4000 level courses	30.00
Associate Degree Nursing	50.00
Emergency Medical Technology	35.00
Pharmacy Technology	40.00
Occupational Therapy Assistant	40.00
Patient Care Assistant	20.00
Physical Therapist Assistant	40.00
Radiologic Technology	40.00
Respiratory Therapy	40.00
Vocational Nursing	50.00

DUAL ENROLLMENT TUITION & FEES:

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

CONTINUING EDUCATION TUITION AND FEES:

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

OTHER NON-REFUNDABLE FEES:

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

FINANCIAL INFORMATION

SPECIAL COURSES

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

FINANCIAL OBLIGATIONS/ ADMITTANCE TO CLASS

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

REGISTRATION

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

PAYMENTS

- ▶ During registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of cash, personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. Students may mail-in their payment.
- ▶ Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped; however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- ▶ Failure to make payment may result in the account being sent to collections. The student will be responsible for any collection costs associated with the collection of any monies due to the college, including attorney fees, late fees, interest and/or court costs and the collection of returned checks that may be assessed in pursuit of monies owed to South Texas College. Fees will be assessed regardless of payment method.
- ▶ Financial Aid credits may be applied to any prior term balances. It is the students responsibility to

follow up on any unpaid balances; these have to be paid by the student directly.

- ▶ Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- ▶ Transcripts, grades, or information about the student will not be released until such debts are paid.

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- ▶ Immediate restitution of funds must be made when a check is returned by a bank 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 \$35 fee plus applicable tax is charged to the student.
- ▶ Checks returned by the bank due to accounts closed or stop payments are not re-deposited.
- ▶ Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the office of Admissions and Records.

SCHEDULE CHANGES

(Adding and Dropping Courses)

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

INSTALLMENT PAYMENTS

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

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

- ▶ Online log on to <http://jagnet4.southtexascollege.edu> or visit Cashier Offices
- ▶ To qualify the student must:
 - ✓ Be enrolled at STC for the semester
 - ✓ Complete the installment plan agreement available on-line or at the Cashiers' Office
 - ✓ Not have an outstanding balance with STC.
 - ✓ Be 18 years old.
- ▶ Eligible students may select a payment plan
 - ✓ Payment of tuition and registration fee by Installment is available each semester during the open enrollment period. Visit the Cashier's website at <http://southtexascollege.edu>. Click: Cashiers under Services Menu.
 - ✓ Eligible students may select a payment plan during the open enrollment period. For payment plan details visit us online at: <http://www.southtexascollege.edu/> under Services Menu –Click Cashiers.
- ▶ Incidental fees associated with the installment payment plan are as follows:
 - ✓ \$30.00 processing fee due at time of enrollment
 - ✓ \$30.00 late payment fee assessed if total balance outstanding is not paid by "each" scheduled due date.
- ▶ Students who fail to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.
- ▶ Installment Due dates as per Installment agreement and Cashiers' website.

EMERGENCY LOAN PROGRAM

(subject to availability)

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

- Textbook Emergency Loan:
 - › No Initial payment is required
 - › Textbook loan will be disbursed on the next scheduled refund date

▶ **Due dates as per the Emergency Tuition and Fees Loan Application and Promissory Note and Cashiers website.**

▶ **Please note that the student is responsible for 100% of tuition and fees if Emergency Loan funds are not available.**

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

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

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

CONCURRENT ENROLLMENT FEES

Students enrolled at two Texas public institutions of higher education.

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

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

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

REFUNDS

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

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

DROP OR WITHDRAWAL FROM STC

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

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

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

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

REFUND GUIDELINES

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

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

TUITION

Refund percentage may be greater than stated below.

FALL AND SPRING SEMESTERS

Prior to or on the second class day... 100 percent
 During the next 13th class days 70 percent
 During the 16th through
 20th class days 25 percent
 After the 20th class day None

SUMMER I AND II SESSIONS

Prior to or on the first class day 100 percent
 During the next four class days 70 percent
 During the sixth class day 25 percent
 After the sixth class day None

SUMMER III SESSION

Prior to or on the first class day 100 percent
 During the next eight class days 70 percent
 During the 10th through
 12th class days 25 percent
 After the 12th class day None

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

INCIDENTAL FEES

OTHER FEES

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

Prior to the first class day 100 percent
 First class day and after None

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

BOOKSTORE REFUNDS

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

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

- ▶ A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt, first 3 days of summer school, one day for mini mester.
- ▶ With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes. First 14 days for Summer classes.
- ▶ No refunds on unwrapped loose leaf books or activated eBooks.
- ▶ Textbooks must be in original condition.
- ▶ No refunds or exchanges without original receipt

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

HB 1096 - BOOKSTORE TEXTBOOK INFORMATION

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

HIGHLIGHTS FOR TAX BENEFITS FOR HIGHER EDUCATION

This chart highlights some differences among the benefits discussed in this publication. See the text for definitions and details. **DO NOT RELY ON THIS CHART ALONE.** CAUTION: You generally cannot claim more than one benefit for the same education expense. REFERENCE: [http://search.irs.gov/webquery.html?col=all&isr=uf&qp=&qs=-Wct%3A%22internal+Revenue+Manual%22&qc=&qm=0&r=0&of=0&op=&or=&os=&ot=&ou=&ov=&ow=&ox=&oy=&oz=&pa=&pb=&pc=&pd=&pe=&pf=&pg=&ph=&pi=&pj=&pk=&pl=&pm=&pn=&po=&pp=&pq=&pr=&ps=&pt=&pu=&pv=&pw=&px=&py=&pz=&ra=&rb=&rc=&rd=&re=&rf=&rg=&rh=&ri=&rl=&rm=&rn=&ro=&rp=&rq=&rr=&rs=&rt=&ru=&rv=&rw=&rx=&ry=&rz=&sa=&sb=&sc=&sd=&se=&sf=&sg=&sh=&si=&sl=&sm=&sn=&so=&sp=&sq=&sr=&ss=&st=&su=&sv=&sw=&sx=&sy=&sz=&ta=&tb=&tc=&td=&te=&tf=&tg=&th=&ti=&tj=&tk=&tl=&tm=&tn=&to=&tp=&tq=&tr=&ts=&tt=&tu=&tv=&tw=&tx=&ty=&tz=&ua=&ub=&uc=&ud=&ue=&uf=&ug=&uh=&ui=&ul=&um=&un=&uo=&up=&uq=&ur=&us=&ut=&uu=&uv=&uw=&ux=&uy=&uz=&va=&vb=&vc=&vd=&ve=&vf=&vg=&vh=&vi=&vl=&vm=&vn=&vo=&vp=&vq=&vr=&vs=&vt=&vu=&vv=&vw=&vx=&vy=&vz=&wa=&wb=&wc=&wd=&we=&wf=&wg=&wh=&wi=&wl=&wm=&wn=&wo=&wp=&wq=&wr=&ws=&wt=&wu=&wv=&ww=&wx=&wy=&wz=&xa=&xb=&xc=&xd=&xe=&xf=&xg=&xh=&xi=&xj=&xk=&xl=&xm=&xn=&xo=&xp=&xq=&xr=&xs=&xt=&xu=&xv=&xw=&xx=&xy=&xz=&ya=&yb=&yc=&yd=&ye=&yf=&yg=&yh=&yi=&yj=&yk=&yl=&ym=&yn=&yo=&yp=&yq=&yr=&ys=&yt=&yu=&yv=&yw=&yx=&yy=&yz=&za=&zb=&zc=&zd=&ze=&zf=&zg=&zh=&zi=&zj=&zk=&zl=&zm=&zn=&zo=&zp=&zq=&zr=&zs=&zt=&zu=&zv=&zw=&zx=&zy=&zz](http://search.irs.gov/webquery.html?col=all&isr=uf&qp=&qs=-Wct%3A%22internal+Revenue+Manual%22&qc=&qm=0&r=0&of=0&op=&or=&os=&ot=&ou=&ov=&ow=&ox=&oy=&oz=&pa=&pb=&pc=&pd=&pe=&pf=&pg=&ph=&pi=&pj=&pk=&pl=&pm=&pn=&po=&pp=&pq=&pr=&ps=&pt=&pu=&pv=&pw=&px=&py=&pz=&ra=&rb=&rc=&rd=&re=&rf=&rg=&rh=&ri=&rl=&rm=&rn=&ro=&rp=&rq=&rr=&rs=&rt=&ru=&rv=&rw=&rx=&ry=&rz=&sa=&sb=&sc=&sd=&se=&sf=&sg=&sh=&si=&sl=&sm=&sn=&so=&sp=&sq=&sr=&ss=&st=&su=&sv=&sw=&sx=&sy=&sz=&ta=&tb=&tc=&td=&te=&tf=&tg=&th=&ti=&tj=&tk=&tl=&tm=&tn=&to=&tp=&tq=&tr=&ts=&tt=&tu=&tv=&tw=&tx=&ty=&tz=&ua=&ub=&uc=&ud=&ue=&uf=&ug=&uh=&ui=&ul=&um=&un=&uo=&up=&uq=&ur=&us=&ut=&uu=&uv=&uw=&ux=&uy=&uz=&va=&vb=&vc=&vd=&ve=&vf=&vg=&vh=&vi=&vl=&vm=&vn=&vo=&vp=&vq=&vr=&vs=&vt=&vu=&vv=&vw=&vx=&vy=&vz=&wa=&wb=&wc=&wd=&we=&wf=&wg=&wh=&wi=&wl=&wm=&wn=&wo=&wp=&wq=&wr=&ws=&wt=&wu=&wv=&ww=&wx=&wy=&wz=&xa=&xb=&xc=&xd=&xe=&xf=&xg=&xh=&xi=&xj=&xk=&xl=&xm=&xn=&xo=&xp=&xq=&xr=&xr=&xs=&xt=&xu=&xv=&xw=&xx=&xy=&xz=&ya=&yb=&yc=&yd=&ye=&yf=&yg=&yh=&yi=&yj=&yk=&yl=&ym=&yn=&yo=&yp=&yq=&yr=&ys=&yt=&yu=&yv=&yw=&yx=&yy=&yz=&za=&zb=&zc=&zd=&ze=&zf=&zg=&zh=&zi=&zj=&zk=&zl=&zm=&zn=&zo=&zp=&zq=&zr=&zs=&zt=&zu=&zv=&zw=&zx=&zy=&zz)

	Scholarships, Fellowships, Grants, & Tuition Reductions	American Opportunity Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuition and Fees Deduction	Coverdell ESA*	Qualified Tuition Program (QTP)	Education Exception to Additional Tax on Early IRA Distributions	Education Savings Bond Program	Employer-Provided Educational Assistance	Business Deduction for Work-Related Education
What is your benefit?	Amounts received may not be taxable	Credits can reduce the amount of tax you have to pay. 40% of the credit may be refundable (limited to \$1,000 per student).	Credits can reduce amount of tax you must pay	Can deduct interest paid	Can deduct expenses	Earnings not taxed	Earnings not taxed	No 10% additional tax on early distribution	Interest not taxed	Employer benefits not taxed	Can deduct expenses
What is the annual limit?	None	\$2,500 credit per student	\$2,000 credit per tax return	\$2,500 deduction	\$4,000 deduction	\$2,000 contribution per beneficiary	None	Amount of qualified education expenses	Amount of qualified education expenses	\$5,250 exclusion	Amount of qualifying work-related education expenses
What expenses qualify besides tuition and enrollment fees?	Course-related expenses such as fees, books, supplies, and equipment	Course-related books, supplies, and equipment	Amounts paid for required books, etc., that must be paid to the educational institution, etc.; ARE required fees	Books, supplies, equipment, Room and board; Transportation; Other necessary expenses	None	Books, supplies, and equipment; Expenses for special needs services; Payments to QTP; Higher education; Room and board if at least half-time student; Elem/sec (K-12) education; Tutoring, Room and board, uniforms, transportation, computer access, supplementary expenses	Books, supplies, equipment; Room and board if at least half-time student; Expenses for special needs services; Computer technology, equipment, and internet access (2010)	Books, supplies, equipment; Room and board if at least half-time student; Expenses for special needs services	Payments to Coverdell ESA; Payments to QTP	Books, supplies, equipment	Transportation; Travel; Other necessary expenses
What education qualifies?	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate; Courses to acquire or improve job skills	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Required by employer or law to keep present job, salary, status; Maintain or improve job skills
What are some of the other conditions that apply?	Must be in degree or vocational program; Payment of tuition and required fees must be allowed under the grant	Can be claimed for only 4 tax years (which includes years hope credit claimed); Must be enrolled in degree program; No felony drug conviction(s); Must not have completed first 4 years of postsecondary education before end of preceding tax year.	No other conditions to acquire or improve job skills	Must have been at least half-time student in degree program	Cannot claim both deduction & education credit for same student in same year	Assets must be distributed at age 30 unless special needs beneficiary	No other conditions	No other conditions	Applies only to qualified series EE bonds issued after 1989 or series I bonds	No other conditions	Cannot be to meet minimum educational requirements of present trade/business; Cannot qualify you for new trade/business
In what income range do benefits phase out?	No phaseout	\$80,000 - \$90,000 \$160,000 - \$180,000 for joint returns	\$51,000 - \$61,000 \$102,000 - \$122,000 for joint returns	\$60,000-\$75,000; \$120,000-\$150,000 for joint returns	\$65,000-\$80,000; \$30,000-\$60,000 for joint returns	\$95,000-\$110,000; \$190,000-\$220,000 for joint returns	No phaseout	No phaseout	\$71,100 - \$86,100; \$106,650-136,650 joint and qualifying widow(er) with a dependent child returns	No phaseout	No phaseout

SCHOLASTIC REGULATIONS

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

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

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Texas Higher Education Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL-(revised Spring 2012). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

For senior four-year institutions, lower division courses that have the same course content and identified in the Texas Common Course Numbering System (TCCNS) database as approved by the

Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

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

TRANSFER DISPUTES

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

ORIENTATION 101 (COLLEGE SUCCESS)

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

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

CHANGE OF SCHEDULE

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

Within the parameters of the calendar in effect, student may drop a course. A grade of "W" (Withdrawn) 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 prior to the published deadline for withdrawals.

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of "F" in the course. Instructors are authorized, but not

required, to withdraw students that in their opinion are not able to successfully complete a course. A student may appeal an instructor-initiated withdrawal.

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

COURSE LOAD

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

BASIC SKILLS TEST

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

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

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

ACADEMIC TRANSFERABLE COURSES

The following STC academic courses are transferable in accordance to the Texas Common Course Numbering System. Four-year institutions determine which courses will be required for degrees at their institution. (Last modified: June 2012)

ACCOUNTING

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

ANTHROPOLOGY

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

ART

- ♦ARTS 1301 Art Appreciation
- ♦ARTS 1303 Art Survey I
- ♦ARTS 1304 Art Survey II
- ♦ARTS 1311 Design I
- ♦ARTS 1312 Design II
- ♦ARTS 1316 Drawing I
- ♦ARTS 1317 Drawing II
- ♦ARTS 1325 Drawing and Painting (For Non-Art Majors)
- ♦ARTS 2289 Academic Cooperative
- ♦ARTS 2313 Design Communications I
- ♦ARTS 2314 Design Communications 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)

ASTRONOMY

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

BIOLOGY

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

BUSINESS ADMINISTRATION

- ♦BUSI 1301 Business Principles
- ♦BUSI 2301 Business Law

CHEMISTRY

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

CHILD CARE AND DEVELOPMENT

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

COMMUNICATION

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

COMPUTER SCIENCE

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

CRIMINAL JUSTICE

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

DANCE

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

DRAMA

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

ECONOMICS

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

EDUCATION

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

ENGINEERING

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

ENGLISH

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

GEOGRAPHY

- ♦GEOG 1301 Principles of Physical Geography

GEOLOGY

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

HISTORY

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

HUMANITIES

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

KINESIOLOGY

- ♦KINE 1100 Fitness Walking
- ♦KINE 1101 Fitness And Motor Development I
- ♦KINE 1103 Weight Training and Conditioning I

- ♦KINE 1104 Weight Training and Conditioning II
- ♦KINE 1105 Badminton
- ♦KINE 1107 Basketball I
- ♦KINE 1109 Bowling I
- ♦KINE 1110 Bowling II
- ♦KINE 1111 Flag Football I
- ♦KINE 1113 Golf I
- ♦KINE 1114 Golf II
- ♦KINE 1115 Karate I
- ♦KINE 1116 Karate II
- ♦KINE 1119 Racquetball I
- ♦KINE 1120 Racquetball II
- ♦KINE 1121 Soccer I
- ♦KINE 1123 Softball I
- ♦KINE 1125 Swimming I
- ♦KINE 1126 Swimming II
- ♦KINE 1127 Tennis I
- ♦KINE 1128 Tennis II
- ♦KINE 1129 Volleyball I
- ♦KINE 1131 Yoga and Flexibility Training
- ♦KINE 1132 Self Defense and Personal Safety
- ♦KINE 1133 Outdoor Adventure Training
- ♦KINE 1149 Team Sports I
- ♦KINE 1150 Team Sports II
- ♦KINE 1210 Aerobic Dance I
- ♦KINE 1211 Aerobic Dance II
- ♦KINE 1249 Ballet Folklorico I
- ♦KINE 1250 Ballet Folklorico II
- ♦KINE 1251 Beginning Scuba
- ♦KINE 1252 Scuba II
- ♦KINE 1253 Lifeguard Training
- ♦KINE 1301 Introduction to Kinesiology
- ♦KINE 1304 Personal Health and Wellness
- ♦KINE 1305 Community and Environmental Health
- ♦KINE 1306 First Aid and Safety
- ♦KINE 1308 Sports Officiating I
- ♦KINE 1309 Sports Officiating II
- ♦KINE 1321 Techniques of Coaching Sports I
- ♦KINE 1322 Techniques of Coaching Sports II
- ♦KINE 1331 Kinesiology for Elementary School
- ♦KINE 1333 Rhythm Skills
- ♦KINE 1336 Introduction to Recreation Activities
- ♦KINE 1338 Concepts of Physical Fitness
- ♦KINE 1346 Drug Use and Abuse in Society
- ♦KINE 2249 Ballet Folklorico III
- ♦KINE 2250 Ballet Folklorico IV
- ♦KINE 2255 Water Safety Instructor
- ♦ROTC 1201 Marksmanship and First Aid
- ♦ROTC 1202 Survival and Land Navigation Training
- ♦ROTC 3202 Advanced Army Physical Development

MATHEMATICS

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

MUSIC

- ♦MUAP 1201 Applied Violin
- ♦MUAP 1202 Applied Viola
- ♦MUAP 1203 Applied Cello
- ♦MUAP 1204 Applied Double Bass

- ♦MUAP 1205 Applied Flute
- ♦MUAP 1206 Applied Clarinet
- ♦MUAP 1207 Applied Saxophone
- ♦MUAP 1208 Applied Trumpet
- ♦MUAP 1209 Applied French Horn
- ♦MUAP 1210 Applied Trombone
- ♦MUAP 1211 Applied Baritone
- ♦MUAP 1212 Applied Oboe
- ♦MUAP 1213 Applied Bassoon
- ♦MUAP 1214 Applied Tuba
- ♦MUAP 1215 Applied Percussion
- ♦MUAP 1216 Applied Guitar
- ♦MUAP 1217 Applied Piano
- ♦MUAP 1218 Applied Voice
- ♦MUEN 1121 Band Ensemble
- ♦MUEN 1131 Mariachi Ensemble
- ♦MUEN 1132 Jazz Ensemble
- ♦MUEN 1133 Guitar Ensemble
- ♦MUEN 1134 String Ensemble
- ♦MUEN 1135 Percussion 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 1307 Music Literature
- ♦MUSI 2181 Piano Class III
- ♦MUSI 2182 Piano Class IV
- ♦MUSI 2183 Voice Class III
- ♦MUSI 2184 Voice Class IV

PHILOSOPHY

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

PHYSICS

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

PHYSICAL SCIENCE

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

POLITICAL SCIENCE

- ♦GOVT 2301 American Government I
- ♦GOVT 2302 American Government II
- ♦GOVT 2304 Introduction To Political Science
- ♦GOVT 2305 Federal Government
- ♦GOVT 2306 Texas Government
- ♦GOVT 2311 Mexican-American Politics

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 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

SPEECH

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

CREDIT BY EXAMINATION

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

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

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

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

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

<i>Required scores for CEEB credit</i>			
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

<i>Required scores for CEEB credit</i>			
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 form attached to the CLEP Registration Admission Form. An examinee does not have to be enrolled at STC to take a CLEP test on campus; however, no STC credit will be posted to a transcript until the student officially enrolls and earns six (6) hours of academic credit. A student must have taken the CLEP exam within the last five (5) years in order to receive credit.

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

<i>Required scores for CLEP Subject Examination credit</i>			
Subject	Min. Score	STC Course	Hrs. Credit
Info. Systems and Comp. Apps.	50	COSC 1301	3
Accounting	50	ACCT 2401,2402	8
Biology	50	BIOL 1408, 1409	8
Business Law	50	BUSI 2301	3
Chemistry	50	CHEM 1411, 1412	8
Economics/Micro.	50	ECON 2302	3
Economics/ Macro.	50	ECON 2301	3
Composition	50	ENGL 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

Required scores for CLEP Subject Examination credit			
Psychology	50	PSYC 2301	3
Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3
Principles of Management	53	TMGT 3305	3
Principles of Marketing	53	TMGT 3000 (upper-level elective)	3
Intro. to Business Law	54	TMGT 3336	3

CREDIT FOR INTERNATIONAL BACCALAUREATE DIPLOMA (IBD)

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

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

Eligibility for Award of Credit

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

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

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

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

REQUIRED SCORES FOR IB CREDIT			
IB EXAMINATION	SCORE	STC COURSE	CREDIT HOURS
BIOLOGY			
Biology (SL)	4, 5, 6 or 7	BIOL 1408	4
Biology (HL)	4, 5, 6 or 7	BIOL 1408 & 1409	8
BUSINESS AND MANAGEMENT			
Business and Management	4, 5, 6 or 7	BUSI 1301	3
Chemistry			
Chemistry (SL)	4, 5, 6 or 7	CHEM 1411	4
Chemistry (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
COMPUTER SCIENCE			
Computer Science (SL)	4, 5, 6 or 7	COSC 1301	3
ECONOMICS			
Economics (SL)	4, 5, 6 or 7	ECON 2301	3
Economics (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ENGLISH			
English (SL)	53	TMGT 3305	3
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
English (HL)	54	TMGT 3336	3
Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
GEOGRAPHY			
Geography (SL or HL)	4, 5, 6 or 7	GEOG 1301	3
HISTORY OF THE AMERICAS			
History of The Americas (SL)	4, 5, 6 or 7	HIST 1301	3
History of The Americas (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
MATHEMATICS			
Mathematical Studies (SL)	4, 5, 6 or 7	MATH 1332 or 1414	3 or 4
Further Mathematics(SL)	4, 5, 6 or 7	MATH 1332	3
Mathematics(SL)	4, 5, 6 or 7	MATH 1414	4
Mathematics (HL)	4, 5, 6 or 7	MATH 2412 & 2413	8
MODERN LANGUAGES			
Spanish Language A1 or A2 (SL)	4, 5, 6 or 7	SPAN 1411 & 1412	8
Spanish Language A1 or A2 (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language B (SL)	4, 5, 6 or 7	SPAN 1411, 1412	8
Spanish Language B (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language Ab	4, 5, 6 or 7	SPAN 1411	4
MUSIC			
Music (SL)	4, 5, 6 or 7	MUSI 1306	3
Music (HL)	4, 5, 6 or 7	MUSI 1306 & 1311	6
PHILOSOPHY			
Philosophy (SL or HL)	4, 5, 6 or 7	PHIL 1301	3
PHYSICS			
Physics (SL)	4, 5, 6 or 7	PHYS 1401	4
Physics (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
PSYCHOLOGY			
Psychology (SL or HL)	4, 5, 6 or 7	PSYC 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY			
Social and Cultural Anthropology (SL or HL)	4, 5, 6 or 7	ANTH 2351	3
THEATRE ARTS			
Theatre Arts (SL or HL)	4, 5, 6 or 7	DRAM 1310	3
Film (SL or HL)	4, 5, 6 or 7	DRAM 2366	3
Visual Arts			
Visual Arts (SL or HL)	4, 5, 6 or 7	ARTS 1301	3

GRADING SYSTEM

The following grading system is used at South Texas College:

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

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

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

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

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

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

1. We recognize the need for consistency and fairness in the evaluation of student performance.
2. We fully recognize the need to maintain public confidence in the academic integrity of the College.

SCHOLASTIC PROGRESS STANDARDS

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

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

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

LEVEL OF

ACADEMIC STATUS

GPA CRITERIA

Good Standing	Cumulative GPA is 2.00 or above
Early Academic Alert	Cumulative or current semester GPA, including developmental coursework, below 2.00.
Mandatory Intervention	Previously on Early Academic Alert and current semester GPA is below 2.00.
Academic Suspension	Previously on Mandatory Intervention and current semester GPA is below 2.00.
Good Standing, Early Academic Alert, Mandatory Intervention, and Academic Suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester grade point average, including developmental studies and College Success coursework. Academic suspension may last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.	

Early Academic Alert

Early Academic Alert is a system of monitoring student grades in all South Texas College courses in order to identify those who are experiencing difficulty in making satisfactory progress.

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

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

Academic Suspension

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

Readmission After A Period of Suspension

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM

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

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

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

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

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

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

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

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

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

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

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

ATTENDANCE POLICY

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

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

The South Texas College policy states:

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

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

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

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

STUDENT CODE OF CONDUCT

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

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

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

ACADEMIC HONORS

HONORS PROGRAM

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

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

Admission Requirements

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

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

All Honors Program students will receive advising, scheduling, and consultation with the Academic Excellence Advisor.

Curriculum Structure, Honors Instruction

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

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

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

HONORS PROGRAM GRADUATION

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

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

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

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

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

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

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

VALLEY SCHOLARS PROGRAM

The Valley Scholars Program was established in 1997 to recognize and promote academic excellence by providing financial assistance, academic support services, mentoring, and leadership development. The program provides

a foundation that empowers students to excel in their academic achievements and to become leaders that will make significant contributions to their communities.

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

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

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

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

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

EDUCATIONAL PROGRAMS

CERTIFICATE PROGRAMS

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

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

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

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

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

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

► *Specialization*

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

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

► *General Education Requirements*

All workforce education students at STC are required to complete a minimum of 15 semester credit hours in general education courses before receiving an A.A.S. degree.

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

TRANSFER PROGRAMS

BACCALAUREATE PROGRAMS

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

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

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

The B.A.T. In Medical and Health Services 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.

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

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

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

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

► *Core Curriculum*

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

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

► *Field of Study Curriculum*

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

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

GRADUATE GUARANTEE

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

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science

degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.

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

GRADUATION REQUIREMENTS

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

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

GRADUATION CEREMONY AND APPLICATION

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

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

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

Those who have satisfied the following requirements may be graduated.

BACHELOR OF APPLIED TECHNOLOGY

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

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

ASSOCIATE OF ART

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

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

ASSOCIATE OF SCIENCE

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

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

ASSOCIATE OF APPLIED SCIENCE

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

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

CERTIFICATE OF COMPLETION

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

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

COURSE SUBSTITUTIONS

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

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

SUPPORT SERVICES

STUDENT SUPPORT SERVICES PROGRAMS

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

COUNSELING SERVICES

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

INDIVIDUAL AND GROUP COUNSELING

Academic Counseling

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

Career Counseling and Transfer Assistance

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

Personal Counseling

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

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

Special topic Presentations, Workshops and National Mental Health Screenings

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

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

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

Providing Academic Support to Students (PASS)

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

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

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

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

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

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

dis-ABILITY SERVICES

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

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

ACADEMIC ADVISEMENT

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

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

Student Success Specialists

All STC students with a declared major are encouraged to meet with their respective student success specialist before registering to discuss course selection and preparation of degree plans. The retention specialists serve as liaisons

between Instructional Divisions and Student Support Services. Student success Specialists also provide specialized divisional advising, off-site advising, degree plans specific to the division, and graduation requirements. The following is a list of Instructional Divisions for which student success specialists will assist you in.

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

Some of the services offered by the Advisement Center:

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

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

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

Please call one of the numbers listed above for immediate answers to all your advising situations. The receptionist answering your call will direct you to an available advisor. All students are encouraged to visit with an advisor every semester for academic advisement; 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 the personalized identification card at all times as it must be presented when accessing student support services including the library, campus computer labs, and the Centers for Learning Excellence (tutoring center). Students must also present a valid identification card when paying tuition and fees or requesting a transcript.

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

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

HEALTH SERVICES

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

1. Student attendance and participation is paramount to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.

3. Students attending South Texas College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

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

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

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

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

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

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

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

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

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

CLINICAL REQUIREMENTS OF NURSING AND ALLIED HEALTH PROGRAMS

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

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

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

BACTERIAL MENINGITIS

Effective January 1, 2012, Texas Senate Bill 1107 requires all entering students at public and private or independent institutions of higher education to have an initial bacterial meningitis vaccination or

booster dose during the five-year period preceding, or at least 10 days prior to, the first day of the first semester. Students affected by the mandate must submit proof of vaccination before the 10th class day.

A recent update to the bacterial meningitis legislation includes a waiver that students can submit to be in compliance with the law. It is effective immediately; however, it requires a notary.

Senate Bill 1107 amends current Texas law requiring proof of Bacterial Meningitis vaccination 10 days before attending classes for all entering students except:

- ▶ Students over 30 years of age
- ▶ Students who take only online or distance education courses
- ▶ Current students of STC or another institution of higher education before January 1, 2012 AND who have been enrolled without a break of at least one fall or spring semester
- ▶ Individuals who are dual-credit students from a Texas Independent School District

Students enrolled in a non-credit course or program that is less than 360 contact hours, or non-credit corporate training.

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

Who falls under this requirement?

The Texas Higher Education Coordinating Board has defined the term “entering student” to apply to:

- ▶ New students – those enrolling for the first-time at an institution of higher education, including students who transfer to the institution from another (AND)
- ▶ Returning students – those who previously attended an institution of higher education before January 1, 2012, and are enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

What are acceptable forms of evidence of vaccination or receiving a booster dose?

- ▶ The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered (OR)
- ▶ an official immunization record generated from a state or local health authority (OR)
- ▶ an official record received from school officials, including a record from another state.

Where can I turn in my evidence of vaccination/exemption?

- ▶ Students must submit proof of vaccination to the Office of Admissions and Records at the Pecan, Mid Valley or Starr County Campuses. The Student Information Centers at the Technology and Nursing Allied Health Campuses will also accept vaccination documentation.

Who is exempt?

The Texas Higher Education Coordinating Board has identified exemptions to the new requirement. A student is not required to submit evidence of receiving the vaccination if he or she is:

- ▶ 30 years of age or older by the first day of the semester (OR)
- ▶ enrolled in only online courses, distance education courses, or continuing education corporate training courses (OR)
- ▶ enrolled in a continuing education course or program that is less than 360 contact hours (OR)
- ▶ enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus (OR)
- ▶ incarcerated and enrolled in continuing education or college courses at a prison facility.

What is the process for declining the vaccination?

There are two options for students that do not wish to receive the vaccination or booster:

- ▶ the student must sign and submit a notarized affidavit stating that he or she declines the required vaccination for bacterial meningitis for reasons of conscience, including a religious belief. In this case, the student must request a conscientious exemption form from the Texas Department of State Health Services. The approved form for exemption can be found here: <http://www.theccb.state.tx.us/reports/PDF/2554.PDF>. A list of locations for notary services may be found here. (OR)
- ▶ the student must obtain a waiver, signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that, in the physician's opinion, the required vaccination for bacterial meningitis would be injurious to his or her health and well-being.

VOLUNTARY STUDENT HEALTH INSURANCE

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

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

Students have the following options in regard to insurance purchase:

- a. Have their own insurance (BCBS, Aetna, Medicaid, Medicare, VA, ect.)
- b. Purchase the STC policies (insurance must be purchased on line at www.sas-mn.com)
- c. Accept full financial responsibility for expenses from an accident and/or sickness (students must have insurance they don't have an option if they want to purchase or not)

For further information please contact the Cashier's office.

FINANCIAL AID

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

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

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

South Texas College also receives state assistance from The Texas Higher Education Coordinating Board. For more information visit www.collegeforalltexas.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.
 - 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:

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

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, 1989 for the 2012-2013 (July 1, 2012 to June 30, 2013) Federal Award Year, or January 1, 1990 for the 2013-2014 (July 1, 2013 to June 30, 2014) Financial Aid Award Year
- ▶ You will be working on a master's or doctorate program on the award year you are applying for (beyond a bachelor's degree)
- ▶ You are married
- ▶ You have children or dependents other than a spouse
- ▶ You are an orphan or were a ward of the court (until age 18)
- ▶ You currently serving on active duty in the U.S. Armed Forces for purposes other than training or
- ▶ You are a veteran of the U.S. Armed Forces
- ▶ You are an emancipated minor
- ▶ You are or were in legal guardianship
- ▶ You are homeless or at risk of being homeless, unaccompanied youth

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

APPLYING FOR FAFSA AND RENEWAL FAFSA

The Free Application for Federal Student Aid (FAFSA)

The FAFSA is made available each year by the U.S. Department of Education to determine student eligibility for financial aid. The form

must be filled out completely and correctly for a student's eligibility to be calculated correctly. Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area.

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

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

Renewal FAFSA

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

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

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

By Mail

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

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

Through the WEB

File Using FAFSA 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, 2011 for the 2011-2012 school year and June 30, 2012 for the 2011-2012 school year for the application to be processed. The STC Office of Financial Aid must receive your processed application information from the U.S. Department of Education by your last day of enrollment in the school year for which you are applying for awards.

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

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

WHAT HAPPENS AFTER I APPLY?

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

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

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

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

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

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

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

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

VERIFICATION

Selection of Students for Verification

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

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

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

If the Documentation is Not on Time

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

Acceptable Documentation

Below is a list of all acceptable documentation and forms used:

- ▶ Verification Worksheets. These forms are available on the Internet at <http://studentservices.southtexascollege.edu/finaid/forms.html>
- ▶ Federal Income Tax Return Transcript for all people whose income information is required by the U.S. Department of Education.
- ▶ In cases where a conflict is perceived, STC Student Financial Services Office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets from the student. This proof will vary by agency. For example:
 - Untaxed Income Sources
 - Unemployment Benefits-A statement from the agency which provided the benefits.
- ▶ Signature requirements:
 - Verification Worksheets
 - Dependent Students-Must be signed by the student and one parent.
 - Independent Students-Must be signed by the student
 - Federal Income Tax Return Forms.

Notification of Completion of Verification

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

Conflicting Information

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

who is reviewing the information will make the determination that conflicting information exists.

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

PROFESSIONAL JUDGEMENT

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

Dependency Overrides

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

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

Professional Judgment/Cost of Attendance Appeals

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

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

Income Reduction or Income Loss - Adjustment

An adjustment to the income amounts that you

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

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

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.html>
4. Links to important Federal and State Aid Websites at: <http://studentservices.southtexascollege.edu/finaid/websites.html>
5. Links to scholarship databases and scholarship sources outside STC at: <http://studentservices.southtexascollege.edu/finaid/scholarships.html>

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

If you need answers right away to questions about Federal Student Aid, call the appropriate number listed below at the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time), Monday through Friday:

1-800-4-FED-AID (1-800-433-3243)
1-800-730-8913 TDD (for hearing impaired)

The Federal Student Aid Information Center can:

- ▶ Answer questions about completing the FAFSA.
- ▶ Tell you whether a school participates in the federal student aid programs and that school's student loan default rate.
- ▶ Explain federal student aid eligibility requirements.
- ▶ Explain the process of determining financial need and awarding aid.
- ▶ Send you federal student aid publications
- ▶ Find out if your federal student financial aid application has been processed.

- ▶ Send you a copy of your Student Aid Report (SAR).
- ▶ Change your address.
- ▶ Send your application information to a specific school.

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

REPEATED COURSEWORK

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

- Student may repeat a previously passed course once. That is, if a student passes a course with a low grade and wants to get a better grade to improve his GPA, he can retake the course once. If, after the student retakes the course, he wants to retake it again and his course load at the time is 12 credit hours, the student will not be considered to be attending full time; he will be considered to be attending 3/4 time and financial aid will be disbursed as such. This is for financial aid purposes only.
- Student may repeat failed course until it is passed.

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

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

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

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

How do I qualify?

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

Information Record (ISIR) contain this number and will tell you if you are eligible.

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

1. Your enrollment status, the number of credit hours that you are registered for and in which your instructors confirm that you attend class at least once.
2. Your continued enrollment within a semester, if you withdraw or are withdrawn from school you may be required to repay funds that have already been awarded to you.
3. Your grades, if you do not earn at least one passing grade in a semester you may be required to repay funds that have already been awarded to you.
4. The number of developmental courses that you have attempted, STC may only fund 30 credit hours (10 classes) of developmental work over a student's educational career. If a student is otherwise eligible for Pell Grant funds and attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status- which determines the amount of his or her Pell Grant award. These adjustments are made after the census day of each semester before final refunds are released.
5. Students who receive Federal Pell Grant will have a limited period of time where they may receive the Federal Pell Grant. The limit will be 12 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 six 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. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

South Texas College documents attendance for Federal Pell Grant purposes by collecting on-line rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at

least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes.

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

How much money can I get?

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

How will I be paid?

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

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

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

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

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

FEDERAL STUDENT LOANS

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

Even though STC does not participate in any federal loan programs, is it ever possible to

postpone repayment of my loan from another school?

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

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

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

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

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

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

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

COLLEGE ACCESS LOANS

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

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants (FSEOG)

What is a Federal Supplemental Educational Opportunity Grant?

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

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

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee every eligible student will be able to receive a FSEOG.

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, 2012 through June 30, 2013 for Award Year 2012-2013. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. 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 be a private nonprofit organization or a public agency, and the work performed must be in the public interest.

Can I work as many hours as I want?

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

What are the requirements under the Federal Work Study Program?

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

STATE AID PROGRAMS

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

COLLEGE ACCESS LOANS

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

How do I apply?

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

How do I qualify?

The borrower must:

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

How much money can I get?

Annual Loan Amounts

- Freshmen *\$ 3,500
- Sophomores *\$ 4,500
- Juniors *\$ 5,500
- Seniors *\$ 5,500

*As long as you do not exceed your cost of attendance or unmet need.

A 3% origination fee will be deducted from the proceeds of each loan if both the borrower and cosigner, have a good credit standing.

OR

A 5% origination fee will be deducted from the proceeds of each loan if either the borrower or cosigner, have a good credit standing.

How will I get paid?

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

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

GRANTS AND SCHOLARSHIPS

TEXAS Grant (Towards, EXcellence, Access and Success)

What is a TEXAS Grant?

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

How do I qualify?

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

Other requirements include:

- ▶ Complete the Recommended High School Program or Distinguished Achievement Program in high school
- ▶ Enroll in a non-profit public college or university within 16 months of graduation from a public or accredited private high school in Texas
- ▶ Enroll in at least 3/4 time (9 semester credit hours), and have not accumulated more than 30 semester credit hours, excluding those earned for dual or concurrent enrollment courses or awarded for credit by examination (AP, IB or

CLEP)

- ▶ If male must register with Selective Service
- ▶ Have earned an associate's degree from a public technical, state or community college in Texas and enroll in any public university in Texas no more than 12 months after receiving their associate's degree
- ▶ Have not been convicted of a felony or crime involving a controlled substance

How much can I get?

The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2012-2013 the maximum amount is \$1325 per year, or \$663 per semester.

How long can I get it?

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

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

What are the academic requirements for the grant?

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

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

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

Texas Educational Opportunity Grant Program (TEOG)

What is a TEOG Grant?

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

How do I qualify?

To determine if you are eligible for a TEOG Grant you must complete and submit a FAFSA and have an Expected Family Contribution (EFC) less than

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

Other requirements include:

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

How much can I get?

The award amount (including state and institutional funds) is equal to the student's tuition and required fees. For 2012-2013 the amount is \$2,400 per year, or \$1,200 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 6 credit hours for Fall and/or Spring semesters and 3 credit hours for a summer session.

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.

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, 2012 through May 30, 2013 for Award Year 2012-2013, and September 1, 2013 through May 30, 2014 for Award Year 2013-2014. 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?

Texas Work Study funds are for On-Campus Work Studies 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.gbill.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 be eligible for a refund.

What is a Children of Disabled or Deceased Fireman, Peace Officer, Game Wardens, and Employees of Correctional Institutions Exemption?

This exemption provides a benefit to the children of persons who have been disabled or killed in the line of duty while serving the community.

How do I qualify for this exemption?

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

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

In which Institutions is this exemption available?

This exemption is available only for use at a Texas public college or university.

How much can be awarded?

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

How do I apply?

1. Obtain a sample letter from the Texas Higher Education Coordinating Board.
2. Have a parent's prior employer complete the sample letter on official letterhead.
3. Submit the letter to the Texas Higher Education Coordinating Board.

4. The Texas Higher Education Coordinating Board will notify the college or university of the student's eligibility.

Who do I contact for more information?

1. Contact your college or university for additional information.

What is the exemption for Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POW's)?

This exemption is to provide an education benefit to the children of persons listed as Missing in Action or Prisoners of War by the U.S. Department of Defense.

To be eligible for this exemption you must meet the following requirements?

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

What Institutions are eligible for this exemption?

This exemption is available only for use at a Texas public school or university.

What will this exemption cover?

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

What is the process for applying for this exemption?

You must contact the financial aid office for additional information on this exemption.

Fire Fighters Enrolled in Fire Science Courses

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

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

Peace Officer Exemption Courses

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

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

Foster Care Students Tuition Waiver

What is the Foster Care Students Tuition Waiver?

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

How do I Qualify for Exemption from Tuition and Fees?

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

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

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

2. College Tuition Waiver for Youth who have been Adopted Protective and Regulatory Services Child Protective Services (CPS) Any youth is exempt from college tuition and fees if he or she was either:

- ▶ in foster or other residential care under Protective and Regulatory Services conservatorship as of the youth's 14th birthday; and
- ▶ eligible for adoption on or after that day; or
- ▶ adopted; and
- ▶ the subject of a signed adoption assistance agreement between The Protective and Regulatory Services and the adoptive parents under Subchapter D, Chapter 162, of the Texas Family Code.

3. Exemptions for Students over Age 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.

Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund)

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

available the TGTP covers only the following charges:

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

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

OTHER ASSISTANCE PROGRAMS

Scholarships

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

Top 10% Scholarship Program

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

How do I qualify?

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

- ▶ Be a Texas Resident
- ▶ Demonstrate financial need (to be determined by the college Financial Aid office)
- ▶ Complete a 2012-2013 FAFSA and file by March 15, 2012
- ▶ 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 2012

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 2012 semester.

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

South Texas Academic Rising Scholars (STARS)

What is STARS?

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

Valley Scholars

What are Valley Scholars?

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

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

National Hispanic Scholarship Fund (NHSF)

What is the National Hispanic Scholarship Fund?

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

How much can I get?

Awards normally range from \$500 to \$1000.

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

Veteran's Educational Benefits

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

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

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

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

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

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

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

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

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

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

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

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

Note: Information is subject to change.

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

Purpose and Scope

Federal regulations mandate that a student

receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. South Texas College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time). Students pursuing a Certificate, Associate, or Bachelor degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

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

Qualitative Standard

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

Quantitative Standard (Cumulative Pace of Progress)

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

1. Cumulative Pace of Progression:

Students must complete 67% of the total Attempted hours at the end of each semester to meet the required pace of progress at STC. You calculate the pace at which a student is progressing by dividing the total number of hours successfully completed or earned at the end of each semester by the total number of hours attempted at the end of each semester; if the result is greater than or equal to 67%, the student is meeting the requirement of pace of progression by semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67% calculation after each semester.

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

48 Credit Hours	32 credit hours
36 Credit Hours	24 credit hours
24 Credit Hours	16 credit hours
12 Credit Hours	8 credit hours

2. **Maximum Time Frame (MTF):** is the pace at which students must progress through their program of study to ensure that they will graduate within a maximum timeframe; students must complete their program of study within a period no longer than 150% of the published length of the program. This is measured by dividing the number of credit hours that the student has attempted by the number of credit hours that are required to complete the student's program of study. If the student reaches 150 percent or if the result of the division is 1.50, then the student has reached Maximum Time Frame. The graph below contains three examples.

Maximum Time Frame Rule = Total Attempted Hours / Program of Study Required Hours Completion			
Total Attempted Hours	Completion Requirement Hours	Maximum Time Frame Percentage	Has student reached Maximum Time Frame?
182 Credit Hours	120 Credit Hours	1.52	Yes
179 Credit Hours	120 Credit Hours	1.49	No
62 Credit Hours	42 Credit Hours	1.48	No

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

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

- ▶ The student's cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the qualitative standard of the Financial Aid Satisfactory Progress Policy.
- ▶ Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- ▶ Grades of "F", "W", "WP", "WF", "DP", "DF", "IP", or "I" will be considered as credit hours attempted for the semester for the 67% Pace of Progress Rule and for the MTF Rule.
- ▶ Students who withdraw from the college must still maintain Financial Aid Satisfactory Academic Progress to meet the 67% Pace of Progress Rule and for the MTF Rule.

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

- ▶ Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared program of study), the student will be placed on financial aid warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on financial aid warning as long as they are otherwise eligible.
- ▶ Students who are on financial aid warning and who improve their academic performance as defined by the qualitative and quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- ▶ Students who are on financial aid warning who fail to meet the FA Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until they meet the qualitative and/or quantitative standards again.
- ▶ Students who exhaust the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- ▶ A student who successfully appeals a suspension status is placed on financial aid probation and eligible to receive Title IV aid for up to two semesters. The student's record is reviewed after the first semester of financial aid probation. If the student has brought his cumulative GPA back up to a 2.0 and has also successfully completed 67% of the total number of credits attempted for the financial aid probation semester, he will be placed on financial aid warning. If the student completed 67% of the total number of credits but did not bring his cumulative GPA up to a 2.0 and the term GPA is a 2.0 or better, the student is eligible for one additional semester of financial aid probation. If the term GPA is less than a 2.0 the student will be placed on financial aid suspension. This review of financial aid probation to students is done manually by a Financial Aid Representative. Students who are on financial aid probation are notified by email and regular mail of their status. Students are also required to provide a Financial Aid Academic Plan completely filled out where they will be given the expectations after a Financial Aid appeal has been approved.

APPEAL PROCESS

Students who fail to meet STC the Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances, 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, including the Financial Aid Academic Plan, must be obtained from and submitted to the STC Student Financial Services Office.
- ▶ Documentation supporting the extenuating circumstances must be available for review.
- ▶ Appeals will be approved /disapproved by the Financial Aid Committee. If a Financial Aid

Appeal is approved, the student will be placed on financial aid probation and expected to follow the Financial Aid Academic Plan.

- ▶ Student can check the status or decision of his financial aid completed appeal two weeks after submitting the appeal, by login in to his JagNet account and checking the financial aid active messages section of it.
- ▶ All decisions made by the Financial Aid Committee are final.

ADDITIONAL INFORMATION

The effect of Incomplete grades

Courses where the student receives an incomplete (I) at the end of the semester or term, will count as attempted credit hours and as a non-passing grade when assessing if the student will meet 67% Pace of Progress Rule and/or if the student will be within the Maximum Time Frame Rule limit.

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

Students who withdraw from the college must still maintain FA Satisfactory Academic Progress. A complete withdrawal will always have a negative effect on a student's standing under this policy. If a student withdraws from school during the semester, his grades for the semester will be all "W"s. These grades are not passing; therefore the student will not meet the 67% Pace of Progress Rule and will be placed either on Financial Aid Warning or Financial Aid Suspension depending on what the student's status was before the semester began.

The effect of repeating courses

There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy. All course attempts, even repeated courses, will count when assessing if student will meet the 67% Pace of Progress Rule and/or the Maximum Time Frame limit. Please see the Maximum Time Frame section on this document and in addition please see section Repeated Coursework within Financial Aid section of the catalog or the Financial Aid Website, for more information on this.

Transfer hours and the 67% Pace of Progress Rule

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

Transfer hours and Maximum Time Frame

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at STC in their chosen major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do not count toward graduation from the student's current program of study will be eliminated from the total. These reviews are done on a first come

first serve basis.

Summer Sessions Attempted hours

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

Academic Probation and Suspension

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

Notification of status under the FA Satisfactory Academic Progress policy

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

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

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

The effect of Developmental coursework on the MTF calculation

30 credit hours of developmental coursework can be eliminated from the Maximum Time Frame calculation. After the student attempts more than 30 credit hours of developmental coursework, any additional developmental credit hours attempted will count in the Maximum Time Frame calculation.

The effect of dropping a course

Students, who reduce their course load by dropping a course after the semester has begun, risk non-compliance with the 67% Pace of Progress Rule.

The effect of FA Suspension on Financial Aid Awards

Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled (or discontinued in the case of work study) if a student is on Financial Aid Suspension.

Consortium agreements and the FA Satisfactory Academic Progress Policy

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

Maximum Time Frame Adjustment for Change of Major

Students who change their major may have credits

attempted and grades earned excluded from the Maximum Time Frame calculation if those credit hours do not count toward the new major. Exclusion of credit hours from the Maximum Time Frame Calculation will be allowed once, for change of major. All developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation when those courses are between the first major and the second major change; these grades cannot be excluded after the second major. Note that Undeclared Degree seeking major is not a valid major but credit hours taken while under this major, will be counted as attempted and earned (or not earned, depending on the grade).

Students who graduate and return to STC for a Second degree

If a student graduates from STC and re-enrolls at STC to pursue another educational program, all developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by the Office of Counseling and Advising and submitting it to the Student Financial Services Office for review. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which credit hours from the graduated program apply to the student's new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to one degree plan review per graduation.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is STC's Tuition Refunds Policy, which is located in the Financial Information Section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The STC Student Financial Services Office may be reached at (956) 872-8375, and the Cashier's office may be reached at (956) 872-3455 or both may be reached at 1-800-742-7822.

Policy Summary

There are five types of Title IV funds that are affected by the return of Title IV funds policy at STC. They are the Federal Pell Grant, Federal SEOG Grant. The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds

paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, (Note: In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.), the amount of aid earned by the student must be determined; if the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Withdrawals from programs offered in modules (Mini-mesters)

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

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

When a student fails to earn at least one passing grade

As per Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. For example: if a student attempts three courses, withdraws from one course with a "W" and earns "Fs" for the other two courses, or if he or she earns all "Fs" the Student Financial Services Office must

assume that the student withdrew from school. The Student Financial Services Office is required to re-calculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing South Texas College hundreds of dollars. At STC, the withdrawal date for students who do not earn at least one passing grade is the 50 percent point of the semester.

For students in this situation, the only relief available is related to the date when they stopped attending school classes. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Student Financial Services Office for dates) and proof of this can be collected then the Student Financial Services Office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities; documentation must come from either an instructor or in the case of academic advising, the office of Counseling and Advising.

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or who do not initiate the withdrawal process

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn. Students who do not initiate the withdrawal process will be withdrawn up to the 50 percent point of the semester. If the student is withdrawn on or after the 50 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50 percent. This includes students who are withdrawn by the Student Assessment Center.

RETURN OF TITLE IV FUNDS CALCULATION RESULTING IN MONEY OWED TO SOUTH TEXAS COLLEGE

If students withdraw or are withdrawn from all of their classes after the 20th class day of a regular semester or the designated end of the refund period of a shorter term, STC will not adjust the cost of tuition and fees (Please reference the Tuition Refunds Policy, which is located in the Financial Information Section of the STC Catalog). When a return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, students become responsible to repay funds those funds to STC. The debt must be repaid before the student will be allowed to register for a future semester.

Grant Overpayments

Students who have grant overpayments at Department of Education Collections may call 1-800-621-3115, email them at dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

Three Examples of Return of Title IV funds calculations:

Example #1

Barbara was enrolled in for 12 credit hours at STC for the fall semester. When Barbara began classes she received a Federal Pell Grant. She withdrew from her classes 53 days into the semester. Her bill for tuition and fees was \$1250. There are a total of 159 calendar days in the semester, so Barbara earned 33.3 percent of her Title IV aid (53 days completed divided by 159 total days in the payment period). Barbara received a total of \$2675 in Federal Pell Grant for the fall semester. She received a check for the balance of Pell Grant funds in excess of the cost of school after census day.

To determine the amount of Pell Grant funds that Barbara earned, we must multiply the percentage earned by the amount she was eligible to receive.

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

Since Barbara was enrolled for 33.3 percent of the fall semester, according to U.S. Department of Education regulations, she has earned \$890.78 of her Pell Grant. The Department of Education requires that STC return \$846.25 of the unearned funds from the funds that Barbara used to pay for her tuition and fees. Because Barbara withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Barbara will be responsible to repay STC \$846.25 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

Example #2

David was enrolled for 12 credit hours in the spring semester, attended a few weeks of his classes and decided to leave school. He was eligible for

\$550.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was \$650.00. He did not inform STC of his decision to withdraw, and did not follow the process for withdrawing from school. Joe was dropped from all of his classes for non-attendance, and the Financial Aid office was notified of his withdrawal. The date that he was withdrawn was at the 45 percent point of the semester.

To determine the amount of Pell Grant funds that Joe earned, we must multiply the percentage earned by the amount he was eligible to receive.

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

Since Joe was enrolled for 45.0 percent of the spring semester, according to U.S. Department of Education regulations, he has earned \$247.50 of his Pell Grant. The Department of Education requires that STC return \$357.50 of the unearned funds from the funds that Joe used to pay for his tuition and fees. Because Joe withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Joe will be responsible to repay STC \$357.50 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.

Example #3

Danny was enrolled in 6 credit hours for the spring semester, was not withdrawn and did not initiate the withdrawal process. He earned all Fs for the spring semester. The Financial Aid office was unable to find documentation showing that she had attended past the 60 percent point of the semester, and consequently was required to perform a Return of Title IV funds calculation.

As per U.S. Department of Education regulations Danny is entitled to 50 percent of her \$1,325.00 Pell Grant award. Danny will be responsible to repay STC \$300.

DEVELOPMENTAL COURSEWORK LIMITATION

The U. S. Department of Education provided the following guidelines to schools about how developmental courses may be funded. (Please note that the information in this catalog only pertains to the developmental coursework limitation and a student must satisfy all U. S. Department of Education, State of Texas and South Texas College eligibility requirements to be eligible for Financial Assistance). A student may receive Federal Aid for up to one academic year's worth of developmental coursework. At community colleges, the limit is 30 semester hours. The Financial Aid office complies with this requirement by reviewing all student records after the Census day of each semester to see if any students are scheduled to receive financial aid for a developmental course when they have already attempted 10 or more courses.

Any Pell Grant award made to a student who is scheduled to receive aid for the 11th or greater developmental course attempt will be recalculated

without considering the developmental course in the student's enrollment status.

Example:

If a student is enrolled in a total of 12 credit hours, three of which are from his/her 11th developmental course attempt, his/her Federal Pell Grant award will be recalculated based on nine credit hours instead of 12 credit hours.

NOTE: For the most updated Financial Aid Information on this catalog or student guide, please refer to our Financial Aid Website at <http://studentservices.southtexascollege.edu/finaid/>

CAMPUS PARKING

PARKING PERMITS

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

PURCHASE OF PARKING PERMITS

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

For Students

- Cashier's office located at each campus (956-872-8311)
- Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589)

For Faculty and Staff

- Site Coordinator's office located at each campus (956-872-8311)
- Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589)

PARKING PERMIT FEES

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

PARKING REGULATIONS

1. Displaying a parking permit

- ▶ Permits for cars, trucks and SUVs shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ Permits for motorcycles shall be permanently affixed in a visible location only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ Permits shall be displayed in an upright position and not be altered in any way.

2. Citations will be issued for the following violations: (Texas Education Code Section 51.201 - Laws of the state are in effect for Institutions of Higher Education) Citations may be issued based upon video camera recordings.

- ▶ No parking permit.
- ▶ Expired permit.
- ▶ Misuse of permit.
- ▶ Improper display of parking permit, including not permanently affixing the permit in the proper location only with the adhesive on the reverse side of the permit (do not use tape).
- ▶ Parking where prohibited by signs/markings (Examples: Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading spaces).
- ▶ Parking in "visitors" spaces, with or without a permit, while an employee or student at South Texas College.
- ▶ Parking in "visitors" spaces for longer than the allotted time (Example: 2 Hour Limits displayed on signs).
- ▶ Parking where there is no designated parking space.
- ▶ Parking alongside islands and curbs marked "No Parking" or painted red.
- ▶ Dropping off persons or items in a "No Parking" or "No Dropping Off" area.
- ▶ Double-parked (encroaching on another parking space).
- ▶ Parking in a fire lane (red zone) (subject to tow at owner's expense).
- ▶ Failure to obey roadway signs.
- ▶ Prohibited turn.
- ▶ Driving the wrong way.
- ▶ Moving violations including reckless driving and driving to endanger.
- ▶ Parking in a handicap space without properly displaying a valid handicap placard/license plate or disabled veteran license plate issued by the state of Texas. Handicap spaces are not for uses by individuals that do not have a handicap, even if the vehicle has a properly displayed handicap placard/license plate or disabled veteran license plate.

PAYMENT OF A PARKING FINE

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

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

APPEALS

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

Appeals may be submitted as follows:

1. Access JAGNET via any internet enabled computer or kiosk. Select "Parking Links" and submit the electronic form.
2. Visit Pecan campus security office located in room 159 of building N on the north side of campus (956-872-2589).

The denial of an appeal by the Appeals Committee may be further appealed to the Appeals Administrator upon the full payment of the fine associated with the citation. The fine will be reimbursed if the Appeals Administrator approves the appeal. The decision of the Appeals Administrator will be final and the individual shall abide by the decision.

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

Incident or Accident

- ▶ If you are involved in an incident or accident on South Texas College property that requires emergency assistance, call 911 immediately. For other assistance contact Campus Security at 956-872-2589.

CAMPUS SECURITY

The mission of the South Texas College Office of Safety and Security is to provide a safe educational environment for students, faculty, staff, and campus visitors. This is accomplished through:

1. The education of the college community on crime prevention methods and techniques and the need to assume personal responsibility for safety and security on campus.
2. The development of a comprehensive all hazards emergency response plan to ensure the safety of individuals and the protection of college resources.
3. The acquisition and utilization of state of the art technology to deter crime and protect the college community.
4. The enforcement of all laws, policies, and regulations.

The Director of Security prepares this crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. These statistics may also include crimes that have occurred in private residences or businesses that is not required by law. Each year, notification is made to all enrolled students, providing the web site to access this report. Faculty and staff receive similar notification.

Copies of the report may also be obtained at the South Texas College Security Department which is located at room 159, building N on the North side of the Pecan Campus.

STATISTICS REPORT

ON CAMPUS			
Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	1	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	3
Burglary	0	3	0
Motor Vehicle Theft	1	1	1
Arson	0	0	0
Liquor Law Arrests	0	3	3
Liquor Law Violations Referred For Disciplinary Action	0	0	0
Drug Law Arrests	0	5	4
Drug Law Violations Referred For Disciplinary Action	0	0	0
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	0	0	0

NON-CAMPUS			
Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred For Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations Referred For Disciplinary Action	0	0	0
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	0	0	0
Miscellaneous	0	0	0

PUBLIC PROPERTY			
Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Liquor Law Arrests	0	0	0
Liquor Law Violations Referred For Disciplinary Action	0	0	0
Drug Law Arrests	0	0	0
Drug Law Violations Referred For Disciplinary Action	0	0	0
Illegal Weapons Possession Arrests	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	0	0	0
Miscellaneous	0	0	0

HATE CRIMES - ON CAMPUS			
Offense	2008	2009	2010
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

DISCIPLINARY ACTIONS - ON CAMPUS			
Offense	2008	2009	2010
Weapons: carrying, possession, etc	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	1

DISCIPLINARY ACTIONS - PUBLIC PROPERTY			
Offense	2008	2009	2010
Weapons: carrying, possession, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

STUDENT LIFE

The department of Student Life enhances the student experience through the development, delivery and evaluation of policies, programs, services and facilities that complement the academic mission of South Texas College and address issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs.

STUDENT ACTIVITIES

The office of Student Activities fosters the personal growth of individuals and promotes the development of socially responsible citizens and leaders by encouraging the active participation of students and student organizations in leadership, educational, cultural and civic programs which support and enhance student's collegiate experience and their education outside the classroom.

Campus Programming Board

The Campus Programming Board engages South Texas College students in the planning, implementation and evaluation of programs and activities designed to meet a wide variety of student needs and interests that facilitate learning outside the classroom and enhance the sense of community at South Texas College.

Student Organizations

Over 60 student organizations at South Texas College contribute to a vibrant college community by providing invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Each year, student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

First-Year Experience

The First Year Experience at South Texas College is the combination of services, programs, curricular and co-curricular activities that support a student's transition from high school to South Texas College, while providing a foundation for academic success.

Student Government Association

The Student Government Association at South Texas College (SGA@STC) is the representative organization for the student body at South Texas College. The SGA@STC provides a forum for open discussion of matters affecting students at South Texas College.

Student Leadership Academy

The Student Leadership Academy encourages and aids in the development of student leaders. Through interactive workshops and seminars, this prestigious program allows students to develop their personal leadership style and put their leadership skills into practice, allowing them to gain experience and confidence.

INTRAMURAL SPORTS AND WELLNESS PROGRAMMING

The office of Intramural Sports and Wellness Programming provides opportunities for individuals to engage in recreational sports and activities in a supportive and safe environment that enhances personal development, increases physical and mental health, encourages social interaction and develops lifetime patterns for healthful living and positive use of leisure time.

STUDENT CONDUCT ADMINISTRATION

The office of Student Conduct Administration develops influences and enforces South Texas College policies to promote a safe and supportive learning environment that treats each student fairly, equally, and with respect. The office of Student Conduct Administration nurtures student learning and growth by encouraging student accountability, academic integrity and responsible decision-making.

CONFLICT RESOLUTION CENTER

The Conflict Resolution Center provides guidance to the South Texas College community regarding College protocol and procedures and assists and counsels students in resolving disputes and conflicts in a way that facilitates individual responsibility, contributes to their maturation, and promotes the development of self-advocacy skills.

JOB PLACEMENT CENTER

The Job Placement Center assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment. Services include a free on-line job search system; assistance with resume preparation, writing job search letters and improving interviewing techniques; job fairs and employment referrals.

VETERAN AFFAIRS

The office of Veteran Affairs promotes education opportunities to community members who are eligible for Veterans education benefits and provides support, guidance and a variety of services and programs to students attending South Texas College who are using educational benefits under the department of Veteran Affairs educational assistance programs.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STC community. Library facilities are located at the Technology Campus, Mid-Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, Pecan Campus, and Starr County Campus. Librarian assistance is available at these sites. Student-access computers are available at all library facilities

STC libraries hold over 195,000 cataloged items in its collection, including print and electronic books, video, and audio recordings. The Library catalogs its collections using SIRSI's Symphony library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 270 print serial publications (newspapers, magazines, and journals) and over 100 online databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases, allow direct retrieval of the full-text documents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers. Distance learning students have remote access through a proxy server using their Jagnet credentials.

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.

*Changing lives,
Changing
Communities*

CENTERS FOR LEARNING EXCELLENCE

The Center for Learning Excellence (CLE) helps students acquire or reinforce foster the learning skills and course content knowledge required to be successful in college. At the CLE, students can receive high-quality drop-in or by-appointment tutoring along with other academic support resources in a broad variety of subject areas. The CLE has been awarded the highest level of certification status from the College Reading and Learning Association (CRLA), a leading organization in the certification of academic learning centers based on established best practices for tutor training and evaluation. CLE sites are located on every STC Campus: Pecan, Mid-Valley, Starr County, Nursing and Allied Health, and Technology Center.

Each of the CLE campuses house **computer labs** where students can access technology-based resources to enhance learning; some available programs include Plato, My Math Lab, Hawkes Learning (math courseware), Tell Me More (self-paced instructional software), Microsoft Office Suite 2010, Adobe Master Collection CS5 and more discipline-specific software. In addition, the CLE offers **private group study rooms** for student use with or without tutoring assistance. Students may also take advantage of the following academic support programs provided by the Centers for Learning Excellence: Supplemental Instruction, Student Success Workshops, Group Tutoring by Appointment, Exam Proctoring, and Learning Communities.

Students may also take advantage of the following academic support programs provided by the Centers for Learning Excellence:

- ▶ **Supplemental Instruction** is a CLE-sponsored program in which a peer learning mentor, called an SI Leader, attends class and holds regular study sessions in order to maximize student success. SI has been shown to increase student course completion and success and is typically assigned to courses that are seen as academically challenging. Students enrolled in an SI course are charged a \$15 per credit hour fee. Enrollment in SI classes is limited, so early registration is encouraged.
- ▶ **CLE Labs** support students at each STC campus with computer-based resources, specialized software, and a friendly lab staff to assist with any computer-related need.
- ▶ **Test Proctoring** is available at the CLE for individual student testing needs. CLE provides proctoring services by appointment to any STC student or local students testing with an out-of-area institution. CLE proctoring services are available on all campuses and support either online or paper test formats.
- ▶ **Group Tutoring by Appointment** provides an opportunity for students to obtain tutoring support for study groups. Study groups comprised of four or more students may call to

schedule a private tutoring session at the CLE for up to one hour.

- ▶ **Student Success Workshops** are informational training seminars provided by professional STC staff and faculty. The workshops are offered throughout the fall, spring, and summer semesters and cover a variety of subjects. Students can learn ways to maximize study time, organize notes, manage time effectively, or master key academic concepts by participating in these sessions.
- ▶ **Learning Communities** are distinct courses which are connected thematically. LCs are enrolled with a shared student cohort and taught by cooperating instructors who blend curricula to maximize student learning in combined classes. Using this approach, students are able to make connections across disciplines and build a strong peer support network.
- ▶ Other specialized CLE Programs and Services include ASL Learning Lab, ESL Student Services, JagNet password support and much more.

Please visit the CLE website for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services at the following address: <http://academicaffairs.southtexascollege.edu/learningexcellence/index.html> or select "Tutoring Center" under the resources drop down menu on the STC homepage.

ALUMNI AND FRIENDS

The Alumni & Friends Association develops relationships and establishes lifelong connections between South Texas College and its former and current students, leading to increased support for the institution's mission and goals. The association also reaches out to community members, who are "friends" of the college. It promotes a variety of networks and resources, and offers opportunities to grow professionally and socially.

For more information, call (956) 872-8302, or go to alumni.southtexascollege.edu.

OUTREACH

The Outreach Department provides off-site assistance to residents in Hidalgo and Starr counties. Outreach Specialists distribute enrollment, financial aid, and program information at various college and career days; promote the college through presentations at schools and community agencies; assist prospective students with their transition into the college by helping to complete enrollment and financial aid forms; and conduct campus visits/tours.

The Outreach Department also facilitates the dual enrollment application and registration process for the district's high schools. Outreach Specialists

work closely with public school counselors and school district personnel as well as community agencies to promote a college going and college completion culture.

For further information, please call (956) 872-8391 or 1-800-742-7822.

STUDENT INFORMATION AND WELCOME CENTERS

The Student Information and Welcome Centers provide accurate and up-to-date information about the college's programs and services. Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr County campuses.

Student Information Centers are located at all STC campuses. Prospective students are encouraged to visit an STC Welcome or Student Information Center to complete the online admissions application (Apply Texas) and obtain an enrollment checklist that will facilitate their transition to STC.

Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at both the Student Information and Welcome Centers including college viewbooks, catalogs and class schedules.

Services include: campus tours, the campus call center and student identification cards. The Student Information Center also provides students with support and assistance during the application and registration process.

For more information call (956) 872-8311 or 1-800-742-7822.

DISTANCE EDUCATION

South Texas College's Distance Education Department offers students flexible and convenient opportunities to complete their education.

STC offers Online Associate of Arts Programs in the following fields:

- Business Administration
- Criminal Justice
- Education
- English
- Interdisciplinary Studies
- Mexican-American Studies
- Social Sciences (Social Work, Anthropology, Sociology, and Psychology)
- Language and Cultural Studies-Spanish Concentration
- Language and Cultural Studies-Spanish/English Translation

STC also offers Online Associate of Applied

Distance Education Courses are offered in a variety of formats: Online, Hybrid, Web-Enhanced, Telecourses, and Videoconferencing.

- ▶ Online coursework may be completed from any computer that has Internet access.
- ▶ Some instructors require students to take proctored exams. Check the course list for specific information.
- ▶ Hybrid classes divide class meeting-time between Internet and on-campus locations.
- ▶ Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.
- ▶ Telecourses are available on DVD. Students check out the DVD's at the Campus Libraries on a semester basis and meet with their instructors about once a month.

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

INSTITUTIONAL EFFECTIVENESS & ASSESSMENT AND RESEARCH & ANALYTICAL SERVICES

Two offices that help College faculty, staff and administrators make informed decisions by examining, evaluating, and reporting on the College's performance and effectiveness are Institutional Effectiveness & Assessment (IEA), and Research & Analytical Services (RAS).

The priorities of IEA are institutional effectiveness (IE) planning and assessment. IEA also assists the College administrators, faculty, and staff with assessing innovative strategies or intervention projects for continuous improvement.

RAS conducts educational research on topics of importance to the College by collecting and analyzing data from College stakeholders and other sources. RAS consults with faculty who are interested in conducting human subject research here at the College and provides assistance with qualitative or quantitative research methods, study design, statistical analysis, and survey instrument design and administration.

To request institutional data, contact the ISP Help Desk via email at ISPHELP@southtexascollege.edu, or by phone at 872-2111, or you may contact the departments directly at 872-5587 (IEA) or 872-5577 (RAS)."

CONTINUING, PROFESSIONAL AND WORKFORCE EDUCATION

Continuing, Professional and Workforce Education provides quality and utility lifelong education opportunities through career preparation, career pathways, customized corporate training, professional education and development, professional conferences, and personal enrichment courses. The department is committed to empowering all individuals and employers with necessary knowledge and skills to help them fulfill their personal and professional goals for a better quality of life.

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties. Classes are delivered both online and in traditional classroom settings. Courses can be scheduled in response to community demand where 12 or more students register for the class. Mandatory Continuing Education Units (CEU) meeting licensing requirements are available for professionals. A Satisfactory (S) or Unsatisfactory (U) grade is earned for continuing education courses. Continuing, Professional and Workforce Education offers ongoing courses through the following institutes:

INSTITUTES

Alternative Teacher Certification Program (ATCP)

- ▶ Classroom Management Training
- ▶ Content TExES Preparation
- ▶ Internship Training
- ▶ PPR TExES Preparation
- ▶ Renewal of Teaching Certificate

Arts and Design

- ▶ Cake Decorating
- ▶ Ceramics
- ▶ Choir
- ▶ Drama
- ▶ Drawing
- ▶ Floral Design
- ▶ Guitar
- ▶ Jewelry
- ▶ Painting
- ▶ Photography
- ▶ Piano
- ▶ Sculpture
- ▶ Voice Classes

Business

- ▶ CPA Exam Preparation
- ▶ Customer Service
- ▶ Employability Skills
- ▶ Frontline Supervisor
- ▶ Leadership Development

Education

- ACT Review
- College Success Workshop
- Child Development Associate
- Kids College
- Math and Science Camps
- Substitute Teaching
- THEA Review
- Teens College

English as a Second Language (ESL)

- Advanced Level
- Beginning Level
- Conversation Course
- High-Advanced Level
- Intermediate Level
- TOEFL Preparation

Gateway to College (High School Recovery Program)

Healthcare

- Activity Director
- Advanced Cardiac Life Support
- Certified Nurse Assistant (CNA)
- CPR
- Emergency Care Attendant
- First Aid
- Medical Office Clerk
- Medication Aide
- Pharmacy Technician
- Phlebotomy

Language and Literacy

- GED
- Spanish

Police Academy

Real Estate

- Appraisal
- Finance
- Home Inspection
- Law of Agency
- Law of Contracts
- Marketing
- Mathematics
- Principles I
- Principles II
- Property Management

Technology

- Electrician Aide
- Electrical Review
- Electrician License Renewal
- Excel
- Facilities Maintenance
- HVAC Review
- HVAC and Refrigeration Technician Assistant
- Internet Usage
- Introduction to Computers
- OSHA Training
- Plumber Aide
- PowerPoint
- Welding
- Word

Truck and Bus Driving

- Bus Driving
- Defensive Driving
- Forklift Certification
- Truck Driving

REGISTRATION IS EASY

- Go to the STC campus of your choice
- Bring Picture ID
- Complete registration form
- Pay (money order in person or credit card online)

SERVICES

Career Preparation

- Programs that equip you with foundation skills to enter career pathways

Career Pathways

- Programs leading to certification that will make you competitive and marketable in the workplace

Customized Corporate Training

- Customized programs and courses that help employers and their workforce compete in our global economy

Leisure Learning and Personal Enrichment

- Fun courses to spice up your life

Professional Conferences

- Business, Education, Health, & Technology areas

Professional Education and Development

- Review courses for professional certifications and licenses

CURRICULUM

South Texas College

Core Curriculum

The Core Curriculum at South Texas College has, at its foundation, the philosophy and purpose of the College and is a composition of general education courses which form the foundation of all Associate of Arts and Associate of Science degrees.

These are degrees that are designed for students who plan to continue their education at a four-year university in order to earn a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science degree.

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

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

The purpose of the Core Curriculum is to 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, expository, 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 1406 Biology for Science Majors I
 BIOL 1407 Biology for Science Majors II
 BIOL 1408 General Biology I
 BIOL 1409 General Biology II
 BIOL 2401 Anatomy and Physiology I
 BIOL 2402 Anatomy and Physiology II
 CHEM 1411 General Chemistry I
 CHEM 1412 General Chemistry II
 PHYS 1401 College Physics I
 PHYS 1402 College Physics II
 PHYS 1403 Introduction to Astronomy I -
 Solar System
 PHYS 1404 Introduction to Astronomy II -
 Solar System
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II
 PHYS 1415 Physical Science I
 PHYS 1417 Physical Science II
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1445 Oceanography
 GEOL 1447 Meteorology

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

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

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

HUMANITIES & VISUAL AND PERFORMING ARTS

Visual and Performing Arts* 3 credits

ARTS 1301 Art Appreciation
 ARTS 1303 Art Survey I
 ARTS 1311 Design I
 ARTS 1312 Design II
 ARTS 1316 Drawing I
 ARTS 1317 Drawing II
 ARTS 1325 Drawing & Painting
 (for Non-Art Majors)
 ARTS 2313 Design Communications I
 ARTS 2314 Design Communications II
 ARTS 2316 Painting I
 ARTS 2317 Painting II
 ARTS 2323 Drawing III
 ARTS 2324 Drawing IV
 ARTS 2326 Sculpture I
 ARTS 2327 Sculpture II
 ARTS 2333 Printmaking I
 ARTS 2334 Printmaking II
 ARTS 2341 Art Metals/Jewelry Design I
 ARTS 2342 Art Metals/Jewelry Design II
 ARTS 2346 Ceramics I
 ARTS 2347 Ceramics II
 ARTS 2348 Digital Art I
 ARTS 2349 Digital Art II
 ARTS 2356 Photography I
 (Fine Arts Emphasis)
 ARTS 2357 Photography II
 (Fine Arts Emphasis)
 DANC 2303 Dance Appreciation
 DRAM 1310 Drama Appreciation
 DRAM 1351 Acting I
 DRAM 2366 Film Appreciation
 HUMA 1311 Mexican-American Fine Arts
 Appreciation
 HUMA 1315 Fine Arts Appreciation
 MUSI 1306 Music Appreciation
 MUSI 1181 Piano Class I**
 MUSI 1182 Piano Class II**
 MUSI 2181 Piano Class III**

*Additional materials and supplies will be required in some courses and is the responsibility of the student to purchase these materials when needed.

** Students choosing Piano Class to fulfill the Visual and Performing Arts requirement must complete MUSI 1181, MUSI 1182 and MUSI 2181.

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
 EDUC 1300 Learning Frameworks
 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 1307 Music Literature
 PHIL 1301 Introduction to Philosophy
 PHIL 1304 Introduction to World Religions
 PHIL 1316 History of Religions I
 PHIL 1317 History of Religions II
 PHIL 2303 Introduction to Logic
 PHIL 2306 Introduction to Ethics
 PHIL 2307 Introduction to Social & Political
 Philosophy
 PHIL 2316 History of Classical and Modern
 Philosophy I
 PHIL 2317 History of Classical and Modern
 Philosophy II
 PHIL 2318 Contemporary Philosophy
 PHIL 2321 Philosophy of Religion
 SGNL 2301 Intermediate American Sign
 Language I
 SPAN 1311 Beginning Spanish I for Spanish
 Speakers
 SPAN 1312 Beginning Spanish II for Spanish
 Speakers
 SPAN 2311 Intermediate Spanish I
 SPAN 2312 Intermediate Spanish II
 SPAN 2316 Career Spanish I
 SPAN 2321 Introduction to Spanish Literature I
 SPAN 2323 Introduction to Latin American
 Literature
 SPAN 2324 Spanish Culture

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

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

- demonstrate awareness of the scope and variety of works in the arts and humanities;
- understand those works as expressions of individual and human values within an historical and social context;
- respond critically to works in the arts and humanities;
- demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

SOCIAL AND BEHAVIORAL SCIENCES

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

U. S. History

6 credits

HIST 1301 U.S. History I or
 HIST 2327 Mexican-American History I AND
 HIST 1302 U.S. History II or
 HIST 2328 Mexican-American History II

The objective of studying history is to analyze the past. Through the Core Curriculum Component in History, students will learn to understand past events and patterns of historical development by engaging historical evidence and the interpretations of historians. Through the History Components HIST 1302 or HIST 2328 of the Core Curriculum, the Exemplary Educational Objectives are:

- To understand the evolution and current role of the U.S. in the world;
- to differentiate and analyze historical evidence (documentary and statistical) and differing points of view;
- to recognize and apply reasonable criteria for the acceptability of historical evidence and social research.

Political Science

6 credits

GOVT 2301 American Government I AND
 GOVT 2302 American Government II; OR
 GOVT 2311 Mexican American Politics; OR
 GOVT 2305 Federal Government AND
 GOVT 2306 Texas Government

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 and MUSI 1307 may only be taken to fulfill either the Visual and Performing Arts or the Humanities requirement. It may not fulfill both requirements.*

HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

HUMANITIES AND VISUAL AND PERFORMING ARTS

Art*

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

Dance

- DANC 2303 Dance Appreciation

Drama

- DRAM 1310 Drama Appreciation
- DRAM 1351 Acting I
- DRAM 2366 Film Appreciation

Foreign Language*

- SGNL 2301 Intermediate American Sign
Language I
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 1311 Beginning Spanish I for Spanish
Speakers
- SPAN 1312 Beginning Spanish II for Spanish
Speakers
- SPAN 2316 Career Spanish I
- SPAN 2321 Introduction to
Spanish Literature I

- SPAN 2323 Introduction to
Latin American Literature
- SPAN 2324 Spanish Culture

Humanities

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

Literature*

- ENGL 2321 British Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2341 Introduction to Literature
- ENGL 2351 Mexican American Literature

Music*

- MUSI 1306 Music Appreciation
- MUSI 1307 Music Literature
- MUSI 1181 Piano Class I**
- MUSI 1182 Piano Class II**
- MUSI 2181 Piano Class III**

Philosophy

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

SOCIAL AND BEHAVIORAL SCIENCES

Anthropology

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

Criminal Justice

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

Economics*

ECON 2301 Principles of Economics I- Macro

ECON 2302 Principles of Economics II- Micro

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

Political Science*

GOVT 2301 American Government I

GOVT 2302 American Government II

GOVT 2304 Introduction to Political Science

GOVT 2305 Federal Government

GOVT 2306 Texas Government

GOVT 2311 Mexican-American Politics

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

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

*Check catalog for course pre-requisites

**Students choosing Piano Class to fulfill this requirement
must complete MUSI 1181, MUSI 1182, and MUSI 2181.

Baccalaureate Degrees

Computer and Information Technologies

- ▶ Computer and Information Technologies (Bachelor of Applied Technology) 90

Medical and Health Services Management

- ▶ Medical and Health Services Management (Bachelor of Applied Technology)..... 94

Technology Management

- ▶ Technology Management (Bachelor of Applied Technology) 98

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 83 in the Catalog. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

TECHNICAL SUPPORT AREAS (39-40 Semester Credit Hours)

The student is required to complete 39-40 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 39-40 semester credit hours must include 4 of the courses (15-16 semester credit

hours) listed below. The approved A.A.S. degrees are as follows: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
ITNW 1425	Fundamentals of Networking Technologies	4
ITNW 2421	Networking with TCP/IP	4
ITSE 1431	Introduction to Visual Basic Programming or COSC 1430 Computer Programming.....	4
ITSE 1411	Beginning Web Page Programming or COSC 1315 Fundamentals of Programming.....	3-4

Total Semester Credit Hours..... 15-16

**Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 24 semester credit hour technical specialty requirement.*

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
 - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or
 - Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.
- Senior Standing
 - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

REQUIRED COMPUTER & INFORMATION TECHNOLOGIES Major Courses (33 hours)

The upper-division Computer & Information Technologies major coursework is balanced between theoretical and technical competencies associated with the CIT profession to prepare graduates for a number of demands placed on CIT professionals. The degree is designed to educate and train students with relevant, technical knowledge of CIT practice to provide solutions for real-world problems as well as to provide technical support for computer-based information systems. Technology-oriented coursework with an emphasis on computer application of those technologies will form the core requirements for this program.

Course Number	Course Title	Semester Credit Hours
CITP 3302	Advanced Networking (Networking +)...3	3
CITP 3310	Survey of Programming Languages.....3	3
CITP 3312	Fundamentals of Information Security....3	3
CITP 3320	Database Management.....3	3
CITP 3360	Digital Image Processing and Presentation.....3	3
CITP 4301	CAPSTONE: Computer and Information Technology Internship.....3	3
CITP 4316	Advanced Web Design.....3	3
CITP 4340	Special Topics Course- CIT.....3	3
CITP 4345	Data Communications – Convergent Technology.....3	3
CITP 4350	Advanced Computer Programming.....3	3
CITP 4330	Advanced Network Security.....3	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
TMGT 3336	Management and Law.....3	3
CITP 3305	System Analysis and Design.....3	3
TMGT 3338	Accounting for Technical Managers.....3	3
TMGT 3311	Technology in Enterprise Management...3	3
Total Semester Credit Hours.....		3

Bachelor of Applied Technology

COMPUTER & INFORMATION TECHNOLOGIES

Degree Plan

STC Core Curriculum	Semester Credit Hours	
ENGL 1301 Composition.....3	3	
ENGL 1302 Composition II – Rhetoric.....3	3	
SPCH 1321 Business and Professional Speaking (or SPCH 1311, 1315 1318, 2333, 2335).....3	3	
MATH 1414 College Algebra.....4	4	
HIST 1301 United States History I.....3	3	
HIST 1302 United States History II.....3	3	
GOVT 2305 Federal Government.....3	3	
GOVT 2306 Texas Government.....3	3	
COSC 1301 Microcomputer Applications.....3	3	
Natural Sciences Elective – Core Curriculum.....4	4	
Natural Sciences Elective – Core Curriculum.....4	4	
Visual & Performing Arts Elective – Core Curriculum.....3	3	
Social & Behavioral Sciences Elective – Core Curriculum.....3	3	
Humanities Elective – Core Curriculum..3	3	
Total Credit Hours.....		45

Technical Specialty Courses Foundational Courses (Required)

ITNW 1425	Fundamentals of Networking Technologies.....4	4
ITNW 2421	Networking with TCP/IP.....4	4
ITSE 1431	Introduction to Visual Basic Programming or COSC 1430 Computer Programming.....4	4
ITSE 1411	Beginning Web Page Programming or COSC 1315 Fundamentals of Programming.....3-4	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	3
CITP 3310 Survey of Programming Languages.....3	3
CITP 3312 Fundamentals of Information Security...3	3
CITP 3320 Database Management.....3	3
CITP 3360 Digital Image Processing and Presentation.....3	3
CITP 4301 CAPSTONE: Computer and Information Technology Internship.....3	3
CITP 4316 Advanced Web Design.....3	3
CITP 4330 Advanced Network Security.....3	3
CITP 4340 Special Topics Course-CIT.....3	3
CITP 4345 Data Communications – Convergent Technology.....3	3
CITP 4350 Advanced Computer Programming.....3	3

Total Semester Credit Hours 33

Computer and Information Technologies Elective Courses (3 hours):

Students are required to choose one course from the following prescribed elective courses.

Course Number	Course Title	Semester Credit Hours
CITP 3305	System Analysis and Design.....3	3
TMGT 3338	Accounting for Technical Managers.....3	3
TMGT 3336	Management and Law.....3	3
TMGT 3311	Technology in Enterprise Management..3	3

Total Semester Credit Hours..... 3

TOTAL PROGRAM CREDIT HOURS 120-121

MAJOR: **COMPUTER AND INFORMATION TECHNOLOGIES**

Four Year Course Sequence

FIRST YEAR-FALL Credit Hours

ENGL 1301	Composition.....	3
COSC 1301	Microcomputer Applications.....	3
HIST 1301	United States History I or HIST 2327.....	3
	Humanities Elective – Core Curriculum.....	3
ITNW 1425	Fundamentals of Networking Technologies.....	4
		16

FIRST YEAR-SPRING

ENGL 1302	Composition II–Rhetoric	3
SPCH 1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335).....	3
HIST 1302	United States History II or HIST 2328.....	3
MATH 1414	College Algebra	4
ITNW 2421	Networking with TCP/IP.....	4
		17

SECOND YEAR-FALL

GOVT 2305	Federal Government.....	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 2306	Texas Government.....	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 3360	Digital Image Processing and Presentation.....	3
CITP 3310	Survey of Programming Languages ...	3
		15

THIRD YEAR-SPRING

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

FOURTH YEAR-FALL

CITP 4316	Advanced Web Design	3
CITP 3320	Database Management	3
CITP 4345	Data Communications- Convergent Technology.....	3
CITP 4350	Advanced Computer Programming.....	3
		12

FOURTH YEAR-SPRING

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

List of Computer and Information Technology Electives:

CITP 3305	System Analysis and Design
TMGT 3338	Accounting for Technical Managers
TMGT 3311	Technology in Enterprise Management
TMGT 3336	Management and Law

Bachelor of Applied Technology in Medical and Health Services Management

The Bachelor of Applied Technology Degree (B.A.T.) in Medical and Health Services Management will prepare graduates for entry to mid-level management positions in a health care or medical facility.

Graduates of this program will provide valuable expertise in the area of health care systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, and legal issues related to the health care industry.

Through the Bachelor of Applied Technology in Medical and Health Services Management outcomes, the student will be able to demonstrate:

- the ability to incorporate clinical, operational, financial, and statistical data into health care manager decision-making;
- the ability to communicate, both verbally and in written form, to a variety of health care audiences and situations;
- the knowledge of the impact of the multitude of business and health care laws on a health care institution;
- the ability to create and manage a health care institution budget with consideration to both current and potential future revenues and costs;
- the ability to select, implement and utilize a health care information software system and all potential ancillary devices which may interface with it;
- the ability to interpret JCAHO standards for a health care institution and to implement a method of quality assurance best suited for the situation;
- the ability to identify potential sources of litigation risk and to appropriately select risk minimization measures;
- the knowledge of the unique requirements of hiring licensed health care personnel, maintaining personnel records, and determining schedules, wages and benefits in the health care setting;
- the ability to make the most ethical decision at a given moment during daily operations, health care resource shortages, and a disaster; and
- the ability to comprehend, analyze, and apply local epidemiological data to health care institution decision-making.

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

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

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Satisfactory completion of a minimum of 120 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 45 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

Degree Components

General Education Courses	45 SCH
Technical Support Areas.....	30 SCH
Medical and Health Services Management Required Courses.....	39 SCH
Medical and Health Services Management Electives	6 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 45 Credits

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 83 in the Catalog.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Technology Program upper-level coursework after completion of an Associate of Arts or Associate of Science degree will have fulfilled the Core Curriculum requirement for bachelor degree graduates.

TECHNICAL SUPPORT AREAS (30 Semester Credit Hours)

The student is required to complete 30 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 30 semester credit hours must include the 3 courses (9 semester credit hours) listed below. The remaining 21 semester credit hours must be earned within an approved A.A.S. degree. The approved A.A.S. degrees are as follows: Associate Degree Nursing, EMT Paramedic, Health Information Technology, Medical Assistant Technology, Occupational Therapy Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology, Respiratory Therapy, Business Administration, and Human Resources Management.

Course Number	Course Title	Semester Credit Hours
ACCT 2401	Principles of Financial Accounting	4
HITT 1255	Health Care Statistics	2
HITT 1301	Health Data Content and Structure	3

**Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 30 semester credit hour technical specialty requirement.*

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Junior Standing
 - Completion of an Associate of Applied Science (A.A.S.) Degree or completion of sixty (60) credit hours from a regionally accredited institution with at least fifteen (15) credit hours in general education coursework; or

- Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.
- Senior Standing
 - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
 - A minimum GPA of 2.5 in previous coursework.

REQUIRED MEDICAL & HEALTH SERVICES MANAGEMENT

Major Courses (39 hours)

The upper-division Medical and Health Services Management major courses educate students in the fundamentals of health care systems management, finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, and legal issues related to the health care industry.

Course Number	Course Title	Semester Credit Hours
MHSM 3302	U.S. Health Care Delivery	3
MHSM 3303	Statistics for Health Care Managers	3
MHSM 3304	Communication for Health Care Professionals	3
MHSM 3310	Legal Issues in Health Care	3
MHSM 3335	Financial Management for Health Care Managers	3
MHSM 3411	Health Care Information Technology	4
TMGT 3310	Decision Making	3
MHSM 4304	Risk Management for Health Professionals	3
MHSM 4310	Human Resources in Health Care Management	3
MHSM 4348	Ethics for Health Care Professionals	3
MHSM 4351	Public and Community Health Management	3
MHSM 4551	Health Care Management Residency	5

Medical and Health Services Management Elective Courses (6 hours, student must select two courses from the following list:)

Course Number	Course Title	Semester Credit Hours
CITP 3360	Digital Image Processing and Presentation	3
TMGT 3321	Supply Chain Management	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4342	Supply Chain Security	3
TMGT 3311	Technology Enterprise Management	4

Bachelor of Applied Technology

MEDICAL AND HEALTH SERVICES MANAGEMENT

Degree Plan

STC Core Curriculum		Semester Credit Hours
ENGL	1301	Composition..... 3
ENGL	1302	Composition II – Rhetoric 3
MATH	1414	College Algebra (or MATH 2412, or MATH 2413)..... 4
HIST	1301	United States History I or HIST 2327 3
HIST	1302	United States History II or HIST 2328 3
GOVT	2305	Federal Government..... 3
GOVT	2306	Texas Government 3
PSYC	2301	General Psychology, or 2306, 2307, 2314, 2317; or SOCI 1301, 1306, 2301, or 2319 3
COSC	1301	Microcomputer Applications..... 3
		Speech Elective – Core Curriculum..... 3
		Natural Sciences Elective – Core Curriculum 4
		Natural Sciences Elective – Core Curriculum 4
		Visual & Performing Arts Elective – Core Curriculum 3
		Humanities Elective – Core Curriculum 3
Total Credit Hours.....		45

Technical Specialty Courses

Foundational Courses (Required)

ACCT	2401	Principles of Financial Accounting..... 4
HITT	1255	Health Care Statistics..... 2
HITT	1301	Health Data Content and Structure..... 3
Total Credit Hours.....		9

Technical Specialty Courses

Technical Hours from a completed A.A.S. degree will fulfill this requirement.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 21 hours of Technical Specialty coursework should be taken from an approved A.A.S. degree.

Total Credit Hours 21

Required Upper-Division Professional Courses		Semester Credit Hours
MHSM	3302	U.S. Health Care Delivery..... 3
MHSM	3303	Statistics for Health Care Managers..... 3
MHSM	3304	Communication for Health Care Professionals..... 3
MHSM	3310	Legal Issues in Health Care..... 3
MHSM	3335	Financial Management for Health Care Managers 3
MHSM	3411	Health Care Information Technology 4
TMGT	3310	Decision Making..... 3
MHSM	4304	Risk Management for Health Professionals 3
MHSM	4310	Human Resources in Health Care Management..... 3
MHSM	4348	Ethics for Health Care Professionals 3
MHSM	4351	Public and Community Health Management..... 3
MHSM	4551	Health Care Management Residency..... 5
Total Semester Credit Hours		39

Elective Upper-Division Professional Courses (Students must take 6 credit hours from the following list:)

Course Number	Course Title	Semester Credit Hours
CITP	3360	Digital Image Processing and Presentation..... 3
TMGT	3321	Supply Chain Management..... 3
TMGT	4341	Purchasing and Supply Management..... 3
TMGT	4342	Supply Chain Security..... 3
TMGT	3311	Technology Enterprise Management 3
Total Semester Credit Hours.....		6

TOTAL PROGRAM

CREDIT HOURS 120

MAJOR: **MEDICAL AND HEALTH SERVICES MANAGEMENT**

Four Year Course Sequence

FIRST YEAR-FALL Credit Hours

ENGL 1301	Composition.....	3
COSC 1301	Microcomputer Applications.....	3
HIST 1301	United States History I or HIST 2327.....	3
	Humanities Elective – Core Curriculum.....	3
HITT 1255	Health Care Statistics.....	<u>2</u>
		14

FIRST YEAR-SPRING

ENGL 1302	Composition II-Rhetoric.....	3
	Speech Elective - Core Curriculum.....	3
HIST 1302	United States History II or HIST 2328.....	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413.....	4
HITT 1301	Health Data Content and Structure.....	<u>3</u>
		16

SECOND YEAR-FALL

GOVT 2305	Federal Government.....	3
	Natural Sciences Elective- Core Curriculum.....	4
	Visual & Performing Arts Elective- Core Curriculum.....	3
	Technical Specialty Course.....	3
	Technical Specialty Course.....	<u>3</u>
		16

SECOND YEAR-SPRING

PSYC 2301	General Psychology, or PSYC 2306, or PSYC 2307, or PSYC 2314, or PSYC 2317, or SOC1 1301, or SOC1 1306, or SOC1 2301, or SOC1 2319.....	3
GOVT 2306	Texas Government.....	3
	Natural Sciences Elective- Core Curriculum.....	4
ACCT 2401	Principles of Financial Accounting.....	4
	Technical Specialty Course.....	<u>3</u>
		17

THIRD YEAR-FALL

	Technical Specialty course.....	3
	Technical Specialty course.....	3
	Technical Specialty course.....	3
MHSM 3302	U.S. Health Care Delivery.....	3
MHSM 3303	Statistics for Health Care.....	3
MHSM 3304	Communication for Health Care Professionals.....	<u>3</u>
		18

THIRD YEAR-SPRING

MHSM 3310	Legal Issues in Health Care.....	3
MHSM 3335	Financial Management for Health Care.....	3
MHSM 3411	Health Care Information Technology.....	4
	Technical Specialty course.....	<u>3</u>
		13

FOURTH YEAR-FALL

TMGT 3310	Decision Making.....	3
MHSM 4304	Risk Management for Health Professional.....	3
MHSM 4310	Human Resources in Health Care Management.....	3
MHSM 4348	Ethics for Health Care Professionals.....	<u>3</u>
		12

FOURTH YEAR-SPRING

MHSM 4348	Public and Community Health Management.....	3
	Medical and Health Services Management Elective.....	3
	Medical and Health Services Management Elective.....	3
MHSM 4551	Health Care Management Residency.....	<u>5</u>
		14

List of Medical and Health Services Management Electives:

CITP 3360	Digital Image Processing and Presentation	
TMGT 3321	Supply Chain Management	
TMGT 4341	Purchasing and Supply Management	
TMGT 4342	Supply Chain Security	
TMGT 3311	Technology Enterprise Management	

Bachelor of Applied Technology in Technology Management

The Bachelor of Applied Technology Degree (BAT) in Technology Management will educate, train, and develop successful supervisors who will be prepared to utilize technology to create a competitive advantage for their enterprise. Coursework is balanced between practical training and working with real-life projects that enhance the educational experiences and employment potential for students. The breadth of the coursework enables each graduate to lead and manage by utilizing a wide variety of business, finance, technology and human resource development skills. Interactions with business leaders will provide graduates exposure to the real world and an opportunity to network.

Graduates are educated in the fundamentals of business management, finance, information technology and manufacturing. The curriculum provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals.

Through the Bachelor of Applied Technology in Technology Management outcomes, the student will be able to demonstrate are to:

- supervise and manage the financial operations of a business;
- utilize management and motivational theories to enhance the performance of employees and work-teams;
- use project and quality management strategies to successfully manage and secure organizational resources;
- apply oral and written communication skills and leverage technology to enhance communications;
- manage the organization or the business unit within legal and ethical boundaries;
- employ creative and critical thinking processes to resolve problems of the business unit;
- use appropriate electronic commerce strategies to enhance profitability of the organization;
- exhibit analytical thought, informed judgment, ethical behavior, and an appreciation for diversity;
- utilize appropriate information technology systems to enhance organizational performance;
- understand the challenges involved in conducting international business and its impact on the future growth of the organization; and
- obtain hands-on training and apply concepts and theories in a workplace setting.

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas 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	Managerial Communications.....	3
TMGT 3336	Management and Law.....	3
TMGT 3310	Decision Making.....	3
TMGT 3312	Resource Management	3
TMGT 3305	Organizational Theory and Practice ...	3
TMGT 4304	Safety and Risk Management.....	3
TMGT 3337	Decision Making Economics	3
TMGT 3338	Accounting for Managers.....	3
TMGT 4320	Organizational Management and Design Seminar.....	3
TMGT 4342	Supply Chain Security.....	3
TMGT 4341	Purchasing and Supply Management...3	
TMGT 4347	Capstone: Technology Management Practicum	3

Technology Management Elective

Courses (6 hours, student must select two courses from the following list:)

TMGT 3321	Supply Chain Management	3
TMGT 3322	Logistics Management	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 4353	International Business Seminar	3
TMGT 3311	Technology Enterprise Management...3	
TMGT 4355	Management, Technology and Ethics Seminar	3
	Any upper level CITP course	3

Bachelor of Applied Technology

TECHNOLOGY MANAGEMENT

Degree Plan

STC Core Curriculum		Semester Credit Hours
ENGL 1301	Composition	3
ENGL 1302	Composition II-Rhetoric.....	3
SPCH 1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318, 2333, 2335).....	3
MATH 1414	College Algebra (or MATH 2412, or MATH 2413).....	4
HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government.....	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 LMG 1319.....	3
BMGT 1301	Supervision, or HRPO 2301 Human Resources Management	3
BUSI 2301	Business Law	3
ACCT 2401	Principles of Financial Accounting	4
ECON 2302	Principles of Economics II-Micro.....	3
Total Credit Hours.....		16

Technical Specialty courses

Technical Hours from a completed A.A.S. degree will fulfill this requirement.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 14 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.

Total Credit Hours..... 14

Required Upper Division Professional	Semester Credit Hours	
TMGT 3302	Business and Economic Statistics.....	3
TMGT 3303	Managerial Communications.....	3
TMGT 3305	Organizational Theory and Practice	3
TMGT 3310	Decision Making.....	3
TMGT 3312	Resource Management.....	3
TMGT 3336	Management and Law.....	3
TMGT 3337	Decision Making Economics	3
TMGT 3338	Accounting for Managers	3
TMGT 4304	Safety and Risk Management.....	3
TMGT 4320	Organizational Design and Management Seminar.....	3
TMGT 4342	Supply Chain Security.....	3
TMGT 4341	Purchasing and Supply Management.....	3
TMGT 4347	Capstone: Technology Management Practicum	3
Total Semester Credit Hours.....		39

Elective Upper-Division Professional

Courses

TMGT 3321	Supply Chain Management.....	3
TMGT 3322	Logistics Management.....	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 4353	International Business Seminar	3
TMGT 3311	Technology Enterprise Management	3
TMGT 4355	Management, Technology, and Ethics Seminar.....	3
	Any upper level CITP course	3
Total Semester Credit Hours.....		6

TOTAL PROGRAM

CREDIT HOURS 120

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 2305 Federal Government.....	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 2306 Texas Government.....	3
Natural Sciences Elective- Core Curriculum.....	4
BUSI 2301 Business Law.....	3
Technical Field course	3
	16

THIRD YEAR-FALL	
ECON 2302 Principles of Economics I-Micro... ..	3
Technical Field course	3
Technical Field course	3
Technical Field course	2
TMGT 3302 Business and Economic Statistics	3
TMGT 3303 Managerial Communications	3
	17

THIRD YEAR-SPRING	
TMGT 3305 Organizational Theory and Practice.....	3
TMGT 3310 Decision Making	3
TMGT 3312 Resource Management	3
TMGT 3336 Management and Law	3
TMGT 3338 Accounting for Managers.....	3
	15

FOURTH YEAR-FALL	
TMGT 3337 Decision Making Economics.....	3
TMGT 4304 Safety and Risk Management.....	3
TMGT 4341 Purchasing and Supply Management	3
Elective-Upper-Division Professional Course	3
	12

FOURTH YEAR-SPRING	
<i>Elective courses</i>	
TMGT 4320 Organizational Design and Management Seminar	3
TMGT 4342 Supply Chain Security	3
TMGT 4347 Capstone: Technology Management Practicum.....	3
Elective- Upper-Division Professional course	3
	12

Certificate and Associate Degrees

Division of Business and Technology

Administrative Office Careers.....	105
▶ Legal Office Specialist (Certificate)	106
▶ Office Specialist (Certificate)	106
▶ Legal Office Management (Associate of Applied Science).....	107
▶ Office Management (Associate of Applied Science).....	107
Automotive Technology	108
▶ Automotive Technology (Certificate)	109
▶ Ford Youth and Adult Training Program (Certificate)	109
▶ Automotive Technology (Associate of Applied Science).....	110
▶ Automotive Technology Specialization: GM-Automotive Service Education Program (Associate of Applied Science) ...	110
Business Administration	111
▶ Accounting Clerk (Certificate)	112
▶ Banking (Certificate)	112
▶ Import/Export (Certificate)	112
▶ Logistics (Certificate)	112
▶ Management (Certificate)	113
▶ Marketing (Certificate)	113
▶ Business Administration Specialization: Accounting (Associate of Applied Science).....	113
Specialization: Banking (Associate of Applied Science)	114
Specialization: Import/Export/Logistics (Associate of Applied Science).....	114
Specialization: Management (Associate of Applied Science)	115
Specialization: Marketing (Associate of Applied Science).....	115
▶ Business Administration-Transfer Plan, Field of Study (Associate of Arts).....	116
Business Computer Systems	117
▶ Computer and Information Technologies Specialist (Certificate)	118
▶ Computer and Network Specialist (Certificate).....	118
▶ Computer Applications Specialist (Certificate).....	119
▶ Information Security Specialist (Certificate).....	119
▶ Multimedia Specialist (Certificate)	119
▶ Business Computer Systems Specialization: Computer Specialist (Associate of Applied Science)	120
Specialization: Networking Specialist (Associate of Applied Science)	120
Computer Aided Drafting and Design	121
▶ Architectural Drafting (Certificate)	122
▶ Civil Drafting (Certificate).....	122
▶ Design and Technical Graphics (Certificate).....	123
▶ Computer Aided Drafting and Design Specialization: Architectural Drafting (Associate of Applied Science).....	123
Specialization: Civil Drafting (Associate of Applied Science)	124
Specialization: Design and Technical Graphics (Associate of Applied Science).....	124
Construction Supervision	125
▶ Construction Supervision Assistant (Certificate).....	126
▶ Construction Supervision (Associate of Applied Science)	126

Culinary Arts	127
‣ Commercial Baking (Certificate)	127
‣ Commercial Cooking (Certificate)	128
‣ Culinary Arts (Associate of Applied Science)	128
Diesel Technology	129
‣ Diesel Technology (Certificate)	129
‣ Diesel Technology (Associate of Applied Science)	129
Electrician Technology	130
‣ Electrician Assistant (Certificate)	131
‣ Electrician Technology (Associate of Applied Science)	131
Electronic and Computer Maintenance Technology.....	132
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‣ Computer Maintenance Specialist (Certificate)	133
‣ Computer Support Specialist (Certificate)	133
‣ Mechatronics Specialist (Certificate)	134
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‣ Electronic and Computer Maintenance Technology Specialization: Computer Maintenance Technology (Associate of Applied Science)	135
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Fire Science	136
‣ Fire Science (Certificate)	136
Heating, Ventilation, Air Conditioning and Refrigeration Technology	137
‣ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Certificate)	138
‣ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Associate of Applied Science)	138
Human Resources.....	139
‣ Human Resources Assistant (Certificate)	139
‣ Human Resources Specialist (Associate of Applied Science)	139
Manufacturing Technology	140
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Paralegal	142
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Plumber Assistant	143
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Administrative Office Careers

Legal Office Specialist Certificate

The Legal Office Specialist curriculum is a one-year program designed to teach students the skills and abilities essential to law firms, judicial offices, trust departments at financial institutions, and the general administrative career field. The program combines training in the latest technical and computer skills with specialized coursework unique to the legal profession, including exposure to legal practices, preparation and practical application of documents and terminology used in the legal office.

Office Specialist Certificate

The Office Specialist curriculum is a one-year program designed for the student who is interested in gaining entry-level knowledge, skills, and attitudes necessary for a career as an office professional. Students are prepared for administrative office positions in business, public service, and specialized office environments. The program combines traditional office education with microcomputer software applications such as word processing, spreadsheet, database, desktop publishing, records and project management.

Legal Office Management Associate of Applied Science

The Legal Office Management curriculum is a two-year program designed to prepare students to manage functions in the legal office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting legal office environment of a diversity of organizations ranging from a one-person law firm to a multiple partnering law firm.

Office Management Associate of Applied Science

The Office Management curriculum is a two-year program designed to prepare students to manage functions in the office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting office environment of a diversity of organizations ranging from a one-person professional office to the global corporation.

ADVISORY COMMITTEE

Maria M. Villarreal, Edinburg Childcare, Inc.; Annette Villarreal, City of McAllen; Natalie Goza, McAllen Independent School District; and Delicia Gomez, McAllen Independent School District.

LEGAL OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

LGLA 1307 Introduction to Law and Legal Professions	3
POFI 2301 Word Processing	3
POFL 1305 Legal Terminology.....	3
POFT 1301 Business English	3
POFT 1329 Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340 Advanced Word Processing	3
POFL 1303 Legal Office Procedures I	3
POFT 1319 Records and Information Management.....	3
POFT 1328 Business Presentations	3
POFT 2312 Business Correspondence and Communication.....	3

SUMMER SESSION I

POFL 2301 Legal Document Processing.....	3
POFL 2264 CAPSTONE: Practicum.....	2

Total Credit Hours:..... 35

OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

POFI 2301 Word Processing	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
POFT 1329 Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340 Advanced Word Processing	3
POFT 1319 Records and Information Management I.....	3
POFT 1328 Business Presentations.....	3
POFI 1349 Spreadsheets.....	3
POFT 2312 Business Correspondence and Communication	3

SUMMER SESSION I

POFT 1349 Administrative Office Procedures II	3
POFT 2264 CAPSTONE: Practicum.....	2

Total Credit Hours:..... 32

LEGAL OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

LGLA 1307 Introduction to Law and Legal Professions	3
POFI 2301 Word Processing	3
POFL 1305 Legal Terminology.....	3
POFT 1301 Business English	3
POFT 1329 Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340 Advanced Word Processing	3
POFL 1303 Legal Office Procedures I	3
POFT 1319 Records and Information Management I.....	3
POFT 1328 Business Presentations.....	3
POFT 2312 Business Correspondence and Communication.....	3

SUMMER SESSION I

POFL 2301 Legal Document Processing.....	3
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THIRD SEMESTER

POFL 1340 Legal Office Procedures II	3
POFL 1355 Legal Issues and Medical Records	3
POFL 1359 Legal Transcription	3
POFT 2331 Administrative Systems	3
SPCH 1321 Business and Professional Speaking.....	3

FOURTH SEMESTER

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

SUMMER SESSION II

POFL 2264 CAPSTONE: Practicum.....	2
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Total Credit Hours:..... 66

Identifies courses to fulfill minimum 15 credit hour general education requirement

OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

POFI 2301 Word Processing	3
POFT 1301 Business English	3
POFT 1309 Administrative Office Procedures I	3
POFT 1329 Beginning Keyboarding.....	3
PSYC 2301 General Psychology.....	3

SECOND SEMESTER

POFI 1349 Spreadsheets.....	3
POFI 2340 Advanced Word Processing	3
POFT 1328 Business Presentations	3
POFT 1319 Records and Information Management.....	3
POFT 2312 Business Correspondence and Communication	3

SUMMER SESSION I

POFT 1349 Administrative Office Procedures II	3
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THIRD SEMESTER

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

FOURTH SEMESTER

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

SUMMER SESSION II

POFT 2264 CAPSTONE: Practicum.....	2
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Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour general education requirement

**Students must take a 4 credit hour course in order to fulfill the MATH/Natural Sciences Elective.

Automotive Technology

Automotive Technology Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for an entry-level employment in the high technology automotive service industry.

Students will gain knowledge in automotive heating and air conditioning systems, electrical/electronic systems, fuel injection, both manual and automatic transmissions/transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures.

Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities and quick service shops. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

Ford Youth and Adult Training Program

Ford Certified technicians know the skills required to perform regular maintenance, light repairs and parts installation on all types of Ford, Lincoln and Mercury automobiles and light trucks.

Successful students in this program will achieve Ford Motor Company's Maintenance and Light Repair certification, which includes:

- ▶ Automotive Electrical System
- ▶ Automotive Brake Systems
- ▶ Automotive Heating and Air Conditioning
- ▶ Automotive Suspension and Steering

GM-ASEP (Automotive Service Educational Program)

Associate of Applied Science
What is GM-ASEP? ASEP is an educational partnership between South Texas College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry level GM dealership technician.

The curriculum reflects current GM technology. ASEP provides classroom and laboratory training that is reinforced by on-the-job experience in a GM dealership. It is a comprehensive, two-year program.

ADVISORY COMMITTEES

AUTOMOTIVE TECHNOLOGY

Carl Wieshan, Service Specialist, Hunter Equipment; Bill Seawell, Factory Representative, Vetronix Sales Corporation; Manuel Maciel, Instructor, La Joya High School; Rick Dube, Owner, Rick Dube's Auto Parts & Service; Joe Campos Owner Miday Auto & Truck Service; Joe Gonzalez, Salesman, Burton Auto Supply; Jay Rodriguez, General Manager, Arnold Oil Company; Rene Cano, Service Technician, Frank Smith Toyota; Bob Demers District Manager, MATCO Tools; Eddie DeLeon, NAPA Auto Parts Sales; Ben Abbit Owner All Tune & Lube; Esteban Pena, U.S. Border Patrol; Leo Hernandez, Owner Leo's Auto Repair; Luciano Gonzalez, U.S. Border Patrol

GM-ASEP TECHNOLOGY

Pete Garza, Service Manager, Bert Ogden Mission; Chris Hatzold, Service Manager, Bert Ogden Edinburg; Joe Ochoa, Service Manager, Rio Motors, Rio Grande City; Ramiro Quintanilla, Service Manager, South Texas Buick, Pontiac, GMC, Mission; Rick Allen, Service Manager, Cardenas Motors Inc., Brownsville; Baylor Vaughn, Service Manager, Clark Chevrolet, McAllen; Rosie Perez, Weslaco I.S.D.; Carlos Perez, Weslaco I.S.D.; Rose Crookston, General Motors; Ron Novak, General Motors; Brian Johnson, Raytheon; Mari Luna, Tipotex Chevrolet; Jeff Thompson, General Motors

FORD-YAATC TECHNOLOGY

Larry Emanuel, Service Manager, Boggus Ford, Daniel Lauer, Service Manager Spikes Ford, Rolando Garza, Service Manager, Spikes Ford, Eddie Guzman, Owner, Guzman Tune-up Plus; Warren Barber, Foreman/Technician, Hacienda Ford, Edinburg; Gabriel Santoy, Technician, Guzman Tune-up Plus; Luciano Gonzalez, Automotive Supervisor, U.S. Customs; Esteban Pena, Automotiv Work Leader U.S. Customs; Pat Moram, Hacienda Ford

AUTOMOTIVE TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

AUMT 1305 Introduction to Automotive Technology.....	3
AUMT 1407 Automotive Electrical Systems	4
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4

SECOND SEMESTER

AUMT 1345 Automotive Climate Control Systems	3
AUMT 1419 Automotive Engine Repair	4
AUMT 2417 Automotive Engine Performance Analysis I	4
TECM 1303 Technical Calculations	3

THIRD SEMESTER

AUMT 2313 Automotive Drive Train and Axles	3
AUMT 2425 Automatic Transmission and Transaxle	4
AUMT 2434 Automotive Engine Performance Analysis II	4
AUMT 1266 CAPSTONE: Practicum	2

Total Credit Hours:..... 42

FORD YOUTH AND ADULT TRAINING PROGRAM

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

AUMT 1345 Automotive Climate Control Systems	3
AUMT 1410 Automotive Brake Systems	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 1407 Automotive Electrical Systems ...	4

SECOND SEMESTER

AUMT 1266 CAPSTONE: Practicum I	2
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Total Credit Hours:..... 17

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

AUMT 1305	Introduction to Automotive Technology.....	3
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems.....	4
SPCH 1311	Introduction to Speech Communication.....	3

SECOND SEMESTER

AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I.....	4
TECM 1303	Technical Calculations	3

SUMMER SESSION I

ENGL 1301	Composition.....	3
	Humanities Elective	3

THIRD SEMESTER

AUMT 2313	Automotive Drive Train & Axles ...	3
AUMT 2425	Automotive Automatic Transmission and Transaxle.....	4
AUMT 2434	Automotive Engine Performance Analysis II	4
PSYC 2301	General Psychology.....	3

FOURTH SEMESTER

CSIR 1355	Industry Certifications	3
AUMT 2301	Automotive Management.....	3
AUMT 2421	Automotive Electrical Diagnosis and Repair	4
PHYS 1415	Physical Science I.....	4
AUMT 1266	CAPSTONE: Practicum I.....	2

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Automotive Technology

Specialization: **GM-ASEP** **(AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM)**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems	4
TECM 1303	Technical Calculations	3
SPCH 1311	Introduction to Speech Communication.....	3

SECOND SEMESTER

AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	4
	Humanities Elective	3
AUMT 1266	Practicum I.....	2

SUMMER SESSION I

AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2421	Automotive Electrical Diagnosis and Repair	4
PSYC 2301	General Psychology.....	3
AUMT 1267	Practicum II.....	2

THIRD SEMESTER

CSIR 1355	Industry Certifications	3
AUMT 2313	Automotive Drive Train & Axles ...	3
AUMT 2425	Automotive Automatic Transmission & Transaxle	4
AUMT 2266	Practicum III.....	2

FOURTH SEMESTER

AUMT 1410	Automotive Brake Systems.....	4
PHYS 1415	Physical Science I.....	4
ENGL 1301	Composition.....	3
AUMT 2267	CAPSTONE: Practicum IV.....	2

SUMMER SESSION II

AUMT 1416	Automotive Suspension and Steering Systems.....	4
AUMT 2434	Automotive Engine Performance Analysis II	4

Total Credit Hours:..... 71

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Accounting Clerk, Certificate

This program is designed to prepare students for an entry-level position in the field of Accounting. Graduates of this program will have the skills, knowledge, and abilities to perform general accounting duties.

Banking, Certificate

The Banking Certificate is designed to prepare students in the field of financial services industry. Graduates of this program will have the basic knowledge to perform general banking duties.

Import/Export, Certificate

The Import/Export certificate prepares students for an entry-level position with import/export businesses such as custom brokers, freight forwarders, commercial carriers, and international businesses. The graduates of this program will have the basic knowledge to take the custom broker exam.

Logistics, Certificate

The Logistics Management Certificate prepares students for entry-level positions in the growing field of warehousing/logistics. The graduates of this program will have the basic knowledge to perform general support services in warehousing/logistics operations.

Management, Certificate

This program will prepare students for an entry-level position in the private or public sector. Graduates of this program will have the skills, knowledge, and abilities to perform general managerial duties.

Marketing, Certificate

This program will prepare students for an entry-level position in the field of marketing and sales. Graduates of this program will have the skills, knowledge, and abilities to perform general marketing duties.

Specialization: Accounting

Associate of Applied Science

This program will prepare students for entry into the accounting profession. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

Specialization: Banking

Associate of Applied Science

This program will prepare students for entry into the financial services industry. It is designed to offer continuing professional education for individuals already employed in the financial services industry.

Specialization:

Import/Export/Logistics

Associate of Applied Science

This program will prepare students for entry into the import/export/logistics profession. It is designed to update and expand the skills of those already working in the field, as well as assist those individuals who are considering the import/export/logistics field as a profession. The graduates of this program will have the basic knowledge to take the custom broker exam.

Specialization: Management

Associate of Applied Science

This program will prepare students for various managerial positions such as entry-level management trainee. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

Specialization: Marketing

Associate of Applied Science

This program will prepare students for an entry level position in marketing and sales. The program will prepare students in areas such as communication skills, sales, product design, advertisement, and public relations.

Business Administration

(Transfer Plan) Field of Study

Associate of Arts

This degree designed for those students who plan to transfer to a four-year college or university to earn a Bachelor of Business Administration, a Bachelor of Arts, or a Bachelor of Science Degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing.

ADVISORY COMMITTEES

ACCOUNTING

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 Ekelencia; Jose A. Andrade, RGCC 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
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Total Credit Hours: 29

BANKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BNKG 1340	Money and Financial Markets	3
BNKG 1303	Principles of Bank Operation	3

SECOND SEMESTER

BMGT 1391	Business Conduct	3
BMGT 1305	Communication in Management	3
POFT 2312	Business Correspondence and Communication	3
BNKG 1347	Bank Marketing	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 29

IMPORT/EXPORT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1391	Business Conduct	3
IBUS 1301	Principles of Exports	3

SECOND SEMESTER

BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3
IBUS 1305	Introduction to International Business/Trade	3
IBUS 2345	Import Customs Regulations I	3

THIRD SEMESTER

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

Total Credit Hours: 29

LOGISTICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1391	Business Conduct	3
LMGT 1319	Introduction to Business Logistics	3

SECOND SEMESTER

BNKG 1340	Money and Financial Markets	3
BMGT 1305	Communications in Management	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

SUMMER SESSION I

BMGT 2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 26

MANAGEMENT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3

SECOND SEMESTER

POFI 2301	Word Processing	3
BMGT 1305	Communications in Management	3
ACNT 1329	Payroll & Business Tax Accounting	3
HRPO 2301	Human Resources Management	3
BUSG 2309	Small Business Management/Entrepreneurship	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours:..... 32

MARKETING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
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
	<u>Mathematics/Natural Sciences Elective</u>	4
BNKG 1345	Consumer Lending	3
BUSG 1303	Principles of Finance	3

FOURTH SEMESTER

	<u>Humanities Elective</u>	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	<u>Contemporary Mathematics</u>	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
	<u>Social/Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3
BMGT 1309	Information and Project Management	3
BMGT 2168	CAPSTONE: Business Administration Practicum.....	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

***Import/Export/Logistics Elective Options

IBUS 2345	Import Customs Regulations I	3
IBUS 2371	Import Customs Regulations II	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management.....	3

Business Administration

Specialization: **MANAGEMENT**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>ENGL 1301</u> 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
<u>Math/Natural Sciences Elective</u> ...	4
BUSI 2301 Business Law.....	3
ACNT 1329 Payroll & Business Tax Accounting..	3
BUSG 2309 Small Business Management/Entrepreneurship ...	3

FOURTH SEMESTER

<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences Elective</u>	3
BMGT 2303 Problem Solving and Decision Making	3
<u>ECON 2301 Principles of Economics I-Macro</u> ...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**

<u>ENGL 1301</u> Composition.....	3
ITSC 1409 Integrated Software Applications I or COSC 1301.....	4
BMGT 1301 Supervision	3
BMGT 1391 Business Conduct.....	3
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
<u>Math/Natural Sciences Elective</u> ...	4
MRKG 2349 Advertising and Sales Promotion...3	
BUSG 2309 Small Business Management/Entrepreneurship ...	3

FOURTH SEMESTER

POFI 2431 Desktop Publishing	4
<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences Elective</u>	3
MRKG 1313 Public Relations	3
<u>ECON 2301 Principles of Economics I-Macro</u> ...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 (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 2305 Federal Government..... 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 2306 Texas Government..... 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, presentation software, and database. The student will also receive technical training in networking technologies and operating systems, server administration, and computer programming. This Certificate will allow the student to transfer the credits to the Associate of Applied Science degree for Networking Specialist or Computer Specialist.

Computer and Network Specialist Certificate

In this program, the student will learn the fundamentals in business applications, microcomputer concepts, networking technologies, operating systems file structures, and personal computer hardware. This certificate will allow the student to transfer the credits to the Associate of Applied Science in either Networking Specialist or Computer Specialist.

Computer Applications Specialist Certificate

In this program, the student will learn business applications including word processing, spreadsheets, database, desktop publishing and presentation software. This Certificate will allow the student to transfer all the credits to the Computer and Information Technologies Certificate and to the Associate of Applied Science degree for Computer Specialist.

Information Security Specialist Certificate

This program will prepare students for a career in information systems security. It will prepare students to get certified by Cisco, System Administration, Networking and Security. During the last semester, students are required to secure an internship within a local company's IT department. This Internship will allow students to gain valuable industry experience. This Certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Information Security Specialist.

Multimedia Specialist Certificate

In this program, the student will learn business applications including word processing, spreadsheets, database and presentation software. In addition, the student will also learn about using digital publishing software as well as on the creation of Internet web page programming and graphical design. This Certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Multimedia Specialist.

Specialization: Computer Specialist

Associate of Applied Science

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheets, word processing, and desktop publishing. Students will learn technical skills such as operating systems data structure, networking, telecommunications, and microcomputer concepts. Students will also learn management skills such as system management, database design techniques, logic, speech, and technical writing. During the last semester, students are required to secure an internship within a local company's IT department. This Internship will allow students to gain valuable industry experience. Graduates will be equipped for entry into the workforce in small business, school districts, local companies, and hospital departments.

Specialization: Networking Specialist

Associate of Applied Science

In this program, the student will learn the same basic information as the Computer Specialist, but will receive additional courses in networking. Upon completion of the program, the student will be able to design and quote a network, set up and maintain, and manage and upgrade the network. During the last semester, students are required to secure an internship within a local company's IT department. This Internship will allow students to gain valuable industry experience. Employment opportunities will be available with businesses that use or anticipate setting up a network.

ADVISORY COMMITTEE

Diana Berger, Director of Education Market Segment, Global Data Systems; David Hales, Technology Support Specialist, Region One Education Service Center; Maby Arleth Rosenbaum, Project Manager, Insight Networking; Reynaldo Robles, Sr. Programmer Analyst, Student Information Systems, UT-Pan American; Adrian Garcia, Director of Technical Support, Region One Education Service Center, Michael Parker, System Administrator, McAllen Economic Development Corporation.

COMPUTER AND INFORMATION TECHNOLOGIES SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSE 1411	Beginning Web Page Programming	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITSW 1410	Introduction to Presentation Graphics Software	4
ITSE 1431	Introduction to Visual Basic Programing	4
ITSW 2434	Advanced Spreadsheets	4
ITNW 2421	CAPSTONE: Networking with TCP/IP	4

Total Credit Hours: 32

COMPUTER AND NETWORK SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ITSC 1401	Introduction to Computers	4
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1425	Fundamentals of Networking Technologies	4

SECOND SEMESTER

ITSE 1411	Beginning Web Page Programming	4
ITSC 1425	Personal Computer Hardware	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	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

ITSY 1400	Fundamentals of Information Security.....	4
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ITNW 1425	Fundamentals of Networking Technologies.....	4
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SECOND SEMESTER

ITNW 2421	Networking with TCP/IP	4
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ITSY 2443	Computer System Forensics	4
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ITSY 2441	Security Management Practices ..	4
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ITNW 1454	Implementing and Supporting Servers	4
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Total Credit Hours: 32

MULTIMEDIA SPECIALIST

CERTIFICATE

FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I	4
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ITSE 1411	Beginning Web Page Programming.....	4
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SECOND SEMESTER

ARTC 1413	Digital Publishing I	4
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ITSW 1410	Introduction to Presentation Graphics Software	4
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Total Credit Hours: 16

Business Computer Systems

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

Business Computer Systems

Specialization:

NETWORKING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition.....	3
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems.....	4
ITNW 1425	Fundamentals of Networking Technologies.....	4

SECOND SEMESTER

SPCH 1311	Introduction to Speech Communication.....	3
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4
ITSC 1425	Personal Computer Hardware	4

SUMMER SESSION I

	Humanities Elective	3
	Social/Behavioral Sciences Elective.....	3

THIRD SEMESTER

ITSE 1411	Beginning Web Page Programming	4
ITNW 2435	Network Troubleshooting and Support	4
ITSY 1400	Fundamentals of Information Security.....	4
ITSY 1442	Information Technology Security.....	4

FOURTH SEMESTER

MATH 1332	Contemporary Mathematics or MATH 1414.....	3
ITSC 1407	UNIX Operating Systems I.....	4
ITNW 2453	Advanced Routing and Switching	4
ITSC 2346	Computer Center Management ...	3
ITNW 2164	CAPSTONE: Network Practicum ..	1

Total Credit Hours:..... 67

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Computer Aided Drafting and Design

Specialization:

Architectural Drafting

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

Specialization: Civil Drafting

The Civil Drafting degree prepares a student in the producing of drawings related to the civil engineering profession. Such drawings can include: Topographical Maps, Property Boundary Maps & Surveys, Utility Design Maps (water distribution and sanitary sewer collection), Drainage Plans, and Grading Plans. These drawings/plans are an important role in the preparation of a site for the construction of highways, roads, bridges, buildings, parks, lakes, homes, and many other developments.

Specialization:

Design and Technical Graphics

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

ADVISORY COMMITTEES

ARCHITECTURAL DRAFTING & DESIGN & TECHNICAL GRAPHICS

Efrain Silva, Job Captain, MILNET Architectural Services, Laura Warren, AIA-Principal, Warren Group Architects Inc., Amanda Gomez, Project Manager, Warren Group Architects Inc., Marlene Bravo, CADD Technician, Rike-Ogden-Figueroa-Alex Architects, Gilbert Zuniga, Project Manager, Eddie Vela Architecture, Rudy Molina, AIA Principal, MILNET Architectural Services, Hugo Avila, P.E. Engineer, McAllen ISD, Ruben Escobar, AIA Principal, Diseno, Inc.; Oscar Lopez, P.E. Engineer, Lopez Engineering Group.; Lorenzo Moreno, Enriquez Enterprises; Ramiro E. Ramos, EGV Architects; Efrain Silva, Milnet Architectural Services; Claudio Leon, The Warren Group Architects; Jorge Ollervides, ROFA Architects; Michael D. Hovar, Amtech Building Services; Javier Reyes, Lux Architecture, LLC; Joe Angel Salas, 1230 Design Studio, Robert Cuellar, STC Planning & Construction; Jose Valdez, Harlingen ISD-Facilities Department; Tomas Alvizo, High Concept Designs

CIVIL DRAFTING

ASCE local branch president; Siena Wimberly - Raba Kistner, Civil Engineer; Oscar Lopez, P.E. – President, Oscar engineering group, Inc.; Dr. Blair McDonald – UTPA, Civil Engineering Program Chair; Yvette Barrera – City Engineer, McAllen; Christina Hernandez, Project Manager, Half Assoc., Katrin Miovski, Project Manager, Raba Kistner, and Keith Houseman, President, RGV TX Society of Professional Surveyors ; Bryan De la Cruz, Lopez Engineering Group, Inc. ; Alberto Trevino, Hinojosa Engineering; Ivan Garcia, Rio Delta Engineering, Fred Fuentes, Rio Delta Engineering

ARCHITECTURAL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations	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 Calculations	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 Calculations	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

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 Program Elective**	3

FOURTH SEMESTER

PSYC 2301	General Psychology or SOCI 1301	3
DFTG 2328	Architectural Drafting - Commercial	3
SRVY 2309	Computer-Aided Mapping	3
SRVY 1342	Global Positioning System Techniques for Survey/Mapping	3
	Humanities Elective	3

FIFTH SEMESTER (SUMMER SESSION)

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

Total Credit Hours: 70

**PROGRAM ELECTIVES

SRVY 2313	Control Surveying	3
DFTG 1317	Architectural Drafting- Residential	3
SRVY 2339	Engineering Design Surveying	3
SRVY 1349	Surveying Calculations II	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

Computer Aided Drafting and Design

Specialization:

DESIGN AND TECHNICAL GRAPHICS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
ARTC 1302	Digital Imaging I	3
DFTG 1309	Basic Computer-Aided Drafting	3
ARTC 1321	Illustration Techniques I	3

SECOND SEMESTER

MATH 1414	College Algebra	4
ARTC 1317	Design Communication I	3
DFTG 2319	Intermediate Computer- Aided Drafting	3
DFTG 1317	Architectural Drafting- Residential	3
ARCE 1321	Architectural Illustration	3

THIRD SEMESTER (SUMMER SESSION)

ARTC 2347	Design Communication II	3
ARTC 1353	Computer Illustration	3
PHTC 2331	Architectural Photography	3
DFTG 2340	Solid Modeling/Design	3
ARTS 1311	Design I	3

FOURTH SEMESTER

SPCH 1311	Introduction to Speech Communication	3
ARTC 2340	Computer Illustration II	3
ARTV 1351	Digital Video	3
DFTG 2300	Intermediate Architectural Drafting-Residential	3
IMED 2311	Portfolio Development	3

FIFTH SEMESTER

	Humanities Elective	3
PSYC 2301	General Psychology or SOCI 1301	3
GRPH 2380	CO-OP - Digital Imaging Design	3

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Construction Supervision

Construction Supervision Assistant Certificate

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

Graduates of the program will be prepared for entry level positions such as junior estimator and assistant of construction superintendents, program managers and/ or general contractors.

Specialization: Construction Supervision Associate of Applied Science

The Construction Supervision program will prepare students for supervision and management careers related to various aspects of residential, commercial, and institutional construction projects.

The Construction Supervision student will focus on acquiring the skills necessary to monitor, direct and conduct supervision processes to include but not limited to planning, scheduling, coordinating, estimating, and supervising all or part of the construction activities along with the selection, hiring and oversight of specialty trade contractors, as well as accessing risk and safety factors on site.

Graduates of the program will be prepared for entry level positions such as assistant construction superintendent, junior estimator, program manager, or general contractor for property owners, developers, or construction management firms.

ADVISORY COMMITTEE

Perry Vaughn, Executive Director, RGV-Associated General Contractors of America; Willie Carriaga, Project Superintendent, Carriaga Construction; Michael D. Smith, President, Texas DESCON L.P.; Alex Palacios, Facilities Director, Weslaco ISD; David M. Cramer, President-AGC RGV-Associated General Contractors of America; Hugo H. Avila, Staff Engineer, McAllen ISD

CONSTRUCTION SUPERVISION

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

TECM 1303 Technical Calculations or MATH 1414	3-4
COSC 1301 Microcomputer Applications.....	3
CNBT 1309 Basic Construction Management ..	3
ARCE 1303 Architectural Materials and Methods of Construction.....	3
DFTG 1315 Architectural Blueprint Reading and Sketching.....	3

SECOND SEMESTER

POFT 1301 Business English or ENGL 1301 ...	3
CNBT 1316 Construction Technology I	3
CNBT 1342 Building Codes and Inspections...	3
CNBT 2304 Construction Methods and Materials II	3
CNBT 2342 Construction Management I.....	3

THIRD SEMESTER

SRVY 1313 Plane Surveying.....	3
CNBT 1346 Construction Estimating I.....	3
**Program Elective	3
CNBT 1166 CAPSTONE: Practicum I.....	1

**Program Electives

CNBT 1350 Construction Technology II	
CNBT 2344 Construction Management II	
CNBT 2317 Green Building	

Total Credit Hours:... 40-41

CONSTRUCTION SUPERVISION

ASSOCIATE OF APPLIED SCIENCE

TSI EXEMPT

FIRST SEMESTER Credit Hours

<u>MATH 1414</u> College Algebra	4
<u>COSC 1301</u> Microcomputer Applications	3
CNBT 1309 Basic Construction Management ..	3
ARCE 1303 Architectural Materials and Methods of Construction	3
DFTG 1315 Architectural Blueprint Reading and Sketching	3

SECOND SEMESTER

<u>ENGL 1301</u> Composition	3
CNBT 1316 Construction Technology I	3
CNBT 1342 Building Codes and Inspections...	3
CNBT 2304 Construction Methods and Materials II	3
CNBT 2342 Construction Management I.....	3

THIRD SEMESTER

SRVY 1313 Plane Surveying.....	3
CNBT 1346 Construction Estimating I.....	3
CNBT 1350 Construction Technology II	3
CNBT 2344 Construction Management II.....	3
<u>PSYC 2301</u> General Psychology or <u>SOC11301</u>	3

FOURTH SEMESTER

CNBT 2315 Construction Specifications and Contracts	3
CNBT 2337 Construction Estimating II.....	3
**Program Elective	3
<u>SPCH 1311</u> Introduction to Speech Communication.....	3

FIFTH SEMESTER

CNBT 1380 CAPSTONE: Cooperative Education	3
Humanities Elective- Core Curriculum	3

**Program Electives

ARCE 2352 Mechanical and Electrical Systems	
CNBT 2305 Building and Contracting	
CNBT 2317 Green Building	
OSHT 1313 Accident Prevention, Inspection and Investigation	
CNBT 2335 Computer-Aided Construction Scheduling	
CNBT 2346 Construction Management III	

Total Credit Hours:..... 64

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Culinary Arts

Commercial Baking

Certificate

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

Commercial Cooking

Certificate

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

Culinary Arts

Associate of Applied Science

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

ADVISORY COMMITTEE

Joe Demarino, Culinary Adviser; Jeffery Sahadi's, owner, Sahadi's Foods; Russell Walker, General Manager, Macaroni Grill; Jimmy Santiago, executive chef at Cimarron; Elvia Berry, Owner of A Berry Catered Affair; James Canter, Executive Chef at Alhambra's; Krista Holmes, Culinary Advisor.

COMMERCIAL BAKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER

Credit Hours

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

SECOND SEMESTER

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

Total Credit Hours: 29

COMMERCIAL COOKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CHEF 1305 Sanitation and Safety	3
CHEF 1301 Basic Food Preparation	3
PSTR 1301 Fundamentals of Baking	3
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 Calculations or MATH 1332	3
ENGL 1301 Composition	3

SECOND SEMESTER

CHEF 2301 Intermediate Food Preparation	3
RSTO 2307 Catering	3
RSTO 2301 Principles of Food and Beverage Controls	3
RSTO 1204 Dining Room Service	2
SPCH 1311 Introduction to Speech Communication or SPCH 1321	3

THIRD SEMESTER

CHEF 1345 International Cuisine	3
PSTR 2331 Advanced Pastry Shop	3
BIOL 1322 Nutrition and Diet Therapy	3
SOCI 1301 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/Entrepreneurship ..	3
Humanities Elective	3
CHEF 2264 CAPSTONE: Practicum II	2

Total Credit Hours: 61

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Diesel Technology

Diesel Technology Certificate and Associate of Applied Science

The Diesel Technology industry is a rapidly growing industry which is requiring a growing number of qualified technicians.

The Diesel Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

ADVISORY COMMITTEE

Clyde Syester, Service Manager Rush Truck Center; Jesus Pena, Sale Department, Holt Cat; Rodrigo Martinez, Shop Foreman, Rush Truck Center; Ted Ackerman, Service Manager, Thermo King; Guadalupe Pena, Service Manager, Holt (Trucks); Juan De Luna, Service Manager, Pioneer Equipment, Guadalupe Guajardo Jr., Service Manager, Holt Cat.

DIESEL TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

DEMR 1401 Diesel Shop Safety and Procedures	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1410 Diesel Engine Testing and Repair I	4
DEMR 1229 Preventative Maintenance	2

SECOND SEMESTER

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

THIRD SEMESTER

DEMR 1435 Automatic Power Shift and Hydrostatic Transmissions I.....	4
DEMR 1417 Basic Brake Systems.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills	3

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours:..... 42

DIESEL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

DEMR 1401 Diesel Shop Safety and Procedures	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1410 Diesel Engine Testing and Repair I	4
DEMR 1229 Preventative Maintenance	2

SECOND SEMESTER

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

THIRD SEMESTER

DEMR 1435 Automatic Power Shift and Hydrostatic Transmissions I.....	4
DEMR 1417 Basic Brake Systems.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills	3
DEMR 1266 CAPSTONE: Practicum	2

FOURTH SEMESTER

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

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Electrician Technology

Electrician Assistant Certificate

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

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to take an examination for licensing after completion of 8,000 hours of field experience under the direct supervision of a Master Electrician.

Electrician Technology Associate of Applied Science

The Electrician Technology Associate of Applied Science degree will further the study of the necessary technical, academic, work habit, communication, and interpersonal skills required for employment in the field. The curriculum will include studies in electrical theory that will advance into complex electrical systems, building upon the knowledge and skills acquired throughout the program. The program will also prepare students to apply technical knowledge and skills to install, operate, maintain, and repair of electric equipment and systems such as residential, commercial, industrial projects, Wind and Solar Technology, electric-power wiring, DC and AC motors, controls and electrical distribution panels. Instruction will also include the study of the principles of electrical systems, wiring, power transmission, safety, industrial and, electrical testing and inspection, and applicable codes and standards.

ADVISORY COMMITTEE

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

ELECTRICIAN ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ELPT 1411	Basic Electrical Theory	4
ELPT 1419	Fundamentals of Electricity I	4
ELPT 1325	Natural Electrical Code I	3
ELPT 1429	Residential Wiring	4

SECOND SEMESTER

ELPT 1420	Fundamentals of Electricity II	4
ELPT 1445	Commercial Wiring	4
ELPT 2325	National Electrical Code II	3
ELPT 2447	CAPSTONE: Electrical Testing and Maintenance	4

THIRD SEMESTER

**Program Elective..... 3-4

Total Credit Hours:... 33-34

**Program Electives

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

ELECTRICIAN TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ELPT 1411	Basic Electrical Theory	4
ELPT 1419	Fundamentals of Electricity I	4
ELPT 1325	Natural Electrical Code I	3
ELPT 1429	Residential Wiring	4

SECOND SEMESTER

ELPT 1420	Fundamentals of Electricity II	4
ELPT 1445	Commercial Wiring	4
ENGL 1301	Composition	3
ELPT 2325	National Electrical Code II	3

THIRD SEMESTER

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

FOURTH SEMESTER

MATH 1332	Contemporary Mathematics	3
HART 1411	Solar Fundamentals	4
WIND 2359	Wind Power Delivery System	3
	Humanities Elective	3

FIFTH SEMESTER

	Social/Behavioral Sciences Elective	3
	*Program Elective	4
ELPT 2264	Practicum	2

Total Credit Hours:..... 66

ELMT 1402	Solar Photovoltaic Systems
ELPT 2437	Electrical Planning & Estimating

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Electronic and Computer Maintenance Technology

Computer and Internet Specialist Certificate

This specialization will provide students with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The student will learn entry-level skills needed to effectively use the latest computer and Internet technology. Graduate will have knowledge in the areas of technology including computer hardware, software, operating systems, networking, basic word processing applications, presentation media, Internet and electronic mail.

Specialization: Computer Maintenance Technology Certificate and Associate of Applied Science

Students who graduate from this specialization will learn the skills necessary to compete in the computer maintenance industry. They will learn skills such as computer repair, maintenance, peripheral installation and troubleshooting, as well as provide hardware and software support for users within their organization.

Specialization: Computer Support Specialist Certificate and Associate of Applied Science

In this specialization, students will learn computer support skills which include repair, maintenance, and support for computer systems and networks. Students will take courses to learn how to properly install and troubleshoot computer systems, software, peripherals, and networks as well as provide technical support for users within their organization.

Mechatronics Technology Specialist Certificate

This specialization is a blend of mechanics and electronics. Mechatronics implements techniques in precision mechanical engineering, controls theory, computer maintenance and electronics technology. This program will prepare students with the hands-on training they need to work in this industry. Graduates may find employment as technicians assisting engineers.

Specialization: Telecommunication Technology Specialist Certificate

Convergence is the combination of telecom, data processing and imaging technologies and placing all of these into one operating platform. It includes traditional telecommunication systems such as telephony and broadband and adds networking services to be placed on these technologies. Students will take courses in convergent technology and learn the latest telecommunication trends which voice, data and images are combined to deliver many services to end users.

ADVISORY COMMITTEE

Jose Lucio Gonzalez, Systems Specialist, South Texas College, Jaime Hinojosa, IT Manager, Elsa State Bank; Eric Rodriguez, Owner, PC Station, Rio Grande City; Maby Rosenbaum, Project Manager, Insight Networking, McAllen, Rio Grande City; Edi Sanjoto, Advanced Manufacturing Engineering Manager, Alps Automotive Company, McAllen

COMPUTER AND INTERNET SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1407	Electronic and Computer Skills	4
CPMT 1411	Introduction to Computer Maintenance	4

Total Credit Hours:..... 16

COMPUTER 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**

EECT 1407	Convergence Technologies	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

COMPUTER MAINTENANCE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1407	Electronic and Computer Skills	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER

CPMT 1445	Computer Systems Maintenance	4
CPMT 1447	Computer System Peripherals.....	4
CPMT 1449	Computer Networking Technology.....	4
EECT 1440	Telecommunications Transmission Media.....	4
CPMT 1166	CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours:..... 33

MECHATRONICS TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

CPMT 1411	Introduction to Computer Maintenance	4
CETT 1409	DC/AC Circuits.....	4
CETT 1425	Digital Fundamentals.....	4
CPMT 1407	Electronic and Computer Skills	4

SECOND SEMESTER

EECT 1440	Telecommunications Transmission Media.....	4
RBTC 1405	Robotic Fundamentals.....	4
CPMT 1404	Microcomputer System Software.....	4
CETT 2189	CAPSTONE: Internship	1

Total Credit Hours: 29

TELECOMMUNICATION TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

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
EECT 1407	Convergence Technologies	4
EECT 1403	Introduction to Telecommunications	4
EECT 2188	CAPSTONE: Communication Engineering Technology	1

Total Credit Hours: 29

Electronic and Computer Maintenance
Technology

Specialization: **COMPUTER
MAINTENANCE
TECHNOLOGY**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software	4
CPMT 1407	Electronic and Computer Skills	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER

CPMT 1445	Computer Systems Maintenance	4
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
EECT 1440	Telecommunications Transmission Media	4

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3

THIRD SEMESTER

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

FOURTH SEMESTER

CPMT 2350	Industry Certification Preparation	3
SPCH 1311	<u>Introduction to Speech Communication</u>	3
ENGL 1301	<u>Composition</u>	3
MATH 1332	<u>Contemporary Mathematics or Math 1414</u>	3-4
CPMT 2166	CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours: ... 63-64

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Electronic and Computer Maintenance
Technology

Specialization: **COMPUTER
SUPPORT
SPECIALIST**

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
EECT 1440	Telecommunications Transmission Media	4
ITNW 1425	Fundamentals of Networking Technologies	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER

EECT 1407	Convergence Technologies	4
CPMT 1445	Computer Systems Maintenance	4
ITNW 2421	Networking with TCP/IP	4
CPMT 1449	Computer Networking Technology	4

SUMMER SESSION I

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

Total Credit Hours: ... 65-66

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Fire Science

Fire Science Certificate

This program is designed to prepare students for the firefighting occupation. Students of the Fire Science Program will learn the functions of all the fire equipment, including the fire apparatus as well as both the theory and practical application of firefighting technology. The program will prepare students for firefighter certifications according to the standards from the Texas Commission on Fire Protection. This program will provide training to newly hired firefighters from the local departments as well as provide ongoing training to current veteran firefighters who serve in either a professional or volunteer capacity.

ADVISORY COMMITTEE

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

FIRE SCIENCE

CERTIFICATE

TSI EXEMPT

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

Total Credit Hours:..... 26

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate and Associate of Applied Science

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems.

Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

ADVISORY COMMITTEE

Rodolfo Cantu, Chairperson, RBC Services, Alamo; Hector Becerra, Vice-Chairperson, Hectors Air Conditioning, McAllen; Patricia Serna, Secretary, Gemaire Supply, McAllen; Robert Villarreal, Member, Inscos Distributing, McAllen; Baldemar Munoz, Member, Delta Air, Pharr; Mark Hernandez, Member, Checkmark Refrigeration LLC, Weslaco; Willy G. Gonzalez, Member, Johnstone Supply, Pharr; Anival Perez, Member, Goodman Distributing, Mission; Albert Cortez, Member, South Texas College, McAllen; Edgar Zamora, Member, Extreme Air, Alton.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1410 HVAC Shop Practices and Tools	4

SECOND SEMESTER

HART 1445 Gas and Electrical Heating	4
HART 2431 Advanced Electricity for HVAC	4
HART 2445 Air Conditioning Systems Design.....	4

THIRD SEMESTER

HART 2434 Advanced Air Conditioning Controls	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning	4
HART 2442 Commercial Refrigeration	4

Total Credit Hours:..... 40

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles.....	4
HART 1410 HVAC Shop Practices and Tools	4
<u>ENGL 1301 Composition</u>	3

SECOND SEMESTER

HART 1445 Gas and Electrical Heating	4
HART 2431 Advanced Electricity for HVAC	4
HART 2445 Air Conditioning Systems Design.....	4
<u>MATH 1414 College Algebra</u>	4

THIRD SEMESTER

HART 2434 Advanced Air Conditioning Controls	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning	4
HART 2442 Commercial Refrigeration	4

FOURTH SEMESTER

HART 2443 Industrial Air Conditioning	4
<u>Humanities Elective</u>	3
<u>Social/Behavior</u>	
<u>Sciences Elective</u>	3
<u>SPCH 1318 Interpersonal Communications</u>	3

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Human Resources

Human Resources

Certificate and Associate of Applied Science

The Human Resources Program will prepare students for a career in the Human Resources Industry.

This program will prepare students to be Human Resources Technicians, Human Resources Assistants, Human Resources Specialists, Human Resources Employment Specialists, and Human Resources Benefits Coordinators. The program will assist students in preparation to take the PHR exam.

ADVISORY COMMITTEE

Yvonne Gonzalez, General Electric (Chairperson); Todd Miller, First National Bank; Matt Foerster, Express Personnel; Adrian Aguilar, Texas Workforce Commission

HUMAN RESOURCES ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	3
BMGT 1391	Business Conduct.....	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2301	Human Resource Management.....	3
BMGT 1301	Supervision.....	3

SECOND SEMESTER

HRPO 1311	Human Relations	3
HRPO 2303	Employment Practices	3
BMGT 1305	Communications in Management.....	3
HRPO 2307	Organizational Behavior	3
HRPO 2371	Human Resource Laws	3
HRPO 1280	Human Resource Coop	2

Total Credit Hours:..... 33

HUMAN RESOURCES SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition.....	3
HRPO 2301	Human Resource Management ..	3
HRPO 1306	Basic Mediator Training	3
BMGT 1301	Supervision.....	3
ACNT 1303	Introduction to Accounting I	3

SECOND SEMESTER

ACNT 1329	Payroll and Business Tax Accounting.....	3
HRPO 1302	Human Resources Training and Development.....	3
SPCH 1321	Business and Professional Speaking.....	3
HRPO 1305	Management and Labor Relations.....	3
HRPO 2303	Employment Practices.....	3

THIRD SEMESTER

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

FOURTH SEMESTER

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

Total Credit Hours:..... 60

Identifies courses to fulfill 15 credit hour General Education Requirement.

**Human Resource Elective Options

HRPO 1311	Human Relations
HRPO 2331	International Human Resource Management
HRPO 2372	Risk Management

Manufacturing Technology

The Precision Manufacturing Technology program is the first in the State of Texas to earn NIMS accreditation.

The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies an individual skills against standards and accredits programs that meet its quality requirements. NIMS stakeholders represent over 6,000 American companies.

The Precision Manufacturing Certificate program, provides an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers to read and use industrial prints, and gain technical skills.

Precision Manufacturing Technology Certificate

This curriculum offers training on a variety of machine tools commonly used in most shops with an emphasis on practical machining skills. Classroom analysis of various jobs and machine operations increases the student's capabilities as a machinist. General mathematics and communications skills are included to prepare students to work with technical advances in the machining industry. Students are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

Precision Manufacturing Technology Associate of Applied Science

This is designed to provide students with the opportunity for hands-on experience necessary for employment as a technician in the computer-enhanced manufacturing process. Full size equipment is utilized. Through the integration of mathematics, metallurgy, programmable machinery, shop skills, and computer-assisted machining techniques, students can acquire the necessary skills for employment in an industrial environment. Graduates are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty.

Technical coursework includes: machine tool labs, AutoCAD, CNC programming and operation, parametric solid modeling, and manufacturing materials and processes. Specialty coursework includes: CAD/CAM, tool and fixture design, and advanced machine tooling.

ADVISORY COMMITTEE

Luiz Zeledon, Karlee; Julio Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Victor A Hernandez Fabrication Manager Emerson Systems North America (EPS/ESNA); Mike Willis, Director of STMA-STMA; Janie Ramos McAllen Economic Development Corporation; Luis Rodriguez, Production Manager-Humanetics Inc; Stew Mckee Windsor Mold FX; Angela kuo, Marketing Director Kings Prosperity

PRECISION MANUFACTURING TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

DFTG 1425 Blueprint Reading and Sketching.....	4
MCHN 1301 Beginning Machine Shop.....	3
MCHN 1438 Basic Machine Shop I	4
MCHN 1320 Precision Tools and Measurement.....	3

SECOND SEMESTER

DFTG 1313 Drafting for Specific Occupations	3
MCHN 1452 CAPSTONE: Intermediate Machining I	4
DEMR 1301 Shop Safety & Procedures	3
MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls.....	4

Total Credit Hours:..... 28

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

DFTG 1425 Blueprint Reading and Sketching.....	4
MCHN 1438 Basic Machine Shop I	4
MCHN 1301 Beginning Machine Shop.....	3
MCHN 1320 Precision Tools and Measurements.....	3

SECOND SEMESTER

DFTG 1313 Drafting for Specific Occupations	3
MCHN 1452 Intermediate Machining I	4
DEMR 1301 Shop Safety & Procedures	3
MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls.....	4

SUMMER SESSION I

ENGL 1301 Composition.....	3
SPCH 1311 Introduction to Speech Communication.....	3
Social/Behavioral Science Elective	3

THIRD SEMESTER

MCHN 1319 Manufacturing Material and Processes.....	3
MCHN 1326 Introduction to Computer Aided Manufacturing (CAM).....	3
MCHN 2547 Specialized Tools and Fixtures	5
MCHN 2341 Advanced Machining I	3

FOURTH SEMESTER

Humanities Elective	3
Program Elective***	3
Math/Natural Sciences Elective... ..	4
MCHN 2382 CAPSTONE: Cooperative Education II.....	3

Total Credit Hours:..... 64

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

***PROGRAM ELECTIVES:

PLTC 1445 Plastic Processes I	4
PLTC 2346 Plastic Processes II	3
MCHN 2345 Advanced Machining II	3
DFTG 2402 Machine Drafting.....	4
MCHN 2344 Computerized Numerical Control Programming.....	3

Paralegal

Paralegal

Associate of Applied Science

The Paralegal Associate of Applied Science is a two-year program that prepares men and women for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking, and skills in legal research and writing.

ADVISORY COMMITTEE

Frederick J. Biel, Atlas & Hall; Luanna Castellano, Gonzalez & Palacios, L.L.P.; David E. Cazares, Law Office of David Cazares; Rachel Maldonado, Paralegal, Vidaurri, Lyde, Gault & Quintana; and Mary Ellen Stocker, City of McAllen.

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

POFT 1319	Records and Information Management I.....	3
SPAN 1311	Beg. Spanish I for Spanish Speakers or ARTS 1301	3
POFI 2301	Word Processing	3
LGLA 1307	Introduction to Law and Legal Professions	3
POFT 1301	Business English	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing	3
LGLA 1303	Legal Research.....	3
LGLA 1342	Federal Civil Litigation	3
POFT 2312	Business Correspondence and Communication.....	3
	Mathematics/Natural Sciences Elective	4

SUMMER SESSION I

LGLA 1344	Texas Civil Litigation	3
SPCH 1321	Business & Professional Speaking.....	3

THIRD SEMESTER

ENGL 1301	Composition.....	3
LGLA 1353	Wills, Trusts & Probate Administration	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 2313	Criminal Law and Procedures.....	3
LGLA 1305	Legal Writing.....	3

FOURTH SEMESTER

LGLA 1355	Family Law.....	3
LGLA 2307	Law Office Management.....	3
LGLA 2311	Business Organizations	3
LGLA 2309	Real Property.....	3
LGLA 2331	Advanced Legal Research and Writing.....	3

SUMMER SESSION II

PSYC 2301	General Psychology.....	3
LGLA 2266	Practicum: Paralegal.....	2

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Plumber Assistant

Plumber Assistant Certificate

The Plumber Assistant Certificate will prepare students for careers in Plumbing with skills to work with materials, tools, and fixtures used in plumbing systems such as drain, water, and gas distribution for the purpose of installation and maintenance. 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. Plumbers specialized in pipe laying, pipe fitting, and steam fitting. Regardless of the type of work they do, plumbers need to be able to read blueprints, follow instructions from builders or contractors, plan out the work to be done, and be capable and efficient.

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 and pipe) as does the combination certificate.

Students will perform fillets, lap, corner and tee's joint welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

ADVISORY COMMITTEE

Alejandro Soto, Welding Instructor, McHi; Reynaldo Rivera, Chairman, American Welding Society and Sales Representative, Matheson Tri Gas; Eloy Reyna, Sales Representative, Weldinghouse, Inc.; Jeremy Koester, Sales Representative, Airgas; Rene Hernandez, District Manager, Miller; Carlos Vento, Sales Representative, AOC Welding Supply

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
WLDG 2452	Advanced Flux Cored Arc Welding (FCAW)	4

Total Credit Hours: 42

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	4

Total Credit Hours: 30

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American Sign Language and Interpreter Studies

Trilingual Interpreter

Certificate

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his or her professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires a minimum language proficiency in both American Sign Language and Spanish.

Specialization:

Sign Language Interpreter

Associate of Applied Science

The AAS degree in Sign Language Interpreter Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation, the State Certification Basic Exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes. The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

Specialization:

Deaf Support Specialist

Associate of Applied Science

The AAS degree in Deaf Support Specialist Specialization is comprised of a combination of technical and general education courses. The degree requires 72 semester hours of designated coursework. Students must pass a mid-program evaluation and a program exit exam

in order to complete degree requirements. In addition, students will acquire social, cultural and educational foundations necessary for working with Deaf and Hard of Hearing consumers in a variety of settings. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to provide the student with sign language communication skills necessary to communicate with a broad cross-section of Deaf consumers. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

The Associates of Applied Science Degree, Deaf Support Specialist Option is for individuals seeking employment as an advocate, job coach, mentor and/or para-professional to Deaf consumers. Successful completion of degree requirements ensures that the student is knowledgeable of linguistic and cultural aspects pertinent to the Deaf Community. Successful candidates will have also achieved proficiency in the expression and comprehension of American Sign Language.

ADVISORY COMMITTEE

MEMBERS:

Rosemary Linan Landa, Certified Interpreter; Carol Linan, Certified Interpreter; Cristina Y. Ordaz, Certified Interpreter; Chris Ardis, American Sign Language Teacher; Pat Zenor, Deputy Director for Administration for VAIL; Jennifer Powell, Deaf Support Specialist for VAIL; Sergio Saldana, ASL Instructor

EX-OFFICIO MEMBERS:

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences; Dr. Jerry Zenor, ASL Instructor; Roland Quesada, STC Interpreter; Oscar Hernández, Director of Student Learning Outcomes & Assessment; Robert P. Cantú, Instructor & Program Developer.

TRILINGUAL INTERPRETER*

CERTIFICATE

TSI LIABLE

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his/her professional work. This certificate is also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests. Please note pre-requisites listed in the course description **.

FIRST SEMESTER	Credit Hours
SLNG 2370 Trilingual Interpreting I	3
SLNG 2373 Latino Interpreting Issues	3
SPAN 2311 Intermediate Spanish I (for Trilingual Certificate) **	3

SECOND SEMESTER	
SLNG 2372 Trilingual Interpreting II	3
SPAN 2312 Intermediate Spanish II (for Trilingual Certificate) **	3

Total Credit Hours:..... 15

*To be eligible for the Enhanced Trilingual Interpreter Certificate, the student must be a State Level I/Basic Certified Interpreter or have completed an accredited Interpreter Training Program. Students may obtain an Associate of Applied Science Degree without the Enhanced Trilingual Interpreter Certificate.

** Span. 2316 & Span. 2317 (Career Spanish I & II for Trilingual Majors) is required before Span. 2311.

American Sign Language and Interpreting Studies

Specialization:

DEAF SUPPORT SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
ENGL 1301 Composition	3
DRAM 1351 Acting I	3
SPCH 1318 Interpersonal Communication	3
SLNG 1304 American Sign Language (ASL) I	3
SLNG 1300 Fundamentals for Deaf Support Specialists/Service Providers	3

SECOND SEMESTER	
SLNG 1305 American Sign Language (ASL) II	3
SLNG 1311 Fingerspelling & Numbers	3
BIOL 2401 Anatomy and Physiology I	4
PSYC 2301 General Psychology	3
SLNG 1315 Visual/Gestural Communication ..	3

SUMMER SESSION I	
SLNG 1344 American Sign Language (ASL) III or SGNL 2301	3
PHIL 2306 Introduction to Ethics	3
SLNG 1347 Deaf Culture	3
SLNG 1207 Intra-Lingual Skills for Interpreters	2

THIRD SEMESTER	
SLNG 2187 Internship I	1
SLNG 1317 Introduction to the Deaf Community	3
SLNG 1345 American Sign Language (ASL) IV or SGNL 2302	3
SPAN 2316 Career Spanish I (for Deaf Support Specialist)	3
SLNG 1350 Sign-to-Voice	3

FOURTH SEMESTER	
SLNG 2188 Internship II	1
SLNG 2303 Transliterating	3
SLNG 2434 American Sign Language (ASL) V	4
SPAN 2317 Career Spanish II (for Deaf Support Specialist)	3
SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Provider	3

SUMMER SESSION II	
SLNG 2189 Internship III	1

Total Credit Hours:..... 70

Identifies courses to fulfill minimum 15 credit hour
general education requirement

American Sign Language and
Interpreting Studies

Specialization:

SIGN LANGUAGE INTERPRETER

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition.....	3
DRAM 1351	Acting I.....	3
SPCH 1318	Interpersonal Communications....	3
SLNG 1304	American Sign Language (ASL) I.....	3
SLNG 1321	Introduction to the Interpreting Profession.....	3

SECOND SEMESTER

SLNG 1305	American Sign Language (ASL) II.....	3
SLNG 1311	Fingerspelling & Numbers	3
BIOL 2401	Anatomy and Physiology I	4
PSYC 2301	General Psychology.....	3
SLNG 1315	Visual/Gestural Communication ..	3

SUMMER SESSION I

SLNG 1344	American Sign Language (ASL) III or SGNL 2301.....	3
PHIL 2306	Introduction to Ethics	3
SLNG 1347	Deaf Culture.....	3

THIRD SEMESTER

SLNG 2187	Internship I.....	1
SLNG 2401	Interpreting I.....	4
SLNG 1345	American Sign Language (ASL) IV or SGNL 2302.....	3
SLNG 2411	Interpreting in Specialized Settings	4
SLNG 1350	Sign-to-Voice	3

FOURTH SEMESTER

SLNG 2188	Internship II.....	1
SLNG 2402	Interpreting II.....	4
SLNG 2303	Transliterating	3
SLNG 2434	American Sign Language (ASL) V	4

SUMMER SESSION II

SLNG 2189	Internship III.....	1
SLNG 2431	Interpreting III.....	4

Total Credit Hours:..... 72

Identifies courses to fulfill minimum 15 credit hour
general education requirement

Anthropology

Anthropology, Field of Study **Associate of Arts**

Anthropology is the study of our species, Homo sapiens, our ancestors like the Neanderthals and other primates. Anthropology studies the primordial origins of humans, how we evolved, how we migrated across the planet, and why we differ genetically, physically and culturally.

Anthropology is broken down into four subfields: cultural anthropology, the study of world cultures and how humans adapt to their environments; biological anthropology, the study of human evolution and genetics; archaeology, the study of the material remains of ancient civilizations and contemporary populations; and linguistic anthropology, the study of how language shapes culture and how cultures change language over the centuries.

Anthropologists work for tribal councils, Federal organizations, cultural, wildlife and fisheries bureaus, for nonprofit agencies, for the United Nations, for international marketing and business firms, for forensics labs, universities and many other fields of employment. Globalization has made Anthropology one of the most sought-after degrees of the 21st century.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Anthropology Concentration:

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

- ANTH 2301 Physical Anthropology
- ANTH 2302 Introduction to Archeology
- ANTH 2351 Cultural Anthropology
- HUMA 2323 World Cultures
- SOCI 1301 Introductory Sociology

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

ANTHROPOLOGY

Field of Study

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
ANTH 2301	Physical Anthropology	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
SOCI 1301	Introductory Sociology	3
	Social & Behavioral Science Elective-Core Curriculum	3

THIRD SEMESTER

	Speech Elective-Core Curriculum	3
	Visual & Performing Arts Elective- Core Curriculum	3
	Humanities Elective- Core Curriculum	3

FOURTH SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective- Core Curriculum	3-4
ANTH 2302	Introduction to Archeology	3
	Natural Sciences Elective- Core Curriculum	4

FIFTH SEMESTER

GOVT 2306	Texas Government	3
HUMA 2323	World Cultures	3
ANTH 2351	Cultural Anthropology	3
	Natural Sciences Elective- Core Curriculum	4
	*Free Elective-Field of Study (if required)	1

Child Development

The Child Development Department is committed to improving and promoting the quality of services and programs for young children and families in the communities we serve by educating and training individuals for early childhood professions and by partnering with childcare businesses and social service agencies.

Specialization: Infant and Toddler Certificate

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from birth through age three. The graduate will know and be able to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA) after taking CDEC 1417 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses and CDEC 2304 transfer to the Associate of Applied Science Degree in Child Development.

TSI exempt.

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 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 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

TSI exempt.

Child Development Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to eight years of age. Emphasis is placed on the importance and need for early childhood education and quality care of young children. Graduates will know and be able to promote child development and learning, build family and community relationships, observe, document, and assess children, use developmentally effective approaches to connect with children and families, use content knowledge to build meaningful curriculum and become a professional and advocate for young children. Students will be prepared to find jobs in private kindergartens and in child care centers and early childhood programs such as Head Start programs and preschool programs. This degree meets the No Child Left Behind Act requirements for teacher aides and other paraprofessionals in public schools. Prior to field site placement, all students participating in Field Study courses must have a negative TB test and no criminal record.

ADVISORY COMMITTEE

Dana Anthony, Chairperson, TDFPS Child Care Licensing; Sylvia Garza, Staff Development Hidalgo County Head Start; Gloria Villarreal, Director of TMC Head Start and Early Head Start; Pattie Rosenlund, Director of Easter Seals Rio Grande Valley; Rosaura Garcia, Student from Child Development Program; Leticia Sanchez, Director, Discovery School.

Child Development

Specialization:

INFANT AND TODDLER

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1166 Field Study I*	1
CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1356 Emergent Literacy for Early Child	3
CDEC 2304 Child Abuse and Neglect	3
CDEC 1417 Child Development Associate Training I**	4

SECOND SEMESTER

TECA 1318 Wellness of the Young Child	3
CDEC 1321 The Infant & Toddler	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1167 CAPSTONE: Field Study II*	1
CDEC 2422 Child Development Associate Training II**	4

Total Credit Hours: ... 23-31

* By arrangement, all Field Study courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment. A TB test and criminal background check will be required.

** Class required only for students pursuing CDA credential.

Child Development

Specialization:

PRESCHOOL

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1166 Field Study I*	1
CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1359 Children with Special Needs	3
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 1417 Child Development Associate Training I**	4

SECOND SEMESTER

CDEC 1313 Curriculum Resources for Early Childhood Programs	3
TECA 1318 Wellness of the Young Child	3
CDEC 2307 Math and Science for Early Childhood	3
CDEC 2166 CAPSTONE: Field Study III*	1
CDEC 2422 Child Development Associate Training II**	4

Total Credit Hours: ... 23-31

* By arrangement, all Field Study courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment. A TB test and criminal background check will be required.

** Class required only for students pursuing CDA credential.

CHILD DEVELOPMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

CDEC 1166	Field Study I*	1
TECA 1354	Child Growth and Development...	3
TECA 1311	Educating Young Children	3
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>PSYC 2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

TECA 1318	Wellness of the Young Child	3
TECA 1303	Family, School, and Community ..	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
EDUC 1325	Principles and Practices of Multi-Cultural Education	3
	<u>Math/Natural Science Elective</u>	3
CDEC 1167	Field Study II*	1

THIRD SEMESTER

CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math and Science for Early Childhood	3
CDEC 1359	Children with Special Needs	3
CDEC 1323	Observation and Assessment	3
CDEC 2166	Field Study 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
	<u>Humanities Elective</u>	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 courses will be conducted at a pre-approved site. Field Study I should be taken during the first semester of enrollment. A criminal background check will be required.

Communication

Advertising/Public Relations, Field of Study Associate of Arts

The Associate of Arts with a field of study in Advertising/ Public Relations Concentration is a focused program of study which provides a strong undergraduate foundation in writing for all forms of media and the integration of concepts and theories necessary to promote a positive image for clients.

Classes prepare students for transfer to four-year institutions and entry into careers in which competence, clarity and influence are important, such as advertising, public relations, business, health, law, entertainment industry and media. Some variation in requirements may exist a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

Communication Studies, Field of Study Associate of Arts

The Associate of Arts degree in Communication with a speech concentration is a focused program of study which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills.

Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

ADVERTISING/PUBLIC RELATIONS

Field of Study

ASSOCIATE OF ARTS

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

TSI LIABLE

FIELD OF STUDY

Courses of Study 18 Credits

- COMM 1307 Introduction to Mass Communication
- COMM 2330 Introduction to Public Relations
- COMM 2327 Introduction to Advertising
- COMM 2305 Editing and Layout
- COMM 2339 Writing for Radio, TV and Film
- COMM 2289 Academic Cooperative Kinesiology (1 Credit)

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on pages 83 in the STC 2011-2012 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Speech Communication majors must take Speech 1311 – Introduction to Speech Communication to fulfill the Speech component of the core curriculum.

It is recommended that students take ARTS 2313-Design Communications I, ARTS 2348-Digital Art I, or ARTS 2356-Photography I to fulfill the Visual and Performing Arts component of the Core Curriculum.

Field of Study: 18
STC Core Curriculum: 44-45
Total Credit Hours: 62-63

ADVERTISING/PUBLIC RELATIONS Recommended Course Sequence

FIRST SEMESTER Credit Hours

- ENGL 1301 Composition..... 3
- SPCH 1311 Intro to Speech Communication*.. 3
- HIST 1301 United States History I..... 3
- Humanities Elective –
Core Curriculum..... 3
- COSC 1301 Microcomputer Applications
or COSC 1336..... 3

SECOND SEMESTER

- ENGL 1302 Composition II & Rhetoric 3
- COMM 1307 Introduction to Mass
Communication* 3
- HIST 1302 United States History II..... 3
- Social & Behavioral Sciences
Elective – Core Curriculum..... 3
- MATH 1442 Statistics or approved Math
Elective – Core Curriculum..... 3-4

THIRD SEMESTER

- GOVT 2305 Federal Government..... 3
- COMM 2330 Introduction to Public Relations*.. 3
- COMM 2327 Introduction to Advertising* 3
- Natural Sciences Elective –
Core Curriculum..... 4
- Visual & Performing Arts
Elective – Core Curriculum** 3

FOURTH SEMESTER

- GOVT 2306 Texas Government..... 3
- COMM 2305 Editing & Layout* 3
- COMM 2339 Writing for Radio, TV and Film..... 3
- Natural Sciences Elective –
Core Curriculum* 4
- COMM 2289 Academic Cooperative* 2
- Kinesiology Elective..... 1

*Field of Study Courses

**Recommended: ARTS 2313-Design Communications I, ARTS 2348-Digital Art I, or ARTS 2356-Photography I

COMMUNICATION STUDIES

Field of Study

ASSOCIATE OF ARTS

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

TSI LIABLE

FIELD OF STUDY

Courses of Study 17 Credits

- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communication
- SPCH 1321 Business and Professional Speaking
- SPCH 2301 Introduction to Technology and Human Communication or SPCH 2333 Discussion and Small Group Communication
- SPCH 2335 Argument and Debate
- SPCH 2289 Academic Cooperative

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 credit hours from the STC Core Curriculum listed on pages 83 in the STC 2011-2012 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Speech Communication majors must take Speech 1311 – Introduction to Speech Communication to fulfill the Speech component of the core curriculum.

Field of Study: 17

STC Core Curriculum: 45

Total Credit Hours: 62

Communication Studies Recommended Course Sequence

FIRST SEMESTER Credit Hours

- ENGL 1301 Composition..... 3
- SPCH 1311 Intro to Speech Communication*.. 3
- HIST 1301 United States History I..... 3
- Humanities Elective –
Core Curriculum..... 3
- COSC 1301 Microcomputer Applications
(or COSC 1336)..... 3

SECOND SEMESTER

- ENGL 1302 Composition II & Rhetoric..... 3
- SPCH 1318 Interpersonal Communication* 3
- HIST 1302 United States History II..... 3
- Social & Behavioral Sciences
Elective – Core Curriculum..... 3
- MATH 1442 Statistics 4

THIRD SEMESTER

- GOVT 2305 Federal Government..... 3
- SPCH 1315 Public Speaking*..... 3
- SPCH 2333 Discussion and Small Group
Communication* or SPCH 2301*.. 3
- Natural Sciences Elective –
Core Curriculum..... 4
- Visual & Performing Arts Elective –
Core Curriculum..... 3

FOURTH SEMESTER

- GOVT 2306 Texas Government..... 3
- SPCH 1321 Business & Professional
Speaking* 3
- SPCH 2335 Argument & Debate*..... 3
- Natural Sciences Elective –
Core Curriculum..... 4
- SPCH 2289 Academic Cooperative* 2

*Field of Study Courses

Criminal Justice

Criminal Justice, Field of Study Associate of Arts

The need for college-level training in the field of Criminal Justice has grown dramatically. Law enforcement, correctional, probation and parole agencies have recognized the value of college training for their employees.

Criminal Justice careers can encompass a variety of jobs. The employment possibilities within the traditional police courts and corrections areas are being expanded with opportunities in private business. From police officers to private detectives, youth care workers to security guards, these people help our society run smoothly and within the realms of the law.

Graduates of a criminal justice program find employment opportunities in law enforcement at the federal, state and local level, adult and juvenile correctional facilities, community correctional programs, child advocacy, juvenile agencies, victim advocacy, protective services and other service agencies.

After completion of the Criminal Justice Associate Degree program, students may transfer to a four-year institution or they will have the basic knowledge to enter any public safety agency at the federal, state, and local level, as well as agencies in the private sector of insurance and security technology.

CRIMINAL JUSTICE

Field of Study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-16 credits

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

- *CRIJ 1301 Introduction to Criminal Justice
- *CRIJ 1306 Court Systems and Practices
- *CRIJ 2313 Correctional Systems and Practices
- *CRIJ 2328 Police Systems and Practices
- *CRIJ 1310 Fundamentals of Criminal Law

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 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. It is strongly recommended that Criminal Justice majors take MATH 1414 - College Algebra, MATH 1442- Statistics, or higher to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Criminal Justice

Recommended Course Sequence

FIRST SEMESTER Credit Hours

COSC 1301	Microcomputer Applications.....	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition.....	3
CRIJ 1301	Introduction to Criminal Justice....	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2305	Federal Government	3
	*Criminal Justice Elective- Field of Study.....	3

THIRD SEMESTER

	Visual & Performing Arts Elective- Core Curriculum	3
	Humanities Elective- Core Curriculum.....	3
	Speech Elective- Core Curriculum.....	3

FOURTH SEMESTER

	Mathematics Elective- Core Curriculum.....	3-4
	<u>(Strongly Recommended: MATH 1414, 1442 or higher)</u>	
	Natural Sciences Elective- Core Curriculum	4
SOCI 1301	Introductory Sociology	3
	*Criminal Justice Elective- Field of Study.....	3

FIFTH SEMESTER

GOVT 2306	Texas Government.....	3
	Natural Sciences Elective- Core Curriculum	4
	*Criminal Justice Elective- Field of Study.....	3
	*Criminal Justice Elective- Field of Study.....	3
	*Free Elective-Field of Study (If required).....	1

*Courses to be chosen from Field of Study

Drama

Drama, Field of Study **Associate of Arts**

The program is intended to enable students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound theater practices. This degree is useful to an individual seeking employment in the entertainment and media industries. As with any liberal arts degree, salaries vary according to the field chosen by the degree holder.

With an Associate of Arts degree in Drama from STC, students will have attained the pre-professional foundation skills necessary to compete for beginning positions as technicians and/or performers.

In addition to career options in the field of Drama, students with AA-Drama degrees may also choose to pursue advanced degrees in related fields such as television, film, radio, industrial presentations, arts management, and public relations.

Students who desire a career as Drama educators and who earn a Bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a BA or BFA degree in Drama can also expect to be marketable in the business or corporate world in areas requiring a combination of verbal, visual and leadership skills. The AA and BA/BFA degrees also serve as the foundation for specialized studies in Drama such as Scene & Lighting Design, Costume Design, Technical Direction, Playwriting, Directing, Performance, Arts Management and Dramaturgy. Completion of the MA/MFA and Ph.D. coursework would make the graduates eligible for teaching positions at colleges and universities.

DRAMA *Field of Study*

ASSOCIATE OF ARTS

FIELD OF STUDY **15-16 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)

*Kinesiology Elective - Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM **44-45 credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on page 83 in the STC 2009-2010 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: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

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 2305 Federal Government 3
Natural Sciences Elective-
Core Curriculum 4
Mathematics Elective-

FOURTH SEMESTER

- DRAM 2366 Film Appreciation (even years) or
DRAM 2389 Academic
Cooperative/ Production
Workshop (odd years) 3
- GOVT 2306 Texas Government 3
Humanities Elective-
Core Curriculum 3
Natural Sciences Elective-
Core Curriculum 4
*Kinesiology Elective- Field of
Study (if required) 1

Education

Associate of Arts in Teaching

- **EC-6 Generalist***
- **4-8 Generalist***
- **Grades 8-12***

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 45 hours of recommended courses from the core curriculum and 15-18 hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take a minimum of up to 60 hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive a Substitute Teaching Certificate upon completion of EDUC 1301.

*It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTPA, UTB and TAMUK.

EC-6 GENERALIST

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY 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
	Natural Sciences Elective- 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 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

EC-6 Generalist *Recommended Course Sequence*

FIRST SEMESTER Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
	Natural Sciences Elective- Core Curriculum	4

SECOND SEMESTER

EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II - Rhetoric	3
	Mathematics Elective- Core Curriculum	3-4
	Natural Sciences Elective- Core Curriculum	4

THIRD SEMESTER

COSC 1301	Microcomputer Applications	3
	Speech Elective- Core Curriculum	3
	Visual & Performing Arts Elective- Core Curriculum	3

FOURTH SEMESTER

	Humanities Elective- Core Curriculum	3
	Natural Sciences Elective- Field of Study	4
GOVT 2305	Federal Government	3
MATH 1350	Fundamentals of Mathematics I ...	3

FIFTH SEMESTER

GOVT 2306	Texas Government	3
MATH 1351	Fundamentals of Mathematics II	3
HIST 1302	United States History II	3
	Social & Behavioral Science Elective-Core Curriculum	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
Natural Sciences Elective- 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 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

4-8 Generalist

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- EDUC 1301 Introduction to the Teaching Profession 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
Natural Sciences Elective-
Core Curriculum..... 4

SECOND SEMESTER

- EDUC 2301 Introduction to Special Populations 3
- ENGL 1302 Composition II-Rhetoric 3
Mathematics Elective- Core
Curriculum 3-4
Natural Sciences Elective-
Core Curriculum..... 4

THIRD SEMESTER

- COSC 1301 Microcomputer Applications 3
Speech Elective- Core
Curriculum 3
Visual & Performing Arts Elective-
Core Curriculum..... 3

FOURTH SEMESTER

- Humanities Elective-
Core Curriculum 3
Natural Sciences Elective-
Field of Study..... 4
- GOVT 2305 Federal Government 3
- MATH 1350 Fundamentals of Mathematics I... 3

FIFTH SEMESTER

- GOVT 2306 Texas Government..... 3
- MATH 1351 Fundamentals of
Mathematics II 3
- HIST 1302 United States History II 3
Social & Behavioral Science
Elective-Core Curriculum..... 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 12 credits

The student must select 4 electives (12 credits) from their intended content area teaching field/academic discipline.

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 field of study requirements.

Field of Study: 18

STC Core Curriculum: 44-45

Total Credit Hours: 62-63

Grades 8-12

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- EDUC 1301 Introduction to the
Teaching Profession 3
- Speech Elective- Core
Curriculum 3
- HIST 1301 United States History I..... 3
- ENGL 1301 Composition..... 3

SECOND SEMESTER

- EDUC 2301 Introduction to
Special Populations 3
- HIST 1302 United States History II..... 3
- ENGL 1302 Composition II-Rhetoric 3
- Mathematics Elective -
Core Curriculum..... 3-4

THIRD SEMESTER

- COSC 1301 Microcomputer Applications..... 3
- Visual & Performing Arts Elective-
Core Curriculum..... 3
- Humanities Elective -
Core Curriculum..... 3

FOURTH SEMESTER

- Natural Sciences Elective-
Core Curriculum..... 4
- GOVT 2305 Federal Government..... 3
- Social & Behavioral Sciences
Elective-Core Curriculum..... 3
- Content Area Elective-
Field of Study..... 3

FIFTH SEMESTER

- Natural Sciences Elective-
Core Curriculum..... 4
- GOVT 2306 Texas Government..... 3
- Content Area Elective-
Field of Study..... 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**

- HUMA 1301 Introduction to Humanities

Field of Study: 17

STC Core Curriculum: 44-45

Total Credit Hours: 61-62

English **Recommended Course Sequence**

FIRST SEMESTER **Credit Hours**

- ENGL 1301 Composition..... 3
- HUMA 1301 Introduction to the Humanities I... 3
- HIST 1301 United States History I
or HIST 2327 3
- Mathematics Elective -
Core Curriculum..... 3-4

SECOND SEMESTER

- ENGL 1302 Composition II-Rhetoric 3
- HIST 1302 United States History II
or HIST 2328 3
- GOVT 2305 Federal Government..... 3
- Natural Sciences Elective-
Core Curriculum..... 4

THIRD SEMESTER

- SPCH 1311 Introduction to
Speech Communication..... 3
- COSC 1301 Microcomputer Applications..... 3
- GOVT 2306 Texas Government..... 3

FOURTH SEMESTER

- *English Elective-Field of Study... 3
- *English Elective-Field of Study... 3
- *Foreign Language Elective-
Field of Study..... 3
- DRAM 1310 Drama Appreciation or ARTS 1301
or MUSI 1306..... 3
- Social & Behavioral Science
Elective-Core Curriculum 3

FIFTH SEMESTER

- *English Elective-Field of Study... 3
- *English Elective-Field of Study... 3
- Natural Sciences Elective-
Core Curriculum 4
- ENGL 2289 English Academic Capstone..... 2

*Courses to be chosen from Field of Study

Fine Arts

Graphic Arts Concentration, Field of Study

Associate of Arts

The Associate of Arts with a field of study in Graphic Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing careers in graphic design and other related commercial art fields.

Students are also prepared for successful transfer to upper division colleges and universities.

Music Concentration*, Field of Study

Associate of Arts

The Associate of Arts with Music Concentration will focus on establishing a solid music foundation in music theory, music literature, applied instrumental lessons and participation in various music ensembles in preparation for the completion of the Bachelor of Fine Arts Degree.

It is intended for transferability to higher education institutions by the serious music student wishing to continue his/her study of music while completing the core curriculum course work. Music ensembles are open for participation to the general student body.

**It is recommended that students planning to pursue a Bachelor's degree in Music take 3-4 semesters of ensemble and 3-4 semesters of applied music in their area.*

Visual Arts Concentration, Field of Study

Associate of Arts

The Associate of Arts with a field of study in Fine Arts/Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

Note: All Studio Art courses will satisfy the Visual and Performing Arts component of the core curriculum at STC.

**If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

GRAPHIC ARTS Field of study

ASSOCIATE OF ARTS

Courses of Study*	17 Credits
ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3
ARTS 1317 Drawing II.....	3
ARTS 2348 Digital Art I.....	3
ARTS 2356 Photography I.....	3
ARTS 2289 Academic Cooperative.....	2

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

STC CORE CURRICULUM 44-45 Credits
 In addition to the courses in the Field of Study, the student is required to take 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
HIST 1301 United States History I or HIST 2327.....	3
ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3

SECOND SEMESTER	Credit Hours
ENGL 1302 Composition II-Rhetoric	3
HIST 1302 United States History II or HIST 2328.....	3
COSC 1301 Microcomputer Applications.....	3
ARTS 1317 Drawing II.....	3

THIRD SEMESTER	Credit Hours
GOVT 2305 Federal Government	3
Speech Elective- Core Curriculum.....	3
Social & Behavioral Sciences Elective-Core Curriculum.....	3

FOURTH SEMESTER	Credit Hours
Natural Sciences Elective- Core Curriculum.....	4
Mathematics Elective- Core Curriculum.....	3-4
ARTS 1303 Art Survey I (Visual & Performing Arts Core Fulfillment).....	3
ARTS 2348 Digital Art I.....	3

FIFTH SEMESTER	Credit Hours
GOVT 2306 Texas Government	3
Natural Sciences Elective- Core Curriculum.....	4
ARTS 1304 Art Survey II (Humanities Core Fulfillment).....	3
ARTS 2356 Photography I.....	3
ARTS 2289 Academic Cooperative.....	2

Total Credit Hours: ... 61-62

MUSIC CONCENTRATION Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **15-16 Credits**

Musical Arts Foundation **12 Credits**

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

***Kinesiology Elective** **1 Credit**
 Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit minimum) to complete the Field of Study.

****Free Electives** **3 Credits**
 The student is required to take a minimum of 3 credit hours from the following list of courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

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

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

Piano Class

- MUSI 2182 Piano Class IV
- MUSI 1290 Electronic Music I
- MUSI 1291 Electronic Music II

Voice Class

- MUSI 1183 Voice Class I
- MUSI 1184 Voice Class II
- MUSI 2183 Voice Class III
- MUSI 2184 Voice Class IV
- MUSI 1258 Opera Workshop

Music Theory/Literature

- MUSI 1301 Fundamentals of Music

Music Ensembles

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

Music Applied Instruments

- MUAP 1201 Applied Violin I
- MUAP 1221 Applied Violin II
- MUAP 1202 Applied Viola I
- MUAP 1222 Applied Viola II
- MUAP 1203 Applied Cello I
- MUAP 1223 Applied Cello II
- MUAP 1204 Applied Double Bass I
- MUAP 1224 Applied Double Bass II
- MUAP 1205 Applied Flute I
- MUAP 1225 Applied Flute II
- MUAP 1206 Applied Clarinet I
- MUAP 1226 Applied Clarinet II
- MUAP 1207 Applied Saxophone I
- MUAP 1227 Applied Saxophone II
- MUAP 1208 Applied Trumpet I
- MUAP 1228 Applied Trumpet II
- MUAP 1209 Applied French Horn I
- MUAP 1229 Applied French Horn II
- MUAP 1210 Applied Trombone I
- MUAP 1230 Applied Trombone II
- MUAP 1211 Applied Baritone I
- MUAP 1231 Applied Baritone II
- MUAP 1212 Applied Oboe I
- MUAP 1232 Applied Oboe II
- MUAP 1213 Applied Bassoon I
- MUAP 1233 Applied Bassoon II
- MUAP 1214 Applied Tuba I
- MUAP 1234 Applied Tuba II
- MUAP 1215 Applied Percussion I
- MUAP 1235 Applied Percussion II
- MUAP 1216 Applied Guitar I
- MUAP 1236 Applied Guitar II
- MUAP 1217 Applied Piano I
- MUAP 1237 Applied Piano II
- MUAP 1218 Applied Voice I
- MUAP 1238 Applied Voice II
- MUAP 2201 Applied Violin III
- MUAP 2221 Applied Violin IV
- MUAP 2202 Applied Viola III
- MUAP 2222 Applied Viola IV
- MUAP 2203 Applied Cello III
- MUAP 2223 Applied Cello IV
- MUAP 2204 Applied Double Bass III
- MUAP 2224 Applied Double Bass IV
- MUAP 2205 Applied Flute III
- MUAP 2225 Applied Flute IV
- MUAP 2206 Applied Clarinet III
- MUAP 2226 Applied Clarinet IV
- MUAP 2207 Applied Saxophone III
- MUAP 2227 Applied Saxophone IV
- MUAP 2208 Applied Trumpet III
- MUAP 2228 Applied Trumpet IV
- MUAP 2209 Applied French Horn III
- MUAP 2229 Applied French Horn IV
- MUAP 2210 Applied Trombone III
- MUAP 2230 Applied Trombone IV
- MUAP 2211 Applied Baritone III
- MUAP 2231 Applied Baritone IV
- MUAP 2212 Applied Oboe III
- MUAP 2232 Applied Oboe IV
- MUAP 2213 Applied Bassoon III
- MUAP 2233 Applied Bassoon IV

MUAP 2214 Applied Tuba III
 MUAP 2234 Applied Tuba IV
 MUAP 2215 Applied Percussion III
 MUAP 2235 Applied Percussion IV
 MUAP 2216 Applied Guitar III
 MUAP 2236 Applied Guitar IV
 MUAP 2217 Applied Piano III
 MUAP 2237 Applied Piano IV
 MUAP 2218 Applied Voice III
 MUAP 2238 Applied Voice IV

STC CORE CURRICULUM 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 1181, MUSI 1182 and MUSI 2181 – Piano Class I, II and III in order to satisfy the Visual and Performing Arts requirement of the Core Curriculum. Music majors must also take MUSI 1307 – Music Literature in order to satisfy the Humanities requirement of the Core Curriculum.

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

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Music

Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327.....	3
ENGL 1301	Composition.....	3
MUSI 1211	Music Theory I.....	2
MUSI 1116	Sight Singing and Ear Training I....	1
COSC 1301	Microcomputer Applications.....	3
MUSI 1181	Piano Class I.....	1
	***Applied Elective-Field of Study.....	2
	****Ensemble Elective-Field of Study..	1

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
MUSI 1117	Sight Singing and Ear Training II.....	1
MUSI 1212	Music Theory II	2
MUSI 1182	Piano Class II.....	1
	***Applied Elective-Field of Study.....	2
	****Ensemble Elective-Field of Study..	1

SUMMER SESSION I

Speech Elective- Core Curriculum	3
Social & Behavioral Science Elective-Core Curriculum.....	3

THIRD SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective- Core Curriculum.....	3-4
	Natural Sciences Elective- Core Curriculum	4
MUSI 2181	Piano Class III.....	1
MUSI 2116	Sight Singing and Ear Training III.....	1
MUSI 2211	Music Theory III	2
	***Applied Elective-Field of Study	2
	****Ensemble Elective-Field of Study..	1
	*Kinesiology Elective - (if required)	1

FOURTH SEMESTER

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

**Courses to be chosen from Field of Study

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

**Courses to be chosen from the Music Ensembles Field of Study

VISUAL ARTS CONCENTRATION Field of study

ASSOCIATE OF ARTS

The Associate of Arts with a field of study Fine Arts Visual Arts Concentration is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

TSI LIABLE

FIELD OF STUDY **17 Credits**

Fine Arts Foundation* **14 credits**

- ARTS 1311 Design I
- ARTS 1312 Design II
- ARTS 1316 Drawing I
- ARTS 1317 Drawing II
- ARTS 2289 Academic Cooperative

Fine Arts Elective* **3 credits**

The student is required to take a minimum of 3 hours from the following list of courses:

- ARTS 1325 Drawing & Painting (for Non-Art Majors)
- ARTS 2316 Painting I
- ARTS 2317 Painting II
- ARTS 2323 Drawing III
- ARTS 2324 Drawing IV
- ARTS 2326 Sculpture I
- ARTS 2327 Sculpture II
- ARTS 2333 Printmaking I
- ARTS 2334 Printmaking II
- ARTS 2341 Art Metals/Jewelry Design I
- ARTS 2342 Art Metals/Jewelry Design II
- ARTS 2346 Ceramics I
- ARTS 2347 Ceramics II
- ARTS 2348 Digital Art I
- ARTS 2349 Digital Art II
- ARTS 2356 Photography I
- ARTS 2357 Photography II

*Additional materials and supplies will be required in all Fine Arts foundation and elective studio courses. It is the responsibility of the student to purchase these materials when needed.

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. Student must take ARTS 1303-Art Survey I to fulfill the Visual and Performing Arts Elective. Students must take ARTS 1304-Art Survey II to fulfill the Humanities Elective.

Field of Study: 17

STC Core Curriculum: 44-45

Total Credit Hours: 61-62

Visual Arts

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- HIST 1301 United States History I
or HIST 2327 3
- ENGL 1301 Composition 3
- ARTS 1316 Drawing I 3
- ARTS 1311 Design I 3

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 2328 3
- COSC 1301 Microcomputer Applications 3
- ENGL 1302 Composition II-Rhetoric 3
- ARTS 1317 Drawing II 3

SUMMER SESSION I

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

THIRD SEMESTER

- Mathematics Elective- Core Curriculum 3-4
- Natural Sciences Elective- Core Curriculum 4
- ARTS 1312 Design II 3
- ARTS 1303 Art Survey I 3

FOURTH SEMESTER

- GOVT 2306 Texas Government 3
- ARTS 1304 Art Survey II 3
- Natural Sciences Elective- Core Curriculum 4
- Elective-Field of Study 3
- ARTS 2289 Academic Cooperative 2

*Courses to be chosen from Field of Study

History

History, Field of Study

Associate of Arts

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, museums, archives, government, law school, journalism and other related areas.

Instruction in History promotes reading, writing, and critical thinking, as well as development of awareness of how the past has shaped the present. The History program has a foreign language requirement attached to it that will complete most four-year institution requirements.

HISTORY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **18 Credits**

The student is required to take the following 6 courses (18 credits):

Note: HIST 1301 & HIST 1302 must be taken prior to taking HIST 2321 & HIST 2322.

- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HIST 2327 Mexican American History I
- HIST 2328 Mexican American History II
- HIST 2381 African American History
- HIST 2389 Academic Cooperative

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 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

STC Core Curriculum: 44-45

Total Credit Hours: 62-63

History

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- HIST 1301 United States History I..... 3
- ENGL 1301 Composition..... 3
- COSC 1301 Microcomputer Applications..... 3
- HIST 2381 African American History 3

SECOND SEMESTER

- HIST 1302 United States History II..... 3
- ENGL 1302 Composition II-Rhetoric..... 3
- PHIL 2307 Introduction to Social and Political Philosophy..... 3
- HIST 2301 Texas History 3

THIRD SEMESTER

- Speech Elective- Core Curriculum 3
- Visual & Performing Arts Elective- Core Curriculum 3
- Mathematics Elective-Core Curriculum 3-4

FOURTH SEMESTER

- GOVT 2305 Federal Government 3
- HIST 2327 Mexican American History I 3
- HIST 2321 World Civilizations I 3
- Natural Sciences Elective- Core Curriculum 4

FIFTH SEMESTER

- GOVT 2306 Texas Government 3
- HIST 2322 World Civilizations II 3
- HIST 2328 Mexican American History II 3
- Natural Sciences Elective- Core Curriculum 4
- HIST 2389 CAPSTONE: Academic Cooperative 3

Interdisciplinary Studies

Interdisciplinary Studies, Field of Study

Associate of Arts

The Associate of Arts Degree field of study in Interdisciplinary Studies provides students with a broad-based education in "college basics" that promotes critical thinking skills and allows for an opportunity to make an informed choice in educational preferences.

The program offers transferable field of study selections in arts and humanities, social sciences, natural sciences, computer applications, and mathematics. This field of study is an excellent transfer program that can be used towards the successful completion of a Baccalaureate Degree in any field.

INTERDISCIPLINARY STUDIES *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

*FIELD OF STUDY 15-16 Credits

The student is required to take a minimum of 15 credit hours. The Field of Study courses must be chosen from two (2) or more AA or AS field of study options listed in the catalog. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

**Kinesiology Elective 1 Credit

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional 1 credit Kinesiology course to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Interdisciplinary Studies Recommended Course Sequence

FIRST SEMESTER	Credit Hours
	Speech Elective- Core Curriculum 3
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
* Elective-Field of Study.....	3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328.....	3
ENGL 1302 Composition II-Rhetoric	3
GOVT 2305 Federal Government	3
Visual & Performing Arts Elective- Core Curriculum.....	3
*Elective-Field of Study.....	3
**Kinesiology Elective -Field of Study (if required)	1

THIRD SEMESTER

COSC 1301 Microcomputer Applications.....	3
Humanities Elective- Core Curriculum.....	3

FOURTH SEMESTER

Mathematics Elective - Core Curriculum.....	3-4
Natural Sciences Elective- Core Curriculum	4
Social & Behavioral Science Elective-Core Curriculum	3
* Elective-Field of Study.....	3

FIFTH SEMESTER

GOVT 2306 Texas Government	3
Natural Sciences Elective- Core Curriculum	4
* Elective-Field of Study.....	3
* Elective-Field of Study.....	3

*Courses to be chosen from Field of Study

Kinesiology

The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology lecture courses are transferable toward a B.S. degree in Kinesiology at UTPA. Additionally, the department offers a diverse range of physical activity laboratory courses (individual and team sports), which fulfill the required kinesiology physical activity credits for a four-year degree and promotes life-long learning. Many students with a disability participate in physical education. The Kinesiology Department in conjunction with ADA can arrange for an adapted program or advise the student for course selection. Students with disabilities who wish to have the physical education requirement waived must meet with the program chair.

NOTE: Physical Education Special Activity Fee approved for the 2012-2013 calendar is \$55.00 per course.

Physical Activities:

- KINE 1100 Fitness Walking
- KINE 1103 Weight Training & Conditioning I
- KINE 1104 Weight Training & Conditioning II
- KINE 1105 Badminton I
- KINE 1107 Basketball I
- KINE 1109 Bowling I
- KINE 1110 Bowling II
- KINE 1111 Flag Football I
- KINE 1113 Golf I
- KINE 1114 Golf II
- KINE 1115 Karate I
- KINE 1116 Karate II
- KINE 1119 Racquetball I
- KINE 1120 Racquetball II
- KINE 1121 Soccer I
- KINE 1123 Softball I
- KINE 1125 Swimming I
- KINE 1126 Swimming II
- KINE 1127 Tennis I
- KINE 1128 Tennis II
- KINE 1129 Volleyball I
- KINE 1131 Yoga & Flexibility Training
- KINE 1132 Self Defense & Personal Safety
- KINE 1133 Outdoor Adventure Training
- KINE 1149 Team Sports I

- KINE 1150 Team Sports II
- KINE 1210 Aerobic Dance I
- KINE 1211 Aerobic Dance II
- KINE 1249 Ballet Folklorico I - (Beginning Mexican Folklorico)
- KINE 1250 Ballet Folklorico II - (Intermediate Mexican Folklorico)
- KINE 1251 Beginning Scuba
- KINE 1252 Advanced Scuba
- KINE 1253 Lifeguard Training
- KINE 2249 Ballet Folklorico III - (Advanced Mexican Folklorico)
- KINE 2250 Ballet Folklorico IV - (Ballet Folklorico Performance)
- KINE 2255 Water Safety Instructor

Dance:

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

Lecture Courses:

- KINE 1301 Introduction to Kinesiology
- KINE 1304 Personal Health & Wellness
- KINE 1305 Community & Environmental Health
- KINE 1306 First Aid & Safety
- KINE 1308 Sports Officiating I
- KINE 1309 Sports Officiating II
- KINE 1321 Techniques of Coaching Sports I
- KINE 1322 Techniques of Coaching Sports II
- KINE 1331 Kinesiology for Elementary School
- KINE 1333 Rhythm Skills
- KINE 1336 Introduction to Recreation Activities
- KINE 1338 Concepts of Physical Fitness
- KINE 1346 Drug Use & Abuse in Society

KINESIOLOGY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 19-22 Credits

All students must take the following five courses (10 credit hours):

- KINE 1125 Swimming I
- KINE 1301 Introduction to Kinesiology
- KINE 1306 First Aid and Safety
- KINE 1338 Concepts of Physical Fitness

Certified Track: (Recommended) Majors planning to pursue teacher certification must take Area 1, 2, 3, and 4 listed below for a total of 12 credit hours.

Non-Certified Track: Majors not planning to pursue teacher certification must take Area 1, 2 and 4 listed below for a total of 9 credit hours.

Area 1: Team Sports

Select 3 courses (3 credits) from this area.

- KINE 1107 Basketball I
- KINE 1111 Flag Football I
- KINE 1121 Soccer I
- KINE 1129 Volleyball I
- KINE 1123 Softball

Area 2: Individual Sports

Select 3 courses (3 credits) from this area.

- KINE 1103 Weight Training I
- KINE 1105 Badminton I
- KINE 1109 Bowling I
- KINE 1113 Golf I
- KINE 1115 Karate I
- KINE 1119 Racquetball I
- KINE 1127 Tennis I

Area 3: Movements Arts

- KINE 1333 Rhythm Skills

Area 4: Outdoor Education

- KINE 1336 Introduction to Recreation Activities

STC CORE CURRICULUM 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
- HIST 1301 United States History I or
HIST 2327..... 3
- ENGL 1301 Composition..... 3
- KINE 1301 Introduction to Kinesiology..... 3
- *Kinesiology Elective Area 1-
Field of Study..... 1

SECOND SEMESTER

- KINE 1306 First Aid and Safety..... 3
- HIST 1302 United States History II or
HIST 2328..... 3
- ENGL 1302 Composition II-Rhetoric 3
- GOVT 2305 Federal Government 3
- *Kinesiology Elective Area 2-
Field of Study..... 1

THIRD SEMESTER

- Speech Elective- Core
Curriculum 3
- Visual & Performing Arts Elective-
Core Curriculum 3
- Humanities Elective-
Core Curriculum..... 3

FOURTH SEMESTER

- Mathematics Elective -
Core Curriculum..... 3-4
- BIOL 2401 Anatomy and Physiology I 4
- KINE 1338 Concepts of Physical Fitness 3
- KINE 1125 Swimming I..... 1
- *Kinesiology Elective Area 4-
Field of Study..... 3
- *Kinesiology Elective Area 2-
Field of Study..... 1
- *Kinesiology Elective Area 1-
Field of Study..... 1

FIFTH SEMESTER

- GOVT 2306 Texas Government..... 3
- BIOL 2402 Anatomy and Physiology II 4
- Social & Behavioral Science
Elective-Core Curriculum 3
- *Kinesiology Elective Area 2-
Field of Study..... 1
- *Kinesiology Elective Area 1-
Field of Study..... 1
- *Kinesiology Elective Area 3-
Field of Study- Certified
Track Only 3

*Courses to be chosen for Field of Study

Language and Cultural Studies

***Language and Cultural Studies,
Field of Study***

Associate of Arts

Concentration: American Sign Language

Concentration: Spanish

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or both of the following concentrations: Spanish and American Sign Language.

AMERICAN SIGN LANGUAGE CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-16 Credits

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

- SGNL 1301 Beginning American Sign Language I
- SGNL 1302 Beginning American Sign Language II
- SGNL 2301 Intermediate American Sign Language I
- SGNL 2302 Intermediate American Sign Language II
- PHIL 2306 Introduction to Ethics

***Kinesiology Elective**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit hour 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 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

American Sign Language Concentration

Recommended Course Sequence

FIRST SEMESTER	Credit Hours
COSC 1301 Microcomputer Applications.....	3
Speech Elective-Core Curriculum	3
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
SGNL 1301 Beginning American Sign Language I.....	3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328	3
ENGL 1302 Composition II-Rhetoric	3
GOVT 2305 Federal Government	3
Visual & Performing Arts Elective-Core Curriculum	3
SGNL 1302 Beginning American Sign Language II.....	3

THIRD SEMESTER

Mathematics Elective-Core Curriculum.....	3-4
Natural Sciences Elective-Core Curriculum	4
Social & Behavioral Science Elective-Core Curriculum	3
SGNL 2301 Intermediate American Sign Language I.....	3
*Kinesiology Elective-Field of Study (if required)	1

FOURTH SEMESTER

GOVT 2306 Texas Government	3
Natural Sciences Elective-Core Curriculum	4
Humanities Elective-Core Curriculum.....	3
SGNL 2302 Intermediate American Sign Language II.....	3
PHIL 2306 Introduction to Ethics	3

SPANISH CONCENTRATION *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **16-18 Credits**

The student is required to take 2 courses (6-8 credits) from the following list. Courses must be taken in the pairs listed below:

- SPAN 1311 Beginning Spanish I for Spanish Speakers
- SPAN 1312 Beginning Spanish II for Spanish Speakers

or

- SPAN 1411 Beginning Spanish I for Non-Spanish Speakers
- SPAN 1412 Beginning Spanish II for Non-Spanish Speakers

The student is required to take the following 2 courses (6 credits):

- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II

*Kinesiology Elective

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology elective (1 credit hour minimum) to complete the Field of Study.

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

- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction To Social and Political Philosophy
- HUMA 1301 Introduction to the Humanities I
- HUMA 2319 American Minority Studies
- HUMA 2323 World Cultures
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 1325 Principles & Practices of Multicultural Education

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16-18

STC Core Curriculum: 44-45

Total Credit Hours: 60-63

Spanish Concentration Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications..... 3
- HIST 1301 United States History I
or HIST 2327 3
- ENGL 1301 Composition..... 3
- SPAN 1311 Beginning Spanish I for Spanish Speakers
or SPAN 1411 3-4

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 2328 3
- ENGL 1302 Composition II-Rhetoric 3
- GOVT 2305 Federal Government 3
- SPAN 1312 Beginning Spanish II for Spanish Speakers
or SPAN 1412 3-4

THIRD SEMESTER

- Visual & Performing Arts Elective - Core Curriculum 3
- Humanities Elective- Core Curriculum..... 3
- Speech Elective- Core Curriculum 3

FOURTH SEMESTER

- Mathematics Elective - Core Curriculum..... 3-4
- Natural Sciences Elective- Core Curriculum 4
- Social & Behavioral Science Elective-Core Curriculum 3
- SPAN 2311 Intermediate Spanish I..... 3
- *Kinesiology Elective- (if required) 1

FIFTH SEMESTER

- GOVT 2306 Texas Government 3
- Natural Sciences Elective- Core Curriculum 4
- SPAN 2312 Intermediate Spanish II..... 3
- **Elective-Field of Study 3

**Course to be chosen from Field of Study

Mexican-American Studies

Mexican-American Studies,

Field of Study

Associate of Arts

This program is intended to both help instill a sense of cultural pride in those Hispanics who take the field of study, as well as an appreciation for the evolution of Mexican American culture for those who do not come from this background.

This program provides the historical and cultural curriculum to install confidence and respect for the processes that have combined to create the modern Mexican American.

The Mexican American Studies Program offers an online degree alternative.

MEXICAN-AMERICAN STUDIES *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-16 Credits

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

- GOVT 2311 Mexican American Politics
- ENGL 2351 Mexican-American Literature
- HIST 1301 United States History I or
HIST 1302 United States History II
- SPAN 2312 Intermediate Spanish II
- HUMA 1305 Introduction to
Mexican American Studies

***Kinesiology Elective 1 Credit**

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional Kinesiology course (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 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 or
- SPAN 2311 Intermediate Spanish I

History 6 credits

- HIST 2327 Mexican American History I
- HIST 2328 Mexican American History II

Visual and Performing Arts 3 credits

- HUMA 1311 Mexican American Fine Arts
Appreciation

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Mexican-American Studies Recommended Course Sequence

FIRST SEMESTER Credit Hours

- PHIL 1301 Introduction to Philosophy or
SPAN 2311 Intermediate 3
- COSC 1301 Microcomputer Applications 3
- HIST 2327 Mexican American History I 3
- HUMA 1305 Introduction to
Mexican American Studies 3

SECOND SEMESTER

- SPAN 2312 Intermediate Spanish II 3
- HIST 2328 Mexican American History II 3
- ENGL 1301 Composition 3
- Mathematics Elective-
Core Curriculum 3-4
- *Kinesiology Elective- Field of
Study (if required) 1

THIRD SEMESTER

- Social & Behavioral Science
Elective-Core Curriculum 3
- Speech Elective-Core
Curriculum 3

FOURTH SEMESTER

- GOVT 2305 Federal Government 3
- GOVT 2311 Mexican-American Politics 3
- ENGL 1302 Composition II-Rhetoric 3
- Natural Sciences Elective-
Core Curriculum 4
- HUMA 1311 Mexican-American Fine Arts
Appreciation 3

FIFTH SEMESTER

- GOVT 2306 Texas Government 3
- HIST 1301 United States History I
or HIST 1302 3
- ENGL 2351 Mexican-American Literature 3
- Natural Sciences Elective-
Core Curriculum 4

Philosophy

Philosophy, Field of Study **Associate of Arts**

The Associates of Arts degree with a field of study in Philosophy is designated for students planning to transfer to a baccalaureate degree in Philosophy or Liberal Arts at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major or minor in Philosophy to transfer to four-year institutions with substantial course work completed.

Completing a Philosophy program can expand opportunities in teaching, law school, and other related areas while teaching lifetime skills of analysis and multicultural reasoning. The Philosophy program has a foreign language requirement attached to it that will complete most four-year institution requirements.

PHILOSOPHY *Field of Study*

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-16 Credits

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

PHIL 2306 Introduction to Ethics

The student is required to take three of the following Philosophy elective courses (9 credits):

PHIL 1304 Introduction to World Religions

PHIL 1316 History of Religions I

PHIL 1317 History of Religions II

PHIL 2303 Introduction to Logic

PHIL 2307 Introduction to Social
and Political Philosophy

PHIL 2316 History of Classical
and Modern Philosophy I

PHIL 2317 History of Classical
and Modern Philosophy II

PHIL 2318 Contemporary Philosophy

PHIL 2321 Philosophy of Religion

The student is required to take an additional Philosophy elective course from the above list, or one of the following courses (3 credits):

ENGL 2321 British Literature

ENGL 2326 American Literature

ENGL 2331 World Literature

ENGL 2341 Introduction to Literature

ENGL 2351 Mexican American Literature

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective when a 3 credit math course is elected.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Philosophy programs:

Humanities 3 credits

PHIL 1301 Introduction to Philosophy

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Philosophy

Recommended Course Sequence

FIRST SEMESTER Credit Hours

PHIL 1301 Introduction to Philosophy 3

HIST 1301 United States History I
or HIST 2327 3

ENGL 1301 Composition 3

COSC 1301 Microcomputer Applications 3

SECOND SEMESTER

HIST 1302 United States History II
or HIST 2328 3

ENGL 1302 Composition II-Rhetoric 3

Mathematics Elective -
Core Curriculum 3-4

Visual & Performing Arts Elective-
Core Curriculum 3

THIRD SEMESTER

Speech Elective- Core
Curriculum 3

Social & Behavioral Science
Elective-Core Curriculum 3

*Kinesiology Elective-Field of
Study (if needed) 1

*Philosophy Elective 3

FOURTH SEMESTER

GOVT 2305 Federal Government 3

PHIL 2306 Introduction to Ethics 3

Natural Sciences Elective-
Core Curriculum 4

*Philosophy Elective 3

FIFTH SEMESTER

GOVT 2306 Texas Government 3

*Philosophy Elective 3

Natural Sciences Elective-
Core Curriculum 4

*Philosophy Elective 3

*Courses to be chosen from Field of Study

Political Science

Political Science Field of Study Associate of Arts

The Associate of Arts degree with a field of study in Political Science is designated for students planning to transfer to a baccalaureate degree program in Political Sciences or related field at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major in Political Science, Public Affairs, or Public Administration to transfer to four-year institutions.

The Political Science program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing the Political Science can expand opportunities in teaching, law school, and other related areas of public policy

POLITICAL SCIENCE

Field of Study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-18 Credits

The student is required to take the following courses (6 credits):

- GOVT 2304 Introduction to Political Science
- GOVT 2311 Mexican American Politics

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

- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- ECON 2301 Principles of Economics I-Macro
- PSYC 2317 Statistical Methods in Psychology
- MATH 1442 Statistics

The student is required to take two semesters (6-8 credits) of modern foreign language.

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Political Science majors must take MATH 1414 - College Algebra, MATH 1442 - Statistics, MATH 2412 - Precalculus and Trigonometry, or MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:

Humanities 3 credits

- PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 15-18

STC Core Curriculum: 45

Total Credit Hours: 60-63

Political Science

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- HIST 1301 United States History I
or HIST 2327 3
- ENGL 1301 Composition 3
- COSC 1301 Microcomputer Applications 3
- GOVT 2305 Federal Government 3

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 2328 3
- ENGL 1302 Composition II-Rhetoric 3
- MATH 1414 College Algebra or MATH 1442
or MATH 2412 or MATH 2413 4
- GOVT 2306 Texas Government 3

THIRD SEMESTER

- Speech Elective-Core
Curriculum 3
- Visual & Performing Arts Elective-
Core Curriculum 3

FOURTH SEMESTER

- GOVT 2304 Introduction to Political Science... 3
- GOVT 2311 Mexican American Politics 3
- Elective-Field of Study 3-4
- Natural Sciences Elective-
Core Curriculum 4
- *Modern Language Elective-
Field of Study 3-4

FIFTH SEMESTER

- PHIL 2307 Introduction to Social &
Political Philosophy 3
- Natural Sciences Elective-
Core Curriculum 4
- Social & Behavioral Science
Elective-Core Curriculum 3
- *Modern Language Elective-
Field of Study 3-4

*Courses to be chosen from Field of Study

Psychology

Psychology, Field of Study **Associate of Arts**

Psychology is the scientific study of behavior and mental processes. Some of the many areas of interest to psychologists include neuroscience, sensation and perception, memory, cognition, language, intelligence, consciousness, developmental psychology, personality, psychological disorders, group behavior, counseling, education, work, and emotions.

The Associate of Arts (A.A.) in Psychology is an excellent transfer program since the core curriculum parallels the first two years of most four-year psychology degrees. The Psychology degree offers students an opportunity to become familiar with the different fields of Psychology, which will enable them to make an informed choice on how to continue their careers.

Those who are interested in Psychology are interested in personal growth, counseling and other mental health services, or fields that involve individual human interaction such as retail, advertising, human services, education, personnel resources, business, service industries, health, the biological sciences, computer programming, and public relations.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

PSYCHOLOGY CONCENTRATION:

The student is required to take the following 4 courses (12 credits):

- PSYC 2301 General Psychology
- PSYC 2307 Adolescent Psychology
- PSYC 2317 Statistical Methods in Psychology
- SOCI 1301 Introductory Sociology

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2306 Human Sexuality
- PSYC 2314 Lifespan Growth & Development
- SOCI 2301 Marriage and the Family
- SOCI 1306 Contemporary Social Problems

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

PSYCHOLOGY *Field of Study*

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
COSC 1301 Microcomputer Applications.....	3
PSYC 2301 General Psychology.....	3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328	3
ENGL 1302 Composition II-Rhetoric	3
SOCI 1301 Introductory Sociology	3
Social & Behavioral Science Elective-Core Curriculum.....	3

THIRD SEMESTER

Visual & Performing Arts Elective- Core Curriculum.....	3
Speech Elective- Core Curriculum	3
Humanities Elective- Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2305 Federal Government	3
Mathematics Elective- Core Curriculum.....	3-4
PSYC 2307 Adolescent Psychology.....	3
Natural Sciences Elective- Core Curriculum	4

FIFTH SEMESTER

GOVT 2306 Texas Government.....	3
PSYC 2317 Statistical Methods in Psychology.. *Psychology Elective- Field of Study.....	3
Natural Sciences Elective- Core Curriculum	4
*Free Elective-Field of Study (if required)	1

*Courses to be chosen from Field of Study

Social Work

Social Work, Field of Study Associate of Arts

Social workers provide advice, advocacy, and support to people with personal and social problems. They also help with community and social problems.

Social work is a profession devoted to helping people function the best they can in their environment. This can mean providing direct services or therapy directly to people, or working for change to improve social conditions.

The Associate of Arts (A.A.) in Social Sciences is an excellent transfer program since the core curriculum parallels the first two years of most four-year social science degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

TSI LIABLE

FIELD OF STUDY **15-16 Credits**
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Social Work Concentration:
The student is required to take the following five courses (15 credits):
SOCW2361 Introduction to Social Work
SOCW2362 Social Welfare as a Social Institution
PSYC 2301 General Psychology
SOC1 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 SOC1 2301-Marriage and the Family to fulfill the Social/Behavioral Sciences Elective Option in the Core Curriculum.

Field of Study: 15-16
STC Core Curriculum: 44-45

Total Credit Hours: 60-61

SOCIAL WORK *Field of Study* **ASSOCIATE OF ARTS**

Recommended Course Sequence

FIRST SEMESTER	Credit Hours
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition.....	3
COSC 1301 Microcomputer Applications.....	3
SOCW 2361 Introduction to Social Work.....	3

SECOND SEMESTER	
HIST 1302 United States History II or HIST 2328	3
ENGL 1302 Composition II-Rhetoric	3
PSYC 2301 General Psychology.....	3
SOCI 1301 Introductory Sociology	3

THIRD SEMESTER	
Humanities Elective- Core Curriculum.....	3
Visual & Performing Arts Elective- Core Curriculum	3
Speech Elective- Core Curriculum	3

FOURTH SEMESTER	
GOVT 2305 Federal Government	3
Mathematics Elective- Core Curriculum.....	3-4
SOCI 2301 Marriage and the Family	3
Natural Sciences Elective- Core Curriculum	4

FIFTH SEMESTER	
GOVT 2306 Texas Government.....	3
PSYC 2317 Statistical Methods in Psychology 3	
SOCW 2362 Social Welfare as a Social Institution	3
Natural Sciences Elective- Core Curriculum	4
*Free Elective-Field of Study (if required)	1

Sociology

Sociology, Field of Study **Associate of Arts**

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociologists study how deviance, crime, marriage, family, politics, education, race, gender, and religion affect individuals.

The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few fields have such broad scope and relevance for research, theory and application of knowledge.

Sociology is an excellent transfer program. Since the study of Sociology covers the basic structures of human society with its cultures and stratifications, it is a popular major among those who want to enter career fields that address social change and social support such as human resources, human services, public relations, government agencies and any other institution that requires knowledge of social science research.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Sociology Concentration:

The student is required to take the following 4 courses (12 credits):

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

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2301 General Psychology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2319 Social Psychology

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 44-45 hours from the STC Core Curriculum listed on page 83 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

SOCIOLOGY *Field of Study*

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
SOCI 1301	Introductory Sociology	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
SOCI 2319	Minority Studies	3
	Social & Behavioral Science Elective-Core Curriculum	3

THIRD SEMESTER

	Speech Elective- Core Curriculum	3
	Visual & Performing Arts Elective- Core Curriculum	3
	Humanities Elective- Core Curriculum	3

FOURTH SEMESTER

GOVT 2305	Federal Government	3
	Mathematics Elective- Core Curriculum	3-4
SOCI 1306	Contemporary Social Problems ... Natural Sciences Elective- Core Curriculum	3 4

FIFTH SEMESTER

GOVT 2306	Texas Government	3
SOCI 2301	Marriage and the Family	3
	*Sociology Elective- Field of Study	3
	Natural Sciences Elective- Core Curriculum	4
	*Free Elective-Field of Study (if required)	1

*Course to be chosen from the Field of Study

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Biology

Biology, Field of Study

Associate of Science

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post-graduate degree.

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

BIOLOGY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **16 Credits**

- BIOL 1406 Biology for Science Majors I
- BIOL 1407 Biology for Science Majors 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 1406 Biology for Science Majors I 4
- CHEM 1411 General Chemistry I..... 4

SECOND SEMESTER

- ENGL 1302 Composition II-Rhetoric..... 3
- COSC 1301 Microcomputer Applications..... 3
- BIOL 1407 Biology for Science Majors II 4
- CHEM 1412 General Chemistry II..... 4

THIRD SEMESTER

- Speech Elective- Core
Curriculum 3
- Visual & Performing Arts Elective-
Core Curriculum..... 3

FOURTH SEMESTER

- HIST 1301 United States History I
or HIST 2327 3
- GOVT 2305 Federal Government..... 3
- Social & Behavioral Science
Elective-Core Curriculum 3
- BIOL 2401 Anatomy and Physiology I
or BIOL 2428 4

FIFTH SEMESTER

- HIST 1302 United States History II
or HIST 2328 3
- GOVT 2306 Texas Government..... 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, Math 1414, will satisfy this degree plan. However, since most Chemistry programs will require Calculus I, Math 2413, students are strongly encouraged to also complete Pre-calculus Algebra and Trigonometry (MATH 2412) before transferring. In order for entering students to take MATH 2412 without first completing Math 1414, they must have a minimum score of 100 on the Elementary Algebra ACCUPLACER, or a minimum score of 75 on the College Level Mathematics ACCUPLACER, or a minimum score of 280 on the Math portion of the THEA exam.

CHEMISTRY *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY

16 Credits

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

STC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Chemistry majors must take the sequence PHYS 1401-College Physics I and PHYS 1402-College Physics II or the sequence BIOL 1406-Biology for Science Majors I and BIOL 1407-Biology for Science Majors II in order to satisfy the Natural Sciences requirement of the core curriculum. Chemistry majors must also take MATH 1414-College Algebra or higher to meet the Mathematics component of the Core Curriculum.

Field of Study: 16

STC Core Curriculum: 45

Total Credit Hours: 61

Chemistry

Recommended Course Sequence

FIRST SEMESTER

Credit Hours

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

SECOND SEMESTER

HIST 1301 United States History I
or HIST 2327 3
ENGL 1302 Composition II-Rhetoric 3
Social & Behavioral Science
Elective-Core Curriculum..... 3
CHEM 1412 General Chemistry II..... 4

THIRD SEMESTER

Speech Elective-Core Curriculum... 3
Visual & Performing Arts Elective-
Core Curriculum 3

FOURTH SEMESTER

HIST 1302 United States History II
or HIST 2328 3
GOVT 2305 Federal Government..... 3
PHYS 1401 College Physics I or BIOL 1406... 4
CHEM 2423 Organic Chemistry I 4

FIFTH SEMESTER

GOVT 2306 Texas Government..... 3
PHYS 1402 College Physics II or BIOL 1407 ... 4
Humanities Elective-
Core Curriculum..... 3
CHEM 2425 Organic Chemistry II 4

Additional courses to prepare students for
transfer to Universities

Recommended by end of Summer Semester
Second Year:

MATH 2412 PreCalculus and Trigonometry 4
MATH 2413 Calculus I..... 4

Computer Science

Computer Information Systems

Field of Study

Associate of Science

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Information Systems. It is also designed to prepare students for entry-level positions in the field of computer information systems. The curriculum of the computer information systems degree program focuses on computer programming, business and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Information Systems program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Field of Study

Associate of Science

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Software Engineering and/or Computer Science. It is also designed to prepare students for entry-level positions in the field of computer science. The curriculum of the computer science degree program focuses on computer programming and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities

Computer Science

The Bureau of Labor Statistics estimates that through the year 2012, computer-related occupations in such areas as Software Engineers, Computer Programmers and Computer Hardware

Engineers will increase by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent technical talent to fulfill their needs. Some disciplines under Computer Science include:

- ▶ Computer Programmer
- ▶ Programmer Analyst
- ▶ Software Engineers
- ▶ Computer and Information Scientist
- ▶ Computer Hardware Engineers

Computer Information Systems

The Bureau of Labor Statistics estimates that through the year 2012, computer-related employment in such areas as Computer Systems Analysts, Database Administrators, and Computer and Information Systems Managers will increase by more than 36 percent nationally. Graduates from the Computer Information Systems field are in high demand. Companies are struggling to find competent talent to fulfill their needs. Some disciplines under Computer Information Systems include the above mentioned as well as:

- ▶ Applications Programmers
- ▶ Computer Support Specialist
- ▶ Information Security Coordinator
- ▶ Network and Computer Systems Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

Academic Advisement

Students are assigned to an advisor in the department upon declaring a major in Computer Science and/or Computer Information Systems. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

COMPUTER INFORMATION SYSTEMS

Field of Study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 17 Credits

- COSC 1315 Fundamentals of Programming
- COSC 1336 Programming Fundamentals I
- COSC 1337 Programming Fundamentals II
- COSC 1430 Computer Programming
- ACCT 2401 Principles of Financial Accounting

STC CORE CURRICULUM 45 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 in the catalog. Computer Information Systems majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum. Computer Science majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. It is recommended that Computer Information Systems majors take PHIL 2303-Introduction to Logic to fulfill the Humanities Elective component of the Core Curriculum.

Field of Study: 17

STC Core Curriculum: 45

Total Credit Hours: 62

Computer Information Systems

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- HIST 1301 United States History I
or HIST 2327 3
- ENGL 1301 Composition..... 3
- COSC 1301 Microcomputer Applications..... 3
- MATH 1414 College Algebra or MATH 2412
or MATH 2413..... 4

SECOND SEMESTER

- Natural Sciences Elective-
Core Curriculum..... 4
- HIST 1302 United States History II
or HIST 2328 3
- ENGL 1302 Composition II-Rhetoric 3
- COSC 1315 Fundamentals of
Programming 3

THIRD SEMESTER

- Visual & Performing Arts Elective-
Core Curriculum 3
- ***Humanities Elective-
Core Curriculum..... 3
- Speech Elective- Core
Curriculum 3

FOURTH SEMESTER

- GOVT 2305 Federal Government..... 3
- ACCT 2401 Principles of Financial
Accounting..... 4
- Natural Sciences Elective-
Core Curriculum 4
- COSC 1336 Programming Fundamentals I 3

FIFTH SEMESTER

- ECON 2301 Principles of Economics I-
MACRO 3
- GOVT 2306 Texas Government..... 3
- COSC 1430 Computer Programming 4
- COSC 1337 Programming Fundamentals II 3

***Recommended: PHIL 2303-Introduction to Logic

COMPUTER SCIENCE *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **16 credits**

COSC 1337 Fundamentals of Programming II
COSC 2336 Fundamentals of Programming III
COSC 2325 Computer Organization
and Machine Language
COSC 2330 Advanced Structured Language
MATH 2412 Precalculus and Trigonometry OR
MATH 2413 Calculus I

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Computer Science majors must take MATH 1414-College Algebra to fulfill the Mathematics component of the Core Curriculum. Students must also take COSC 1336 to fulfill the Computer Science component of the Core Curriculum.

Field of Study: 16

STC Core Curriculum: 45

Total Credit Hours: 61

Computer Science **Recommended Course Sequence**

FIRST SEMESTER **Credit Hours**

Natural Sciences Elective-
Core Curriculum 4
HIST 1301 United States History I
or HIST 2327 3
ENGL 1301 Composition 3
COSC 1336 Programming Fundamentals I 3

SECOND SEMESTER

Natural Sciences Elective-
Core Curriculum 4
HIST 1302 United States History II
or HIST 2328 3
ENGL 1302 Composition II-Rhetoric 3
COSC 1337 Programming Fundamentals II 3

THIRD SEMESTER

MATH 1414 College Algebra 4
Visual & Performing Arts Elective-
Core Curriculum 3
Speech Elective- Core
Curriculum 3

FOURTH SEMESTER

GOVT 2305 Federal Government 3
Social & Behavioral Science
Elective-Core Curriculum 3
COSC 2336 Programming Fundamentals III ... 3
MATH 2412 Precalculus and Trigonometry or
MATH 2413 4

FIFTH SEMESTER

GOVT 2306 Texas Government 3
COSC 2330 Advanced Structured
Languages 3
COSC 2325 Computer Organization
and Machine Language 3
Philosophy Elective-
Humanities Core Curriculum 3

Engineering

Engineering, Field of Study Associate of Science

The Associate of Science degree with a field of study in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis on Engineering. At the present time, a high percentage of all the technical and managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in all engineering disciplines such as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Nuclear Engineering
- Petroleum Engineering
- Radiological Health Engineering

This listing closely parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline should be closely followed if one hopes to complete the program in a timely manner and to smoothly transition to a four-year institution.

Entering students, please note that the first semester suggests MATH 2413 - Calculus I. In order for entering students to take MATH 2413 they must have minimum score of 100 on the College Level Mathematics ACCUPLACER. In addition, students with strong math backgrounds have the option of taking the CLEP exam for MATH 2412 and MATH 2413. Otherwise, it is recommended that students take the prerequisites MATH 1414 - College Algebra and/or MATH 2412 – Precalculus and Trigonometry the summer prior to the start of the fall semester.

It is also recommended that students complete MATH 2415 – Calculus III and MATH 2420 – Differential Equations before transferring to a four-year program, as they can prerequisites for junior and senior level engineering courses. You should, however, contact your transferring institution to check for the transferability of these courses.

Students are encouraged to complete the additional MATH courses listed below before transferring to a four-year program, as they can prerequisites for junior and senior level engineering courses. You should, however, contact your transferring institution to check for the transferability of these courses.

Mechanical and Civil Engineering Students
MATH 2415 – Calculus III and MATH 2418—Linear Algebra

Electrical and Manufacturing Engineering Students
MATH 2415 – Calculus III and MATH 2420 – Differential Equations

Electrical Engineering students are encouraged to complete both CHEM1411—General Chemistry I and ENGR2406 Digital Systems.

ENGINEERING *Field of Study*

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 21 Credits

All engineering students (17 credits):
MATH 2414 Calculus II
ENGR 1101 Introduction to Engineering
ENGR 1204 Engineering Graphics
ENGR 2301 Statics
ENGR 2302 Dynamics
ENGR 2405 Electrical Circuits I

Field of Study Electives (Choose 1):
ENGR 2406 Digital Systems Engineering I
(Recommended for electrical or
computer engineering tracks)
CHEM 1411 General Chemistry I
(Recommended for most other
engineering tracks)

STC CORE CURRICULUM 45 credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on page 83 of the catalog. Engineering majors must take PHYS 2425-University Physics I & PHYS 2426-University Physics II to fulfill the Natural Sciences component of the Core Curriculum. Engineering majors must take MATH 2413-Calculus I to fulfill the Mathematics component of the Core Curriculum. Engineering majors must take COSC 1336-Fundamentals of Programming I to fulfill the Computer Science component of the Core Curriculum. Engineering majors must take PHIL 2306- Introduction to Ethics to fulfill the Humanities component of the Core Curriculum. Engineering majors must take ECON 2301-Principles of Economics I to fulfill the Social and Behavioral Science component of the Core Curriculum.

Field of Study: 21
STC Core Curriculum: 45

Total Credit Hours: 66

Engineering Recommended Course Sequence

FIRST SEMESTER Credit Hours

HIST 1301 United States History I	
or HIST 2327	3
ENGL 1301 Composition	3
COSC 1336 Fundamentals of Programming I	3
MATH 2413 Calculus I*	4
ENGR 1101 Introduction to Engineering	1

SECOND SEMESTER

ENGL 1302 Composition II-Rhetoric	3
Visual & Performing Arts Elective- Core Curriculum	3
PHYS 2425 University Physics I	4
ENGR 2406 Digital Systems Engineering I or CHEM 1411	4
ENGR 1204 Engineering Graphics	2

SUMMER SESSION I

HIST 1302 United States History II	
or HIST 2328	3
PHIL 2306 Introduction to Ethics	3

THIRD SEMESTER

Speech Elective- Core Curriculum	3
GOVT 2305 Federal Government	3
ENGR 2301 Statics	3
MATH 2414 Calculus II	4
PHYS 2426 University Physics II	4

FOURTH SEMESTER

GOVT 2306 Texas Government	3
ENGR 2302 Dynamics	3
ECON 2301 Principles of Economics I-Macro .	3
ENGR 2405 Electrical Circuits I	4
MATH 2415 Calculus III (Optional/Recommended) ...	4

SUMMER SESSION II

(Optional/Recommended)	
MATH 2420 Differential Equations (Optional/ Recommended)**	4

* Check catalog for course pre-requisites.

** Check with transferring institution for transferability of this course.

Mathematics

Mathematics, Field of Study

Associate of Science

The Associate of Science degree with a field of study in Mathematics offers students the opportunity to take a core curriculum of general education with an emphasis in Mathematics. Mathematics majors have many potential career opportunities. They may provide technical assistance in business, engineering science, medicine and many other fields, such as:

- Actuary
- Consultant
- Operations Researcher
- Statistician
- Teacher

MATHEMATICS

Field of Study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 20 Credits

The student is required to take the following 5 courses (20 credits):

- MATH 1442 Statistics
- MATH 2412 Precalculus & Trigonometry
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

The following two courses are optional:

- MATH 2418 Linear Algebra
- MATH 2420 Differential Equations

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 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 SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
MATH 1414	College Algebra or MATH 1324	3-4
MATH 1442	Statistics	4

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
COSC 1301	Microcomputer Applications	3
ENGL 1302	Composition II-Rhetoric	3
MATH 2412	Precalculus and Trigonometry	4

SUMMER SESSION I

MATH 2413	Calculus I	4
	Visual & Performing Arts Elective- Core Curriculum	3
	Speech Elective- Core Curriculum	3

THIRD SEMESTER

GOVT 2305	Federal Government	3
	Natural Science Elective- Core Curriculum	4
MATH 2414	Calculus II	4
	Humanities Elective- Core Curriculum	3
MATH 2418	Linear Algebra (Optional/ Recommended)	4

FOURTH SEMESTER

GOVT 2306	Texas Government	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 2413 Calculus I
MATH 2414 Calculus II
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 or the sequence CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II; however, a combination of these courses is acceptable, to fulfill the Natural Sciences component of the Core Curriculum. Physics majors must also take MATH 2412-PreCalculus and Trigonometry 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**

CHEM 1411	General Chemistry I or PHYS 1401	4
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 2412	PreCalculus and Trigonometry	4

SECOND SEMESTER

CHEM 1412	General Chemistry II or PHYS 1402	4
ENGL 1302	Composition II-Rhetoric	3
MATH 2413	Calculus I	4
	Visual & Performing Arts Elective- Core Curriculum	3

SUMMER SESSION I

MATH 2414	Calculus II	4
	Speech Elective-Core Curriculum	3

THIRD SEMESTER

HIST 1301	United States History I or HIST 2327	3
GOVT 2305	Federal Government	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 2306	Texas Government	3
	Humanities Elective- Core Curriculum	3
PHYS 2426	University Physics II	4

Recommended by end of Summer Semester
Second Year:

MATH 2415 Calculus III or MATH 2420

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 872-2502.

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.

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 1406 Biology for Science Majors I
BIOL 1407 Biology for Science Majors II

Humanities Elective 3 credits

ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature

Social/Behavioral Sciences Elective 3 credits

PSYC 2301 General Psychology

Computer Science 3 credits

COSC 1301 Microcomputer Applications

Field of Study: 20

STC Core Curriculum: 45

Total Credit Hours: 65

Pre-Pharmacy

PRE-REQUISITE SEMESTER Credit Hours

COSC 1301 Microcomputer Applications..... 3
PSYC 2301 General Psychology..... 3
Visual Performing Arts Elective-
Core Curriculum..... 3

FIRST SEMESTER

ENGL 1301 Composition..... 3
HIST 1301 United States History I..... 3
CHEM 1411 General Chemistry I..... 4
BIOL 1406 Biology for Science Majors I..... 4

SECOND SEMESTER

ENGL 1302 Composition II-Rhetoric..... 3
HIST 1302 United States History II..... 3
CHEM 1412 General Chemistry II..... 4
BIOL 1407 Biology for Science Majors II..... 4

THIRD SEMESTER

CHEM 2423 Organic Chemistry I..... 4
SPCH 1315 Public Speaking..... 3
MATH 2413 Calculus I..... 4
GOVT 2305 Federal Government..... 3

FOURTH SEMESTER

CHEM 2425 Organic Chemistry II..... 4
BIOL 2421 Microbiology..... 4
GOVT 2306 Texas Government..... 3
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 Hours15

Division of

Nursing and Allied Health

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Associate Degree Nursing

Associate Degree Nursing

Associate of Applied Science

The Associate Degree Nursing (ADN) program is accredited by the Texas Board of Nursing (BON). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.

The program prepares the graduate to provide patient-centered care, patient safety advocate, member of the profession and member of the health care team for a limited number of patients in various health care settings. Such patients may have complex multiple needs with predictable or unpredictable outcomes. With additional experience and continuing education the graduate can increase the numbers of assigned patients, provide independent patient-centered care, supervise health care of patients and their families and receive certification in various specialty areas. Students seeking entry in the Associate Degree Nursing Program (ADN) must attend a general advisement session, must meet Admission Assessment (A2) exam requirements before being allowed to register for the Introduction to Nursing course, complete the Introduction to Nursing course with a grade of B or better (traditional track only) and complete an application for consideration for the program. Students must see an ADN faculty advisor during the Fall or Spring semester to register for the Introduction to Nursing course the following semester.

Program Application Requirements

All applicants must:

- A. meet general admission requirements to South Texas College.
- B. have a High School diploma or GED equivalent.
- C. demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses and courses in the ADN degree plan.
- E. complete all prerequisite courses with a minimum of "B" as listed in the Associate Degree Nursing Program Degree plan.
- F. earn a minimum grade of "B" in "Introduction to Nursing" course within the last two years.
- G. submit a completed Program application by stated deadline. For more information contact Associate Degree Nursing Program at 872-3070 or access the information online at www.southtexascollege.edu/nah.
- H. participate in the student advisement per program requirements. For more information contact Associate Degree Nursing Program at 872-3070.
- I. achieve an Admission Assessment test (A2 test score of 75% in Math, Science and English composite results and test scores must be current within two years.
- J. pass a criminal background check, drug screen through approved providers and complete all required

immunizations including Hepatitis B series before beginning of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist at 872-3022.

- K. meet technical standards as stated by Associate Degree Nursing Program.

NOTE: A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment. Applications will be submitted after meeting with Faculty Advisor.

Selection Criteria

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores. All information requested on the application must be on-file with the college and accessible on-line to be accepted for program enrollment.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points. A random draw of applicants with the same acceptance score is used when necessary to complete enrollment.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at <http://nah.southtexascollege.edu/>

Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must meet college graduation requirements and complete all course work as listed in the degree plan with a minimum grade of "C."

Licensures of Persons with Criminal Convictions

Nurse Practice Act for the State of Texas (Section 301.257) the Texas Board of Nursing may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in a nursing or allied Health program clinical course. This policy requires all students pass a criminal background check prior to enrolling in a clinical course. This policy is implemented to ensure compliance with health care agency standards and state licensing regulations. Students having questions about this rule should see the Clinical Compliance Specialist, ADN Program Director, or the Dean of Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barreiro, MSN, RN, Chief Nurse Executive, Weslaco Rehabilitation Hospital; Chair, Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital; Elma Lopez, RN, Starr County Memorial Hospital; Sally Roach, MSN, RN, BSN Faculty, UTB/TSC; Katherine Dassler, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital; Mary Thomas, RN, Education, Mission Regional Medical Center; Candi Constantine, MSN, RN, F.A.C.H.E., CCRN, CEN, Systems CNO, South Texas Health System; Gloria Vela, RN, MSN, Education Coordinator, McAllen Medical Center; Gabriella Sweet, RN, MSN, Education Director, Knapp Medical Center; Linda Resendez, RN, MSN, Chief Nursing Executive, Edinburg Children's Hospital; Viola Garza, EdD, RN, Faculty, UTPA

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

PRE-REQUISITE SEMESTER Credit Hours

BIOL 1408 General Biology I 4

ENGL 1301 Composition 3

MATH 1414 College Algebra or
MATH 1332 or TECM 1371 3-4

PSYC 2314 Lifespan Growth
and Development 3

BIOL 2401 Anatomy & Physiology I 4

#RNSG1209 Introduction to Nursing 2

FIRST SEMESTER

RNSG 1413 Foundations for
Nursing Practice 4

RNSG 1362 Clinical I 3

RNSG 1205 Nursing Skills I 2

RNSG 1301 Pharmacology for
Professional Nursing 3

SECOND SEMESTER

BIOL 2402 Anatomy & Physiology II 4

RNSG 2213 Mental Health Nursing 2

RNSG 1341 Common Concepts of
Adult Health 3

RNSG 2262 Clinical-Mental Health (8 weeks) ... 2

RNSG 2263 Clinical-Medical/
Surgical (8 weeks) 2

RNSG 1244 Nursing Skills II 2

SECOND YEAR

SUMMER SESSION I

BIOL 2421 Microbiology 4

THIRD SEMESTER

RNSG 2201 Care of Children and Families 2

RNSG 1251 Care of the Childbearing Family .. 2

RNSG 2260 Clinical-Pediatrics (8 weeks) 2

RNSG 2261 Clinical-Maternal
Child Health (8 weeks) 2

##SPCH 1311 Introduction to Speech
Communication 3

FOURTH SEMESTER

Humanities Elective 3

RNSG 2121 Professional Nursing:
Leadership and Management 1

RNSG 2331 Advanced Concepts of
Adult Health 3

RNSG 2163 Clinical IV (12 weeks) 1

RNSG 2363 CAPSTONE: Clinical V 3

Total Credit Hours: ... 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.

Admission Assessment (A2 test) composite scores of
75% or better in Math, Science and English required prior
to registration for RNSG 1209-Introduction to Nursing.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

Prerequisite Semester: Credit Hours

BIOL 1408	General Biology I	4
ENGL 1301	Composition	3
MATH 1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC 2314	Lifespan Growth and Development	3
BIOL 2401	Anatomy & Physiology I	4
#RNSG1209	Introduction to Nursing	2

FIRST SEMESTER

RNSG 1413	Foundations for Nursing Practice	4
RNSG 1362	Clinical I	3
RNSG 1205	Nursing Skills I	2
RNSG 1301	Pharmacology for Professional Nursing	3

SUMMER SESSION I

BIOL 2402	Anatomy & Physiology II	4
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SECOND SEMESTER

RNSG 2213	Mental Health Nursing	2
RNSG 1341	Common Concepts of Adult Health	3
RNSG 2262	Clinical-Mental Health (8 weeks)	2
RNSG 2263	Clinical-Medical/ Surgical (8 weeks)	2
RNSG 1244	Nursing Skills II	2
BIOL 2421	Microbiology	4

SECOND YEAR

THIRD SEMESTER

RNSG 2201	Care of Children and Families	2
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical-Pediatrics (8 weeks)	2
RNSG 2261	Clinical-Maternal Child Health (8 weeks)	2
##SPCH 1311	Introduction to Speech Communication	3

FOURTH SEMESTER

	Humanities Elective	3
RNSG 2121	Professional Nursing: Leadership and Management	1
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2363	CAPSTONE: Clinical V	3

Total Credit Hours: ... 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.

Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English required prior to registration for RNSG 1209-Introduction to Nursing.

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SUMMER ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisite Semester: Credit Hours

BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4
BIOL 2421 Microbiology.....	4
ENGL 1301 Composition.....	3
MATH 1414 College Algebra or MATH 1332 or TECM 1371	3-4
PSYC 2314 Lifespan Growth and Development.....	3

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses RNSG 1327 and 1162, the student earns 19 semester credit hours.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

RNSG 1301-Pharmacology for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English and Administrative approval.

SECOND YEAR

SUMMER SESSION I

RNSG 1301 Pharmacology for Professional Nursing.....	3
RNSG 1327 Transition to Professional Nursing.....	3
RNSG 1162 Transition Clinical	1

FIRST SEMESTER

RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)...	2
RNSG 1412 Nursing Care for the Childbearing and Childrearing Family.....	4
RNSG 1260 Clinical-Pediatrics/Maternal/ Infant (8 weeks).....	2
##SPCH 1311 Introduction to Speech Communication*	3

SECOND SEMESTER

Humanities Elective*	3
RNSG 2121 Professional Nursing: Leadership and Management.....	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks).....	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours:... 71-72

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisite Semester: Credit Hours

BIOL 2401	Anatomy & Physiology I.....	4
BIOL 2402	Anatomy & Physiology II.....	4
BIOL 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

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327 and 1162, the student earns 19 semester credit hours.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

RNSG 1301-Pharmacology for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English and Administrative approval.

SECOND YEAR

FIRST SEMESTER

RNSG 1301	Pharmacology for Professional Nursing.....	3
RNSG 1327	Transition to Professional Nursing.....	3
RNSG 1162	Transition Clinical	1
RNSG 2213	Mental Health Nursing	2
RNSG 2262	Clinical-Mental Health (8 weeks) ...	2

SUMMER SESSION I

RNSG 1412	Nursing Care for the Childbearing and Childrearing Family.....	4
RNSG 1260	Clinical-Pediatrics/Maternal/ Infant (8 weeks).....	2
##SPCH 1311	Introduction to Speech Communication*	3

SECOND SEMESTER

	Humanities Elective*	3
RNSG 2121	Professional Nursing: Leadership and Management.....	1
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2363	CAPSTONE: Clinical V	3

Total Credit Hours: ... 71-72

PARAMEDIC TO RN TRACK

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

Prerequisite Semester: Credit Hours

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition	3
MATH 1414	College Algebra or MATH 1332 or TECM 1371	3-4
PSYC 2314	Lifespan Growth and Development	3

FIRST SEMESTER

RNSG 1301	Pharmacology for Professional Nursing	3
RNSG 1517	Concepts of Professional Nursing Practice I for Articulating Students (1st 8 weeks)	5
RNSG 1163	Clinical- Paramedic to RN (1st 8 weeks)	1
RNSG 1341	Common Concepts of Adult Health (8 weeks)	3
RNSG 2263	Clinical-Medical/ Surgical (8 weeks)	2

SECOND SEMESTER

BIOL 2421	Microbiology	4
RNSG 1251	Care of the Childbearing Family	2
RNSG 2261	Clinical-Maternal Child Health (8 weeks)	2
RNSG 2201	Care of Children and Families (2nd 8 weeks)	2
RNSG 2260	Clinical-Pediatrics (2nd 8 weeks)	2

SECOND YEAR

SUMMER SESSION I

RNSG 2213	Mental Health Nursing	2
RNSG 2262	Clinical-Mental Health (8 weeks)	2
**SPCH 1311	Introduction to Speech Communication	3

THIRD SEMESTER

	Humanities Elective	3
RNSG 2121	Professional Nursing: Leadership and Management	1
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2363	CAPSTONE: Clinical V	3

Total Credit Hours: ... 69-70

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Escrow of 8 credits will be given for RNSG 1413, RNSG 1205, RNSG 1244 upon completion of RNSG 1517, and RNSG 1163.

**SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

RNSG 1301-Pharmacology for Professional Nursing may be taken prior to acceptance with Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English and Administrative approval.

Emergency Medical Technology

Emergency Medical Technology

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic. Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

EMT Basic Certificate: Instruction at the basic level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications.

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

BASIC

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
EMSP 1501 Emergency Medical Technician ...	5
EMSP 1160 CAPSTONE: EMT-Basic Clinical...	1
EMSP 1166 CAPSTONE: EMT-Basic Practicum.....	1
EMSP 1208 Emergency Vehicle Operations ...	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

Total Credit Hours: 16

INTERMEDIATE

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
EMSP 1501 Emergency Medical Technician ...	5
EMSP 1160 EMT-Basic Clinical.....	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations ...	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice.....	4
EMSP 1356 Patient Assessment and Airway Management.....	3
EMSP 1355 Trauma Management	3
EMSP 1161 CAPSTONE: EMT-Intermediate Hospital Clinical	1
EMSP 1167 CAPSTONE: EMS EMTI Practicum.....	1

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

Total Credit Hours: 28

PARAMEDIC

CERTIFICATE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

EMSP 1501 Emergency Medical Technician ...	5
EMSP 1160 EMT-Basic Clinical.....	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations ...	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice.....	4
EMSP 1356 Patient Assessment and Airway Management.....	3
EMSP 1355 Trauma Management	3
EMSP 1161 EMT-Intermediate Hospital Clinical	1
EMSP 1167 EMS EMTI Practicum	1

Liable for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION I

VNSG 1420 Anatomy & Physiology for Allied Health.....	4
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THIRD SEMESTER

EMSP 2444 Cardiology.....	4
EMSP 2160 Paramedic Clinical I.....	1
EMSP 2338 EMS Operations	3
EMSP 2243 Assessment Based Management 2	

FOURTH SEMESTER

EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations	3
EMSP 2161 Paramedic Clinical II.....	1
EMSP 2266 CAPSTONE: Paramedic Practicum.....	2

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

Total Credit Hours: 52

EMERGENCY MEDICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

EMSP 1501 Emergency Medical Technician ...	5
EMSP 1160 EMT-Basic Clinical.....	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations ...	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic.

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice.....	4
EMSP 1356 Patient Assessment and Airway Management.....	3
EMSP 1355 Trauma Management	3
EMSP 1161 EMT-Intermediate Hospital Clinical	1
EMSP 1167 EMS EMTI Practicum	1
<u>ENGL 1301 Composition</u>	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION

<u>BIOL 2401 Anatomy & Physiology I</u>	4
<u>BIOL 2402 Anatomy & Physiology II</u>	4

THIRD SEMESTER

EMSP 2444 Cardiology.....	4
EMSP 2160 Paramedic Clinical I.....	1
EMSP 2338 EMS Operations	3
EMSP 2243 Assessment Based Management... 2	
<u>SPCH 1311 Introduction to Speech Communication</u>	3
<u>Humanities Elective</u>	3

FOURTH SEMESTER

<u>PSYC 2301 General Psychology or PSYC 2314</u>	3
BMGT 1301 Supervision.....	3
EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations	3
EMSP 2161 Paramedic Clinical II.....	1
EMSP 2266 CAPSTONE: Paramedic Practicum.....	2

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Health and Medical Administrative Services

Electronic Health Record Specialist Certificate

The Electronic Health Record is a one semester certificate that will prepare the students for entry level positions with knowledge and skills required to transition from a paper based record to an electronic health record, learn the basic functions and the use of the technology for the Electronic Health Record (EHR).

Medical clinics, hospitals, doctors' offices, in all types of facilities, and in various locations within a facility that offer various employment settings for an Electronic Health Record Specialist.

Electronic Health Record Specialist can pursue a lifelong program of continuing education.

Medical Coding Specialist Certificate

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association.

Medical coding specialists pursue a lifelong program of continuing education.

**Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS).*

Medical Information/ Transcription Specialist Certificate

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency.

These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office.

It also prepares students to type physician-dictated reports 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 (AHDII). 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).*

ELECTRONIC HEALTH RECORD SPECIALIST

CERTIFICATE

Program Entry Requirements

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

Program Application

Program applications are available from HMAS faculty and will be discussed and completed during advisement prior to registration. If you have questions, please call for an appointment (956) 872-3170.

NOTE: For up-to-date program information, admission requirements and registration see: <http://nah.southtexascollege.edu/>

Graduation Requirements

To earn the Electronic Health Record, Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Dan Elizondo, RHIT, Director, HIM Dept., Mission Hospital, Miguel Flores, RHIT, Coder, Doctors' Hospital at Renaissance, Minerva Lamar Martinez, Director, HIM Dept., Starr County Hospital, Marivel Perez, Assistant Director, South Texas Health Systems, Veronica Ramirez, Tumor Registry, HIM Dept., Rio Grande Regional Hospital, Elvia Reyna, CMT, Transcription Supervisor, Knapp Medical Center, *Nancy Rodriguez, Office Manager, Rio Grande Regional Surgery Center.

*Advisory Committee Chair

TSI EXEMPT

FIRST SEMESTER	Credit Hours
HITT 1305 Medical Terminology I	3
HITT 1301 Health Data Content and Structure	3
POFM 1317 Medical Administrative Support ...	3
HITT 1341 Coding and Classification Systems	3
HITT 2371 Current Procedural Terminology Coding- CPT 4	3
HITT 1211 Health Information Systems	2
HITT 1253 Legal and Ethical Aspects of Health Information	2
HITT 1167 CAPSTONE: Practicum	1

Total Credit Hours:..... 20

MEDICAL CODING SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology I.....	3
HITT 1301	Health Data Content and Structure.....	3
NURA 1407	Body Systems or VNSG 1420	4
POFM 1317	Medical Administrative Support ...	3

SECOND SEMESTER

HITT 1341	Coding and Classification Systems.....	3
HITT 2371	Current Procedural Terminology Coding-CPT4.....	3
HITT 1211	Health Information Systems.....	2
HPRS 2301	Pathophysiology	3
HITT 2331	Advanced Medical Terminology ...	3
HITT 1349	Pharmacology	3

THIRD SEMESTER

HITT 2372	Advanced CPT Coding-CPT4.....	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1166	CAPSTONE: Coding Practicum... 1	

Total Credit Hours: 39

MEDICAL INFORMATION/ TRANSCRIPTION SPECIALIST

CERTIFICATE

TSI EXEMPT

SUMMER SESSION I Credit Hours

HITT 1305	Medical Terminology I.....	3
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FIRST SEMESTER

HITT 1301	Health Data Content and Structure.....	3
NURA 1407	Body Systems or VNSG 1420	4
POFM 1317	Medical Administrative Support ..	3
MRMT 1307	Medical Transcription I.....	3

SECOND SEMESTER

HITT 1211	Health Information Systems.....	2
HPRS 2301	Pathophysiology	3
HITT 2371	Current Procedural Terminology Coding-CPT4.....	3
HITT 1349	Pharmacology	3
MRMT 2333	Medical Transcription II.....	3

THIRD SEMESTER

HITT 1341	Coding and Classification Systems.....	3
HITT 2331	Advanced Medical Terminology	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
MRMT 2166	CAPSTONE: Practicum	1

Total Credit Hours: 39

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SUMMER SESSION I **Credit Hours**

HITT 1211 Health Information Systems.....	2
BIOL 2401 Anatomy & Physiology I.....	4
HITT 1305 Medical Terminology I.....	3

FIRST SEMESTER

ENGL 1301 Composition	3
BIOL 2402 Anatomy & Physiology II.....	4
HITT 1301 Health Data Content and Structure	3
MATH 1414 College Algebra	4

SECOND SEMESTER

HPRS 2301 Pathophysiology	3
HITT 1253 Legal and Ethical Aspects of Health Information	2
HITT 1341 Coding & Classification Systems...	3
HITT 2331 Advanced Medical Terminology ...	3
HITT 1349 Pharmacology.....	3

THIRD SEMESTER

HITT 2166 Practicum I.....	1
HITT 2335 Coding and Reimbursement Methodologies	3
HITT 1345 Health Care Delivery Systems.....	3
SPCH 1321 Business and Professional Speaking.....	3
PSYC 2301 General Psychology.....	3

FOURTH SEMESTER

HITT 2371 Current Procedural Terminology Coding-CPT4.....	3
*Humanities Elective.....	3
HITT 1255 Health Care Statistics	2
HITT 2343 Quality Assessment and Performance Improvement	3
HITT 2339 Health Information Organization and Supervision	3
HITT 2167 CAPSTONE: Practicum II.....	1

Total Credit Hours:..... 65

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Recommended Humanities Electives

PHIL 2306 Introduction to Ethics	
PHIL 2303 Introduction to Logic	
HUMA 1301 Introduction to the Humanities I	

Medical Assistant Technology

Medical Assistant Technology Certificate and

Associate of Applied Science

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), National Certified Medical Office Assistant (NCMOA), Nationally Certified Phlebotomy Technician (NCPT), National Certified ECG Technician (NCET), and the National Certified Insurance & Coding Specialist (NCICS).

Program Admission Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from Medical Assisting faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/>

Graduation Requirements

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

Medical Office Specialist Certificate

The Medical Office Specialist is a health care worker with medical office administrative skills for managing the front office, medical records, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical front office experience.

ADVISORY COMMITTEE

Martin Garza, MD, DLC Pediatric Center, Edinburg; Emmalou Keyes, RN FNP; Grace Lawson, Executive Director, El Milagro Clinic, McAllen; Norma Longoria, MA Ex-Officio, South Texas College; Becky Rankin, RN FNP, Planned Parenthood Association of Hidalgo County, McAllen; Yesenia Saldivar, MA, RGV Preventative Care Inc., McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Petra Treviño, El Milagro Clinic, McAllen; Elias V. Leos, CFBC, Life Center, El Milagro Clinic, McAllen; Martha Leos, Education Supervisor, Planned Parenthood Association of Hidalgo County, McAllen.

MEDICAL ASSISTANT TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures.....	3
MDCA 1343 Medical Insurance.....	3
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNSG 1420... 4	
MDCA 1205 Medical Law and Ethics.....	2
MDCA 1166 Practicum I.....	1

SECOND SEMESTER

MDCA 1348 Pharmacology & Administration of Medications.....	3
HPRS 2301 Pathophysiology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
PLAB 1223 Phlebotomy for Medical Assistants	2
MDCA 1167 Practicum II.....	1

THIRD SEMESTER

PSYC 2301 General Psychology or PSYC 2314	3
ECRD 1111 Electrocardiography for Medical Assistants	1
SPCH 1311 Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321.....	3
MDCA 1417 Procedures in a Clinical Setting ...	4
MDCA 1254 Medical Assisting Credentialing Exam Review.....	2

Total Credit Hours: 41

MEDICAL OFFICE SPECIALIST

CERTIFICATE

TSI LIABLE

FIRST SEMESTER	Credit Hours
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures.....	3
MDCA 1343 Medical Insurance.....	3
MDCA 1205 Medical Law and Ethics.....	2
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNGG 1420	4
MDCA 1166 Practicum I.....	1

Total Credit Hours: 16

MEDICAL ASSISTANT TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology I.....	3
MDCA 1321	Administrative Procedures.....	3
MDCA 1343	Medical Insurance.....	3
MDCA 1409	Anatomy and Physiology for Medical Assistants or VNSG 1420... 4	
MDCA 1205	Medical Law & Ethics.....	2
MDCA 1166	Practicum I.....	1

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

****Math/Natural Sciences Elective Options:**

BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
MATH 1414	College Algebra
MATH 1332	Contemporary Mathematics

SECOND SEMESTER

MDCA 1348	Pharmacology & Administration of Medications.....	3
HPRS 2301	Pathophysiology	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
PLAB 1223	Phlebotomy for Medical Assistants	2
MDCA 1167	Practicum II.....	1

SUMMER SESSION

<u>Humanities Elective</u>	3
**Math/Natural Sciences Elective	3-4

THIRD SEMESTER

PSYC 2301	<u>General Psychology or PSYC 2314</u>	3
ECRD 1111	Electrocardiography for Medical Assistants	1
SPCH 1311	<u>Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321</u>	3
MDCA 1417	Procedures in a Clinical Setting... 4	
MDCA 1254	Medical Assisting Credentialing Exam Review.....	2

FOURTH SEMESTER

HITT 1341	Coding Classification Systems ...	3
ENGL 1301	<u>Composition</u>	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

Occupational Therapy Assistant

Occupational Therapy Assistant Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR).

The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders. Students seeking entry to the OTA Program must complete a program specific application.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone courses listed in the fifth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

Program Admission Requirements

- A. Meet general admission requirements to STC.
- B. Have a High School diploma or GED.
- C. TSI complete.
- D. Achieve an ACT composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). Take the ACT plus Writing component Exam, the ACT Writing score must be a 6 or above. Scores must be current within the last 5 years.
- E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses if applicable.
- F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses completed at STC.
- G. Complete all prerequisite courses with a minimum grade of "B" as listed in the Occupational Therapy Assistant Program degree plan.

- H. Submit a completed Program application by stated deadline. For more information contact the Occupational Therapy Assistant Program at 872-3161 or access the information online at www.southtexascollege.edu/nah
- I. Participate in student advisement per program requirements. For more information contact the Occupational Therapy Assistant Program at 872-3161.
- J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of certification and licensure eligibility from the National Board for Certification in Occupational Therapy (NBCOT) and the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.
- K. Present documentation of volunteer experience of a minimum of 25 hours each at Pediatric and Adult client settings.
- L. Meet technical standards as stated by Occupational Therapy Assistant Program.

Selection Criteria

The OTA Program selection criteria are based upon a point system. Qualified applications are ranked in descending order until maximum class size is reached. If not admitted, a new application is required for the next admission cycle.

Program Application

Applications are available annually from the division office, program faculty or program secretary. A class is selected and accepted every fall semester.

NOTE: Please see program WEB page for up-to-date program information, admission requirements, curriculum changes, selection process, and application revisions at <http://www.southtexascollege.edu>.

Graduation Requirements

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Arturo Cruz, OTR, Edinburg; Velma Esparza, OTR, McAllen; Jennifer Ybarra, OTR, Edinburg; Ana Betancourt, OTR, Edinburg; Adina Santillan, COTA, San Juan; Jesse Rodriguez, COTA, McAllen

OCCUPATIONAL THERAPY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

TSI LIABLE

PRE-REQUISITE SEMESTER Credit Hours

Humanities Elective	3
PSYC 2314 Lifespan Growth and Development.....	3
BIOL 2401 Anatomy and Physiology I	4
SPCH 1318 Interpersonal Communications	3
ENGL 1301 Composition.....	3
OTHA 1405 Principles of Occupational Therapy.....	4

FIRST SEMESTER

BIOL 2402 Anatomy and Physiology II	4
OTHA 1409 Human Structure and Function in OT	4
OTHA 1415 Therapeutic Use of Occupations or Activities I.....	4
OTHA 1341 Occupational Performance- Birth to Adolescence	3

SECOND SEMESTER

OTHA 1349 Occupational Performance of Adulthood.....	3
OTHA 2301 Pathophysiology in OT.....	3
OTHA 1419 Therapeutic Interventions I	4
OTHA 2335 Health Care Management in OT.....	3

SUMMER SESSION

OTHA 1460 Clinical-OTA.....	4
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THIRD SEMESTER

OTHA 1353 Occupational Performance for Elders	3
OTHA 2405 Therapeutic Interventions II	4
OTHA 2309 Mental Health in Occupational Therapy.....	3

FOURTH SEMESTER

OTHA 2366 CAPSTONE: Practicum- OTA (A)	3
OTHA 2367 CAPSTONE: Practicum- OTA (B)	3

SUMMER SESSION

OTHA 2430 Workplace Skills for the OTA	4
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Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

Patient Care Assistant

Patient Care Assistant Certificate

This is a 16 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly. The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. After successful completion of the Texas Department of Aging Nurse Aide Competency Examination, students will focus on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

After successful completion of all course requirements students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. STC provides the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

Program Entry Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Please contact the PCA Program office at (956) 872-3109 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/>

Graduation Requirements

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Virginia Garcia, Education Coordinator, Edinburg Regional Medical Center; Teresa Johnson, Education Coordinator, McAllen Medical Center;; Carl Lueg, Administrator (owner), Twinbrooke South Nursing Center; Sergio Peña, Director, Career & Technical Education Mission CISD; Libby Smith, BSN, RN Director of Nursing McAllen Heart Hospital; Rosie Paloma, LVN Staff nurse LTC; Bob Crone, Owner operator Arbor View Rehab and Nursing Center; Current and former PTCA student.

PATIENT CARE ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
NURA 1401 Nurse Aide for Health Care.....	4
NURA 1160 Clinical I	1
NUPC 1320 Patient Care Technician/Assistant...3	
PLAB 1323 Phlebotomy.....	3
ECRD 1211 Electrocardiography.....	2
NUPC 1360 CAPSTONE: Clinical II	3

Total Credit Hours:..... 16

Pharmacy Technology

The Pharmacy Technology program is accredited by the American Society of Health-Systems Pharmacists (ASHP) 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 PTCEB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board (www.ptcb.org).

Graduation Requirements

To earn a Certificate or Associate of Applied Science in Pharmacy Technology, a student must meet all college graduation requirements and complete all degree plan lecture and lab coursework with a minimum grade of “C” and successfully pass the practicum course.

ADVISORY COMMITTEE

Leonel Guerrero, RPh, Director of Pharmacy, Cornerstone Pharmacy; Dr. John Villarreal, University of Texas-Pan American; , CPhT, Walgreens Pharmacy; Adriana Pedraza, RPh. Doctor's Hospital at Renaissance; Julio Palacios, RPh. Department of Veterans Affairs Outpatient Clinic; Beatrice Godines, RPh, Mission Regional Medical Center; Irene Mireles, CPhT, Doctor's Hospital at Renaissance; Victor de la Garza, RPh, CareFusion; David Castro, RPh, CareFusion; Anabel Mendoza, STC Graduate Pharmacy Technician Program, Marti Cadena, STC Graduate Pharmacy Technician Program

PHARMACY TECHNOLOGY

CERTIFICATE

TSI EXEMPT

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

SECOND SEMESTER

PHRA 1345 Compounding Sterile Preparations and Aseptic Technique.....	3
PHRA 1349 Institutional Pharmacy Practice ...	3
PHRA 1313 Community Pharmacy Practice ...	3
PHRA 1404 Pharmacotherapy and Disease Process.....	4

SUMMER SESSION

PHRA 1243 Capstone: Pharmacy Technician Certification Review	2
PHRA 1268 Capstone: Practicum	2

Total Credit Hours:..... 38

*SPCH 1311, or SPCH 1315, or SPCH 1318, or SPCH 1321

PHARMACY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester	Credit Hours
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

SECOND SEMESTER

PHRA 1345 Compounding Sterile Preparations and Aseptic Technique.....	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: 62

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 obtained from the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314; accreditation@apta.org; (703) 684-2782 or (702) 706-3245.

Program Application Requirements

All applicants must:

- A. Meet general admission requirements to STC.
- B. Have a High School diploma or GED.
- C. Be deemed TSI complete.
- D. Complete the ACT Exam including the Writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT Exemptions are not permitted.
- E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses and those completed at STC.
- F. Complete all prerequisite courses with a minimum grade of "B" as listed in the Physical Therapist Assistant Program degree plan.
- G. Earn a "B" or better in BIOL 2401 within the last five years. Earn a "B" or better in the PTHA 1409 course within the past two years.**
- H. Present documentation of a minimum of twenty-five (25) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings, for a total of fifty (50) hours. One experience should be completed in an inpatient setting (hospital or nursing facility), and the other should be completed in a different type of setting such as an outpatient clinic or pediatric center. Home Health hours are not accepted. Therapists who supervise volunteer experiences cannot be a relative or personal friend of the student applicant.
- I. Attend an Early Program Information Session per program requirements. For more information contact the Physical Therapist Assistant Program at (956) 872-3161 or access the

information online at www.southtexascollege.edu/nah.

- J. Submit a completed Program application by stated deadline. For more information contact the Physical Therapist Assistant Program at (956) 872-3161 or access the information online at www.southtexascollege.edu/nah.
- K. Pass a background check and drug screen through approved providers*. Students with criminal histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.
- L. Meet technical standards as stated by Physical Therapist Assistant Program.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

Program Selection Process

Admission to the PTA Program is based on a point system score. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the PTA Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the PTA Program at 872-3161 or access the information online at www.southtexascollege.edu/nah.

Questions?

For more information on the PTA Program, you are strongly encouraged to attend an Early Program Advising Information Session. Please contact Mari Vargas, PTA Program Secretary, at (956) 872-3161 or email marip@southtexascollege.edu for questions or to schedule an appointment. Additional information is also available at www.southtexascollege.edu/nah.

Graduation Requirements

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam as a requirement of the final Capstone course.

Licensure of Persons with history of Criminal Conviction / Substance Abuse:

- ▶ According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse.

- ▶ According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found in the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at www.ecptote.state.tx.us

*STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with health care agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

ADVISORY COMMITTEE

Kilo Alaniz, PTA, Knapp Medical Center; Efrain Guzman, PT, Spanish Meadows; Bertha Puig, PT (Committee Chair), Puig Rehabilitation; Javier Rocha, PT, RGV Rehab; Robert Puig, DPT, Puig Physical Therapy; Eloisa Hernandez-Cabrera, PT, Tru Rehab; David Huerta, OTR, PT, Rehab Plus; Heather Stevens, PTA, Lifecare Hospital; Rick Moroles, PTA, Kids Playhouse.

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester	Credit Hours
BIOL 2401 Anatomy and Physiology I	4
HITT 1305 Medical Terminology I	3
SPCH 1318 Interpersonal Communications	3
ENGL 1301 Composition	3
PTHA 1409 Introduction to Physical Therapy	4

FIRST SEMESTER

BIOL 2402 Anatomy and Physiology II	4
PTHA 1405 Basic Patient Care Skills.....	4
PTHA 1513 Functional Anatomy	5
PTHA 2201 Essentials of Data Collection	2

SECOND SEMESTER

PSYC 2314 Lifespan Growth and Development	3
PTHA 1321 Pathophysiology for the PTA.....	3
PTHA 1531 Physical Agents	5
PTHA 2509 Therapeutic Exercise	5

THIRD SEMESTER

PTHA 1266 Practicum I	2
PTHA 2205 Neurology	2
PTHA 2431 Management of Neurological Disorders	4
PTHA 2435 Rehabilitation Techniques	4
*Humanities Elective.....	3

FOURTH SEMESTER

PTHA 2266 Practicum II (6 weeks)	2
PTHA 2267 Practicum III (6 weeks)	2
PTHA 2339 CAPSTONE: Professional Issues	3

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*HUMANITIES ELECTIVE:
Departmental Approval Required

Radiologic Technology

Radiologic Technology Associate of Applied Science

The Radiologic Technology Program at South Texas College has received approval from the Texas Higher Education Coordinating Board and falls under the Southern Association of Colleges and Schools Accreditation Guidelines. Upon completion of the program, graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer).

Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and or rule out disease or treat injury.

The radiographer is trained and educated in the use of state-of-the-art specialized equipment; radiologic pharmaceuticals and contrast media; radiation safety; radiation protection; and radiographic procedures/positioning for the diagnosis of broken bones, tumors, disease, and malfunction of organs, and the development and critique of radiographs using conventional film and/or digital imaging techniques. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis.

Program Admission Requirements

- A. Meet general admission requirements to STC.
- B. Have a High School diploma or GED.
- C. Be deemed TSI complete.
- D. Take the ACT Exam. Achieve a composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading & Science). Scores must be current within the last 5 years. ACT exemptions are not permitted.
- E. Complete all prerequisite courses with a minimum grade of "B" as listed in the Radiologic Technology Program degree plan.
- F. Earn a minimum cumulative GPA of 3.0, on a 4.0 scale in all courses, including transfer courses and those completed at STC.
- G. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
- H. Submit a completed Program application by stated deadline. For more information contact the Radiologic Technology Program at 956-872-3049 or access the Information online at www.southtexascollege.edu/nah.

- I. Participate in individual student advisement per program requirements. For more information contact the Radiologic Technology Program at 956-872-3049 or access the Information online at www.southtexascollege.edu/nah.
- J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of licensure eligibility from the American Registry of Radiologic Technologists (ARRT). For more information contact the NAH Clinical Affairs Specialist or the Radiologic Technology Program at 956-872-3049.
- K. Meet Technical Standards as stated by Radiologic Technology Program.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

Program Selection Process

Admission to the Radiologic Technology Program is based on a point system score. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the Radiologic Technology Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the Radiologic Technology Program at 956-872-3049 or access the information online at www.southtexascollege.edu/nah.

Graduation Requirements

To earn an Associate of Applied Science in the Radiologic Technology Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" (75%) in didactic courses and minimum grade of "B" (80%) in the clinical/practicum courses. Students must also pass the Written and Clinical Exit Examination as required of the final CAPSTONE courses.

ADVISORY COMMITTEE

Rafael C. Acosta, PhD, Physicist, South Texas Cancer Center; Joe Martinez, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital; Carlos Pena, BS, RT (R), Assistant Director of Radiology, McAllen Medical Center; Armaro Salinas, Jr., B.S.M.T. (ASCP), Assistant Hospital Administrator, Starr County Memorial Hospital; Juan Medina, RT (R) and Ray Segundo, BS, RT (R), Assistant Directors of Radiology, Mission Regional Medical Center; Jimmy Hitzman, BS, RT (R), Director of Imaging Services Mission Regional Medical Center; Sixto Garza, RT (R), Director of Radiology, Edinburg Children's Hospital; Mark Martinez, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; Robert Rivera, BS, RT (R), Director, Advanced Imaging Center; Tony Romero, MBA, RT (R), CEO, Regional Management Consultants.

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

PRE-REQUISITE SEMESTER Credit Hours

RADR 1309	Introduction to Radiography and Patient Care.....	3
BIOL 2401	Anatomy & Physiology I.....	4
MATH 1414	College Algebra.....	4
ENGL 1301	Composition.....	3
HITT 1305	Medical Terminology I.....	3

FIRST SEMESTER

BIOL 2402	Anatomy & Physiology II.....	4
RADR 1311	Basic Radiographic Procedures ..	3
RADR 1313	Principles of Radiographic Imaging I.....	3
RADR 1460	Clinical.....	4

SECOND SEMESTER

PSYC 2301	General Psychology.....	3
RADR 2301	Intermediate Radiographic Procedures	3
RADR 1466	Practicum I.....	4

SUMMER SESSION I

SPCH 1318	Interpersonal Communications....	3
RADR 1267	Practicum II.....	2

THIRD SEMESTER

RADR 2431	Advanced Radiographic Procedures	4
RADR 2309	Radiographic Imaging Equipment.....	3
RADR 2266	Practicum III.....	2

FOURTH SEMESTER

	*Humanities Elective.....	3
RADR 2217	Radiographic Pathology.....	2
RADR 2213	Radiation Biology & Protection	2
RADR 2267	Practicum IV	2

SUMMER SESSION II

RADR 2235	CAPSTONE: Radiologic Technology Seminar	2
RADR 2166	CAPSTONE: Practicum V.....	1

Total Credits Hours: 67

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Humanities Elective:

PHIL 2306 Introduction to Ethics, PHIL 2303 Introduction to Logic, HUMA 1301 Introduction to the Humanities I

Respiratory Therapy

Respiratory Therapy **Associate of Applied Science**

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

Program Admission Requirements:

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Complete all prerequisite courses with a minimum grade of "B" as listed in the degree plan.
- E. Earn a minimum cumulative GPA of 3.0 , on a 4.0 scale in all courses in the RSPT degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Respiratory Therapy program application.
- H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.
- I. Courses must be within the past 5 years. (Science coursework within the past 5 years.)

Selection Criteria

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses, and required test scores. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and non-qualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the third Friday in May. Applications are available from RT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment at (956) 872-3102.

Graduation Criteria

To earn an Associate of Applied Science in the Respiratory Therapy Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses.

RESPIRATORY THERAPY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

PRE-REQUISITE SEMESTER	Credit Hours
ENGL 1301 <u>Composition</u>	3
VNSG 1420 <u>Anatomy & Physiology</u> for Allied Health.....	4
MATH 1414 <u>College Algebra</u>	4
HITT 1305 <u>Medical Terminology I</u>	3
<u>Social/Behavioral Science</u> <u>Elective*</u>	3

*Social/Behavioral Science Elective:
PSYC 2301; PSYC 2314; SOCI 1301; or SOCI 1306

**Speech Elective: SPCH 1311; SPCH 1315; or SPCH
1318

***Humanities Elective: PHIL 2306; PHIL 2303; or
HUMA 1301

FIRST SEMESTER

BIOL 2421 <u>Microbiology</u>	4
<u>Speech Elective**</u>	3
<u>Humanities Elective***</u>	3
RSPT 2217 <u>Respiratory Care Pharmacology</u> ..	2

SECOND SEMESTER

RSPT 2305 <u>Pulmonary Diagnostics</u>	3
RSPT 1429 <u>Respiratory Care</u> <u>Fundamentals I</u>	4
RSPT 2310 <u>Cardiopulmonary Disease</u>	3
RSPT 1325 <u>Respiratory Care Sciences</u>	3

SUMMER SESSION I

RSPT 1331 <u>Respiratory Care</u> <u>Fundamentals II</u>	3
RSPT 1137 <u>Basic Dysrhythmia</u> <u>Interpretation</u>	1
RSPT 1266 <u>Practicum I</u>	2

THIRD SEMESTER

RSPT 2314 <u>Mechanical Ventilation</u>	3
RSPT 1141 <u>Respiratory Home Care/</u> <u>Rehabilitation</u>	1
RSPT 2453 <u>Neonatal/Pediatric</u> <u>Cardiopulmonary Care</u>	4
RSPT 2139 <u>Advanced Cardiac Life Support</u> ...	1
RSPT 1267 <u>Practicum II</u>	2

FOURTH SEMESTER

RSPT 2419 <u>Mechanical Ventilation for the</u> <u>Neonatal/Pediatric Patient</u>	4
RSPT 2266 <u>Practicum III</u>	2
RSPT 2231 <u>CAPSTONE: Simulations in</u> <u>Respiratory Care</u>	2

SUMMER SESSION II

RSPT 2366 <u>Practicum IV</u>	3
RSPT 2230 <u>CAPSTONE: Examination</u> <u>Preparation</u>	2

Total Credit Hours:..... 72

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Vocational Nursing

Vocational Nursing Certificate

This intensive three semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

Program Application Requirements Vocational Nursing

- A. All applicants must meet general admission requirements to South Texas College.
- B. Must have a high school transcript, GED and/or HS equivalency on file with STC Admissions office
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, COMPASS and/or course work with program specific exemptions accepted.
- D. Participate in individual student advisement with VN faculty prior to application. For a schedule of advisement sessions, please call 872-3011.
- E. Submit a completed Vocational Nursing program application to NAHC-Vocational Nursing Program 1101 E. Vermont, McAllen, Texas 78503.
- F. Earn a minimum grade of "B" or better any of the following Math courses; TECM 1371, MATH 1414, or MATH 1332. Earn a "B" or better in the following: VNSG 1420 Anatomy & Physiology for Allied Health or both BIOL. 2401 AND BIOL 2402.
- G. Meet technical standards as stated by Vocational Nursing Program.
- H. Satisfy program specific requirements for clinical practice.

Program Selection Process

Selection criteria for the vocational nursing program is based on a point system. For more information on the point system, please attend a Vocational Nursing Advisory session. Call 872-3011 for a schedule of these sessions.

Qualified applications are ranked from highest to lowest points. In the event there are large numbers of applicants with the same points, a lottery drawing will be held to select from this group.

Due to program size limitations, a number of

applicants who meet the program admissions requirements may not be admitted to the program.

Program Application

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission must reapply for the next available class.

Applications are available annually by appointment for designated class admissions. A class is selected every spring for fall admission.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at <http://nah.southtexascollege.edu/>

Graduation Requirements

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

Licensure of Persons with Criminal Convictions

According to the Nurse Practice Act (Rule 239.12), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see the Clinical Affairs Specialist or VN Program Director. All consultations are confidential. *STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists or the VN Program Chair. All consultations are confidential.

ADVISORY COMMITTEE

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; John Cuellar, Community representative; Carl Lueg, President/Owner, Twinbrooke South Nursing Home; Betty Martinez, LVN; Kathleen Mowery, RN, Director of Education, Mission Regional Medical Center; Thalia Munoz, RN, Administrator, Starr County Memorial Hospital; Macario Villarreal, RN, Director of Nursing, Retama Nursing Center, Rio Grande City; Dalanne Garza, LVN, Retama Nursing Center, Rio Grande City; Pat Palomo, RN, Director of Education, Valley Baptist Medical Center; Amy Luna Garcia, LVN, Staff Nurse, Doctors Hospital Renaissance, Myrlo Gilkey, LVN, Assistant DON Alfredo Gonzales Texas State Veterans Home.

VOCATIONAL NURSING

CERTIFICATE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

VNSG 1420 Anatomy and Physiology for Allied Health.....	4
TECM 1371 Mathematics for Allied Health	3
VNSG 1115 Disease Control and Prevention ..	1
VNSG 1116 Nutrition	1
VNSG 1122 Vocational Nursing Concepts.....	1
VNSG 1133 Growth and Development.....	1
VNSG 1323 Basic Nursing Skills	3
VNSG 1160 Clinical I-A.....	1
VNSG 1226 Gerontology	2
VNSG 1331 Pharmacology for Vocational Nursing.....	3
VNSG 1161 Clinical I-B.....	1

SECOND SEMESTER

VNSG 1429 Medical-Surgical Nursing I.....	4
VNSG 1162 Clinical II-A.....	1
VNSG 2331 Advanced Nursing Skills.....	3
VNSG 1330 Maternal-Neonatal Nursing.....	3
VNSG 1334 Pediatrics.....	3
VNSG 1261 Clinical II-B.....	2

SUMMER SESSION I

VNSG 1136 Mental Health.....	1
VNSG 1138 Mental Illness.....	1
VNSG 1432 Medical-Surgical Nursing II.....	4
VNSG 1362 Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours:..... 46

COURSE DESCRIPTIONS

ACCOUNTING

♦ACCT 2401 Principles of Financial Accounting

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.
Prerequisite: ACNT 1303 or completion of MATH 0085 or equivalent.

♦ACCT 2402 Principles of Managerial Accounting

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.
Prerequisite: ACCT 2401.

ACNT 1303 Introduction to Accounting I

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.
Prerequisite: Completion of READ 0080 and MATH 0080 or equivalent.

ACNT 1304 Introduction to Accounting II

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.
Prerequisite: ACNT 1303.

ACNT 1311 Introduction to Computerized Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.
Prerequisite: ACNT 1303, ITSC 1409 or COSC 1301.

ACNT 1329 Payroll & Business Tax Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.
Prerequisite: ACNT 1303.

ACNT 1331 Federal Income Tax: Individual

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of the federal tax laws currently implemented by the IRS, providing a working knowledge of preparing income tax returns for the individual.
Prerequisite: ACNT 1303.

ACNT 2309 Cost Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.
Prerequisite: ACCT 2401 and ACCT 2402.

ACNT 2330 Governmental and Not-for-Profit Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.
Prerequisite: ACNT 1303.

ACNT 2331 Internal Control and Auditing

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the study of internal controls and auditing standards and processing used by internal auditors, managers, and independent public accountants.
Prerequisite: ACNT 1303.

ADMINISTRATIVE OFFICE CAREERS

POFI 1349 Spreadsheets

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides skill

development in concepts, procedures, and application of spreadsheets for business applications.
Prerequisite: None.

POFI 2301 Word Processing

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides in-depth coverage of word processing software focusing on business applications.
Prerequisite: POFT 1227 or permission from the department.

POFI 2340 Advanced Word Processing

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.
Prerequisite: POFI 2301.

POFL 1303 Legal Office Procedures I

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the fundamental administrative duties of the legal administrative assistant, including issues involved in understanding and using social, organizational, and technological systems.
Prerequisite: POFT 1329 or permission from the department.

POFL 1305 Legal Terminology

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents an overview of legal terminology including spelling, pronunciation and definition of legal terms and how these terms are used in legal documents and an overview of the law and the professions.
Prerequisite: None.

POFL 1340 Legal Office Procedures II

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures, and advanced concepts of administrative duties of the legal administrative assistant in selected areas of law, with applications designed to require students to use critical thinking skills.
Prerequisite: POFL 1303.

POFL 1355 Legal Issues and Medical Records

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers the identification of legal issues within

medical documents for the legal administrative assistant.

Prerequisite: POFT 1329 and POFL 1305.

**POFL 1359
Legal Transcription**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers comprehensive legal vocabulary and the conversion of spoken words into printed format for use in legal documents. It includes organizing and transcribing documents in a law office.

Prerequisite: POFT 1329 and POFT 1301.

**POFL 2264
Capstone: Practicum**

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

**POFL 2301
Legal Document Processing**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches skill development in the production of legal documents by the legal administrative assistant used in the legal and court systems.

Prerequisite: POFT 1329.

**POFT 1227
Introduction To Keyboarding**

CRT HRS:02 LEC HRS:01 LAB HRS:03
This course will teach the student skill development in keyboarding with emphasis on alphabet, number, acceptable speed and accuracy, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

Prerequisite: None.

**POFT 1301
Business English**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Prerequisite: None.

**POFT 1309
Administrative Office Procedures I**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of current office procedures including telephone skills, time management,

travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

Prerequisite: None.

**POFT 1319
Records and Information Management**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

Prerequisite: None.

**POFT 1321
Business Math**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

Prerequisite: None.

**POFT 1328
Business Presentations**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.

Prerequisite: POFT 1227 or permission from the department.

**POFT 1329
Beginning Keyboarding**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

Prerequisite: POFT 1227, or permission from the department.

**POFT 1349
Administrative Office Procedures II**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

Prerequisite: POFT 1309, POFT 1319, POFL 1349, POFL 2340, and POFT 1328.

**POFT 2264
Capstone: Practicum**

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides practical,

general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

**POFT 2303
Speed and Accuracy Building**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

Prerequisite: POFT 1329.

**POFT 2312
Business Correspondence And Communication**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course teaches the development of writing and presentation skills required to produce effective business documents.

Prerequisite: POFT 1301.

**POFT 2331
Administrative Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course covers advanced concepts of project management and office procedures utilizing integration of previously learned office skills and software applications.

Prerequisite: POFT 1349 or POFL 1340.

AMERICAN SIGN LANGUAGE AND INTERPRETER STUDIES

**SLNG 1207
Intra-Lingual Skills for Interpreters**

CRT HRS:02 LEC HRS:02 LAB HRS:01
This course will concentrate on the development of intra-lingual (English to English) skills necessary for future development of inter-lingual (English to ASL/ASL to English) skills development. It will focus on linguistic/cognitive skills development in the areas of: abstracting, summarizing, main idea identification, comprehension, paraphrasing, auditory and visual memory, shadowing, multi-tasking, delayed repetition, vocabulary, cultural literacy, and decalage.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, SLNG 1304, SLNG 1300.

SLNG 1300
Fundamentals for Deaf
Support Specialist/Service
Provider

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is designed to instruct students in how to work with deaf consumers in a variety of settings, including but not limited to, job coaching, mentoring, tutoring, and/or advocacy work.
Prerequisite: None.

SLNG 1304
American Sign Language (ASL) I

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Course work includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.
Prerequisite: None.

SLNG 1305
American Sign Language
(ASL) II

CRT HRS:03 LEC HRS:03 LAB HRS:01
ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course increases fluency and accuracy in fingerspelling and numbers, and provides opportunities for interaction within the deaf community.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1311
Fingerspelling and Numbers

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole-word and phrase recognition as well as identifying fingerspelling words in context. Expressive skills focus on the development of speed, clarity, and fluency.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1315
Visual/Gestural Communication

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expressions, gestures, pantomime, and body language. Instructional methods include the creation and/or performance of stories using these elements.
Prerequisite: SLNG 1304 or SGNL 1301.

SLNG 1317
Introduction to the Deaf
Community

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family and community. In today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.
Prerequisite: None.

SLNG 1321
Introduction to the
Interpreting Profession

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the field of sign language interpretation. The class provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.
Prerequisite: None.

SLNG 1344
American Sign Language
(ASL) III

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice oriented approach to language acquisition, which includes the use of multimedia.
Prerequisite: SLNG 1305 or SGNL 1302.

SLNG 1345
American Sign Language
(ASL) IV

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs, as well as grammatical structures for complex sentences.
Prerequisite: SLNG 1344 or SGNL 2301.

SLNG 1347
Deaf Culture

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Topics addressed include cultural identity, core values, group norms, communication, and language as well as significant contributions

made by deaf people to the world community.
Prerequisite: None.

SLNG 1350
Sign-To-Voice

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course provides skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.
Prerequisite: SLNG 1305 or SGNL 1302.

SLNG 2187
Capstone: Internship I

CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship I is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Permission from the Department.

SLNG 2188
Capstone: Internship II

CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship II is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
Prerequisite: Permission from the Department.

SLNG 2189
Capstone: Internship III

CRT HRS:01 LEC HRS:00 LAB HRS:06
Internship III is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed

and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Permission from the Department.

SLNG 2303 Transliterating

CRT HRS:03 LEC HRS:03 LAB HRS:01
This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English into a manually coded English format, and from a manually coded English system into spoken English. An integral part of this course will be defining, recognizing, and incorporating features of transliterations.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Providers

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course incorporates advanced concepts of practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including, but not limited to, job coaching, mentoring, literacy, tutoring, and advocacy work.

Prerequisite: SLNG 1345 or SGNL 2302, SLNG 1300.

SLNG 2370 Trilingual Interpreting I

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course will include the development of inter-lingual skills (English to Spanish/Spanish to English/American Sign Language (ASL) to Spanish/Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.

Prerequisite: Certification.

SLNG 2372 Trilingual Interpreting II

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in

the classroom.

Prerequisite: SLNG 2370 and SPAN 2311.

SLNG 2373 Latino Interpreting Issues

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.

Prerequisite: Certification, SLNG 1321.

SLNG 2401 Interpreting I

CRT HRS:04 LEC HRS:03 LAB HRS:03
Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, and Mid-Program Evaluation.

SLNG 2402 Interpreting II

CRT HRS:04 LEC HRS:03 LAB HRS:03
Interpreting II is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2401, and Mid-Program Evaluation.

SLNG 2411 Interpreting in Specialized Settings

CRT HRS:04 LEC HRS:04 LAB HRS:01
This course focuses on interpreting/

transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.

Prerequisite: SLNG 1321, SLNG 1344 or SGNL 2301.

SLNG 2434 American Sign Language (ASL) V

CRT HRS:04 LEC HRS:03 LAB HRS:02
This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles in ASL will be discussed.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

SLNG 2431 Interpreting III

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated into classroom activities.

Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2188, and Mid-Program Evaluation.

ANTHROPOLOGY

♦ANTH 2301 Physical Anthropology

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course serves as an introduction to the theory of human evolution, the study of different hominid species, prehistoric development, and the emergence of culture. It also covers the primary elements of biological, cultural, and social evolution of humans from past to present day.

Prerequisite: Completion of READ 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 1325**Drawing & Painting (for non-Art majors)**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the investigation of the descriptive and expressive qualities of drawing and painting media for the beginning art student.

Prerequisite: None.

♦ARTS 2289**Academic Cooperative**

CRT HRS:02 LEC HRS:00 LAB HRS:05

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience as a practicing artist. In conjunction with class seminars, the individual student will set specific goals and objectives in the study and/or practice of studio art and/or art history.

Prerequisite: ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317.

♦ARTS 2313**Design Communications I**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the

communication of ideas through processes and techniques of graphic design and illustrations. The translation of verbal language into visual language through a variety of media and software will be covered.

Prerequisite: Completion of READ 0080 or equivalent.

♦ARTS 2314**Design Communications II**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the communication of ideas through processes and techniques of graphic design and illustrations. It is a continuation of ARTS 2313 and focuses on more complex approaches to visual translation.

Prerequisite: Completion of READ 0080 or equivalent and ARTS 2313.

♦ARTS 2316**Painting I**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

Prerequisite: None.

♦ARTS 2317**Painting II**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of the instructor.

♦ARTS 2323**Drawing III**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 1317 or approval of the instructor.

♦ARTS 2324**Drawing IV**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of drawing media and techniques with further emphasis on personal expression, concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 2323 or approval of the instructor.

♦ARTS 2326**Sculpture I**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the potential of three-dimensional form in a variety of media.

Prerequisite: None.

♦ARTS 2327**Sculpture II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2326 or approval of the instructor.

♦ARTS 2333**Printmaking I**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the use of basic printmaking media and techniques.

Prerequisite: None.

♦ARTS 2334**Printmaking II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2333 or approval of instructor.

♦ARTS 2341**Art Metals/Jewelry Design I**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an exploration of ideas using basic techniques in jewelry and metal construction.

Prerequisite: None.

♦ARTS 2342**Art Metals/Jewelry Design II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continued exploration of ideas using techniques in jewelry and metal construction.

Prerequisite: ARTS 2341 or approval of instructor.

♦ARTS 2346**Ceramics I**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course explores the preparation and manipulation of clay for the creation of ceramics.

Prerequisite: None.

♦ARTS 2347**Ceramics II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio course is a further

investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2346 or approval of instructor.

♦ARTS 2348**Digital Art I**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Prerequisite: None.

♦ARTS 2349**Digital Art II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This studio art course is a continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Prerequisite: ARTS 2348 or approval of instructor.

♦ARTS 2356**Photography I*
(Fine Arts Emphasis)**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

Prerequisite: None.

**Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.*

♦ARTS 2357**Photography II*
(Fine Arts Emphasis)**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. The course can be repeated once for an additional three credit hours as a study in Advanced Problems and Techniques.

Prerequisite: ARTS 2356 or approval of instructor.

**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 to perform basic nursing skills for the adult patient and to demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1209**Introduction to Nursing**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course offers an overview of nursing and the role of the professional nurse as a provider of patient-centered care, patient safety advocate, coordinator of care, member of the health care team, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: TSI complete and an ACT composite score of 19 and approval of the ADN faculty only.

RNSG 1244 Nursing Skills II

CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1301, or administrative approval.

RNSG 1251 Care of the Childbearing Family

CRT HRS:02 LEC HRS:02 LAB HRS:01
This course is the study of concepts related to the provision of perinatal nursing care for childbearing families. Topics include selected complications. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 1260 Clinical-Pediatrics/Maternal/ Infant

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to the care of childbearing families and children from infant to adolescent. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; RNSG 1327, RNSG 1162, RNSG 1301 or administrative approval.

RNSG 1301 Pharmacology for Professional Nursing

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in the safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1327 Transition to Professional Nursing

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course covers topics related to professional nursing care including health promotion, expanded health assessment, analysis of data, nursing process, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, and communication. Applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan are examined. This course lends itself to either a blocked or integrated approach. Concurrent clinical placement is required.

Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1341 Common Concepts of Adult Health

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Students will study the general principles of caring for selected adult patients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 1362 Clinical I

CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:12

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1412 Nursing Care for the Childbearing and Childrearing Family

CRT HRS:04 LEC HRS:04 LAB HRS: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 patient-centered care, coordinator of care, patient safety advocate, member of the health care team, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: Admission to the ADN program and RNSG 1209.

RNSG 1517 Concepts of Professional Nursing Practice I for Articulating Students

CRT HRS:05 LEC HRS:04 LAB HRS:02
This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; administrative approval.
Concurrent enrollment in RNSG 1163 and RNSG 1301.

RNSG 2121 Professional Nursing: Leadership and Management

CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is an exploration

of leadership and management principles applicable to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2163 Clinical IV

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, and SPCH 1311.

RNSG 2201 Care of Children and Families

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is the study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2213 Mental Health Nursing

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. This course lends itself to a blocked approach.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301, or administrative approval.

RNSG 2260 Clinical-Pediatrics

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2261 Clinical-Maternal Child Health

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2262 Clinical-Mental Health

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2263 Clinical-Medical/Surgical

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2331 Advanced Concepts of Adult Health

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult patients and families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2363 Capstone: Clinical V

CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.

ASTRONOMY

(Moved to Physical Science)

AUTOMOTIVE TECHNOLOGY

AUMT 1266 Practicum I

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1267 Practicum II

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1305 Introduction to Automotive Technology

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automobile maintenance.

Prerequisite: None.

AUMT 1345 Automotive Climate Control Systems

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the theory of automotive air conditioning and heating systems, including diagnosis and repair of manual/electronic climate control systems.

Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

Prerequisite: DEMR 1401 or AUMT 1407.

AUMT 1407 Automotive Electrical Systems

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Also to include electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Emphasis is placed on electrical schematic diagrams and service manuals.

Prerequisite: None.

AUMT 1410 Automotive Brake Systems

CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1416 Automotive Suspension and Steering Systems

CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the theory and operation as well as the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems, tire and wheel problem diagnosis, component repair, and alignment procedures.

Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1419 Automotive Engine Repair

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and re-assembly of the engine.

Prerequisite: AUMT 1407.

AUMT 2266 Practicum III

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 2267 Capstone: Practicum IV

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department.

AUMT 2301 Automotive Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.

Prerequisite: SPCH 1311 and PSYC 2301. AUMT 2301 may only be taken in final semester of program.

AUMT 2313 Automotive Drive Train and Axles

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of automotive clutches, clutch operation devices, standard transmission, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.

Prerequisite: AUMT 1419.

AUMT 2417 Automotive Engine Performance Analysis I

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course includes theory, operation, diagnosis of drivability concerns, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.

AUMT 2421 Automotive Electrical Diagnosis and Repair

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and

accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.

Prerequisite: AUMT 1407.

AUMT 2425 Automotive Automatic Transmission and Transaxle

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the operation, hydraulic circuits and electronic controls, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

Prerequisite: AUMT 1407.

AUMT 2434 Automotive Engine Performance Analysis II

CRT HRS:04 LEC HRS:02 LAB HRS:08
This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

CSIR 1355 Industry Certifications

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course prepares the student for the certifications required by industry.

Prerequisite: None.

BIOLOGY

◆BIOL 1322 Nutrition and Diet Therapy

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

◆BIOL 1406 Biology for Science Majors I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the fundamental principles of living organisms including physical and chemical properties of life, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

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 1407**Biology for Science Majors II**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of Biology 1406. Topics include biodiversity, animal structures, plant structures, ecology and animal behavior.

Prerequisite: BIOL 1406 with a grade of "C" or better.

◆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 biodiversity, animal structures, plant structures, ecology and animal behavior.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 2389**Academic Cooperative in the Biological Life Sciences**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

Prerequisite: Permission from the department.

◆BIOL 2401**Anatomy and Physiology I**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

Prerequisite: 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 and Physiology II**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2401 with a grade of "C" or better.

◆BIOL 2406**Environmental Biology**

CRT HRS:04 LEC HRS:03 LAB HRS:02
This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed.

Prerequisite: None.

◆BIOL 2416**Genetics**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 2421**Microbiology**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 1408 with a grade of "C" or better.
Recommended: CHEM 1411 and CHEM 1412.

◆BIOL 2428**Comparative Vertebrate Anatomy**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.

Prerequisite: BIOL 1408 and BIOL 1409 or BIOL 1413 with a grade of "C" or better.

BUSINESS ADMINISTRATION

BMGT 1301**Supervision**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Prerequisite: None.

BMGT 1305**Communications in Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.

Prerequisite: ITSC 1409 or COSC 1301.

BMGT 1309**Information and Project Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course explores critical path methods for planning and controlling projects. It includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

Prerequisite: None.

BMGT 1391**Business Conduct**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the business code of conduct as it relates to management practices, employee relations, and organizational structure. Topics include employee performance, interpersonal relations, teamwork dynamics, resolving organizational problems, and dealing with ethical issues related to business.

Prerequisite: None.

BMGT 2168**Capstone: Business Administration Practicum**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Approval of Practicum Coordinator.

BMGT 2303
Problem Solving and Decision Making

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes decision making and problem solving process in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.

Prerequisite: None.

BNKG 1340
Money and Financial Markets

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of money and banking institutions and their role and functions in the economy. It includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles of monetary and fiscal policy, commercial banking structures, and financial markets.

Prerequisite: None.

BNKG 1303
Principles of Bank Operation

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the fundamental banking functions and the role of regulation in the banking industry. An explanation of financial products and services to various markets is included.

Prerequisite: None.

BNKG 1343
Law and Banking

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to basic sources of law and banking regulation. Emphasis is placed on the laws relating to contracts, negotiable instruments, secured transactions and consumer credit.

Prerequisite: None.

BNKG 1345
Consumer Lending

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of different types of consumer loans. The course identifies the federal regulations and state laws pertaining to collection and serving of a consumer loan and relates consumer credit to the lending process.

Prerequisite: None.

BNKG 1347
Bank Marketing

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution

strategies as used within the financial industry are included.

Prerequisite: None.

BNKG 1349
Commercial Lending

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation, federal regulations, and state laws related to business and industrial lending.

Prerequisite: None.

BNKG 1356
Analyzing Financial Statements

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the process of evaluating financial statement, cash flow, and ratio analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: ACNT 1303.

BUSG 1303
Principles of Finance

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.

Prerequisite: None.

BUSG 2309
Small Business Management/ Entrepreneurship

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a course on how to start, operate, and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

Prerequisite: None.

•BUSI 1301
Business Principles

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course surveys the elements of business and industry such as production and distribution systems, finance, accounting, statistics, capital, labor, marketing, taxes, and governmental regulations. It includes the history, structure, function, and contribution of business and industry to our society.

Prerequisite: Completion of READ 0080 or equivalent.

•BUSI 2301
Business Law

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers principles of law which form the legal framework for

business activity. It covers applicable statutes, contracts, and agencies.

Prerequisite: None. (Transfers only as an elective)

IBUS 1301
Principles of Exports

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures are stressed.

Prerequisite: None.

IBUS 1305
Introduction to International Business/Trade

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

Prerequisite: None.

IBUS 2345
Import Customs Regulations I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.

Prerequisite: None.

IBUS 2371
Import Customs Regulations II

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a continuation of Import Customs Regulations I. Topics include the history and use of the U.S. Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.

Prerequisite: IBUS 2345.

LMGT 1319
Introduction to Business Logistics

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.
Prerequisite: None.

LMGT 1321
Principles of Material Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the principles of material management to include inventory control and forecasting activities.
Prerequisite: None.

LMGT 1325
Warehouse and Distribution Center Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.
Prerequisite: LMGT 1319.

MRKG 1301
Customer Relationship Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors.
Prerequisite: None.

MRKG 1311
Principles of Marketing

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the marketing mix functions and process; identification of consumer and organizational needs; explanation of economic, psychological, sociological, environmental, and global issues. A description and analysis of the importance of marketing research is also provided.
Prerequisite: None.

MRKG 1313
Public Relations

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.
Prerequisite: None.

MRKG 2333
Principles of Selling

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.
Prerequisite: None.

MRKG 2349
Advertising and Sales Promotion

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.
Prerequisite: None.

BUSINESS COMPUTER SYSTEMS

ARTC 1413
Digital Publishing I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
Prerequisite: ITSC 1409.

ITNW 1425
Fundamentals of Networking Technologies

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.
Prerequisite: Completion of READ 0080 or equivalent and completion of MATH 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 advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. It emphasizes advanced routing protocols, Multi-Protocol Label Switching (MPLS), and advanced security.
Prerequisite: ITSY 1442.

ITSC 1165
Capstone: Technology Support Practicum

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the

employer, college, and the student.
Prerequisite: ITSC 1425, ITNW 2421, and ITNW 1454.

ITSC 1401 **Introduction to Computers**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an overview of computer information systems, introducing hardware, software, procedures, and human resources.

Prerequisite: Completion of READ 0080 or equivalent .

ITSC 1405 **Introduction to PC Operating Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Prerequisite: Completion of READ 0080 or equivalent and completion of MATH 0080 or equivalent.

ITSC 1407 **Unix Operating System I**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

Prerequisite: ITNW 1425.

ITSC 1409 **Integrated Software Applications I**

CRT HRS:04 LEC HRS:03 LAB HRS:03
In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: Completion of READ 0080 or equivalent or completion of MATH 0080 or equivalent.

ITSC 1425 **Personal Computer Hardware**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

Prerequisite: ITSC 1409.

ITSC 2165 **Capstone: Systems Administration Practicum**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: ITNW 2435.

ITSC 2346 **Computer Center Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.

Prerequisite: ITNW 2435 or ITSY 2441.

ITSC 2439 **Personal Computer Help Desk**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Prerequisite: ITNW 1425 and ITNW 2435.

ITSE 1411 **Beginning Web Page Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides skill development in web page programming including mark-up and scripting languages.

Prerequisite: Completion of READ 0080 or equivalent or completion of MATH 0080 or equivalent.

ITSE 1431 **Introduction to Visual Basic Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

Prerequisite: ITSC 1409.

ITSE 2409 **Database Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:04
In this course the student will learn database development using database programming techniques

emphasizing database structures, modeling, and database access.

Prerequisite: ITSC 1409.

ITSW 1404 **Introduction to Spreadsheets**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides the student with instruction in the concepts, procedures, and application of electronic spreadsheets.

Prerequisite: ITSC 1409.

ITSW 1410 **Introduction to Presentation Graphics Software**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite: ITSC 1409.

ITSW 2434 **Advanced Spreadsheets**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is designed to provide the student with advanced techniques for developing and modifying spreadsheets. The course includes macros and data analysis functions.

Prerequisite: ITSC 1409.

ITSY 1400 **Fundamentals of Information Security**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

Prerequisite: Completion of READ 0080 or equivalent and completion of MATH 0080 or equivalent.

ITSY 1442 **Information Technology Security**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Prerequisite: ITNW 2421.

ITSY 2441 Security Management Practices

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

Prerequisite: ITSY 1400 and ITNW 1425.

ITSY 2443 Computer System Forensics

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

Prerequisite: ITSY 1400 and ITNW 1425.

POFI 2431 Desktop Publishing

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course includes in-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis is placed on layout techniques, graphics, multiple page displays, and business applications.

Prerequisite: ITSC 1409.

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 63+ on the Elementary Algebra ACCUPLACER Exam or equivalent, or completion of MATH 0090 with a grade of "C" or better.

◀CHEM 1412 General Chemistry II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws,

thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411 with a grade of "C" or better.

◀CHEM 2423 Organic Chemistry I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412 with a grade of "C" or better.

◀CHEM 2425 Organic Chemistry II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423 with a grade of "C" or better.

CHILD DEVELOPMENT

CDEC 1166 Field Study I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: None.

CDEC 1167 Field Study II

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 1166.

CDEC 1313 Curriculum Resources for Early Childhood Programs

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the fundamentals developmentally appropriate curriculum design and

implementation in early care and education programs for young children.

Prerequisite: None.

CDEC 1319 Child Guidance

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.

Prerequisite: None.

CDEC 1321 The Infant and Toddler

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, learning environments, materials and activities, and teaching/guiding techniques.

Prerequisite: None.

CDEC 1323 Observation and Assessment

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of observation skills, assessment techniques, and documentation of children's development.

Prerequisite: None.

CDEC 1356 Emergent Literacy for Early Childhood

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

Prerequisite: None.

CDEC 1358 Creative Arts for Early Childhood

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

Prerequisite: None.

CDEC 1359 Children with Special Needs

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available

resources, referral processes, the advocacy role, and legislative issues.

Prerequisite: None.

CDEC 1417 **Child Development Associate Training I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is based on the requirements for the Child Development Associate credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course include creative, cognitive, physical, and communication.

Prerequisite: None.

CDEC 2166 **Field Study III**

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 1166.

CDEC 2167 **Capstone: Field Study IV**

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 2166.

CDEC 2304 **Child Abuse and Neglect**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. It includes methods of referral to public and private agencies that deal with investigation and treatment.

Prerequisite: None.

CDEC 2307 **Math and Science for Early Childhood**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

Prerequisite: None.

CDEC 2326 **Administration of Programs for Children I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a practical application of management procedures for early child care and education programs, including a study of planning, operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: Six credits In Child Development courses or Program Chair approval.

CDEC 2422 **Child Development Associate Training II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study covered in this course include safety, health, learning environment, self, social, and guidance.

Prerequisite: Completion of or concurrent enrollment in CDEC 1417.

•EDUC 1325 **Principles and Practices of Multicultural Education**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

Prerequisite: None.

•TECA 1303 **Family, School, and Community**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

Prerequisite: None.

•TECA 1311 **Educating Young Children**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

Prerequisite: None.

•TECA 1318 **Wellness of the Young Child**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings.

Prerequisite: None.

•TECA 1354 **Child Growth and Development**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the principles of normal child growth and development from conception to adolescence. This course focuses on physical, cognitive, social, and emotional domains of development.

Prerequisite: None.

COLLEGE SUCCESS

ORIN 0101 **College Success**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course helps the student to perform successfully in college by understanding his or her Emotional Intelligence skills, personal learning style, understanding and using college policies and procedures, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, listening effectively, communicating well both orally and in writing, and by learning and applying library and technological research techniques. This course is a requirement for all first-time developmental students who have not passed all sections of the ACCUPLACER. This course is also required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who have passed all sections of the ACCUPLACER.

Prerequisite: None.

COMMUNICATION

•COMM 1307 **Introduction to Mass Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the media by

which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

Prerequisite: Completion of READ 0090 or equivalent.

♦**COMM 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 communication.

Prerequisite: Completion of COMM 1307, COMM 2327, COMM 2330, COMM 2305, and COMM 2339.

♦**COMM 2305**
Editing and Layout

CRT HRS:03 LEC HRS:02 LAB HRS:02
This is a course in the editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

Prerequisite: Completion of COMM 1307, COMM 2327, COMM 2330, and ENGL 1301.

♦**COMM 2311**
News Gathering and Writing I

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: Completion of READ 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.

♦**COMM 2327**
Introduction to Advertising

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the fundamentals of advertising, including marketing theory and strategy, copy writing, design, and selection of media.

Prerequisite: Completion of ENGL 1301.

♦**COMM 2330**
Introduction to Public Relations

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course explores the history

and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

Prerequisite: Completion of ENGL 1301.

♦**COMM 2339**
Writing for Radio, Television, and Film

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: ENGL 1302 and completion of or concurrent enrollment in COMM 2305.

COMPUTER-AIDED DRAFTING AND DESIGN

ARCE 1303
Architectural Materials and Methods Of Construction

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

Prerequisite: DFTG 1315.

ARCE 1321
Architectural Illustration

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers architectural illustration and rendering techniques. Emphasis is on architectural structures in 3-D either by freehand drawing or computer software, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.

Prerequisite: DFTG 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 the application of advanced CADD techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.

Prerequisite: SRVY 1342, SRVY 2309, DFTG 2328 and GISC 1311.

DFTG 2338
**Final Project-Advanced
Drafting**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This is a drafting course in which students participate in a comprehensive project from conception to conclusion.

Prerequisite: Completion of or concurrent enrollment in ARCE 2352, and completion of DFTG 1317 and DFTG 2328.

DFTG 2340
Solid Modeling/Design

CRT HRS:03 LEC HRS:02 LAB HRS:04
This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.

Prerequisite: DFTG 1317, DFTG 2319.

GISC 1301
**Cartography and
Geography In GIS & GPS**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.

Prerequisite: Completion of or concurrent enrollment in GISC 2320.

GISC 1311
**Introduction to Geographic
Information Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to the basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.

GISC 1321
**Introduction to Raster-Based
GIS**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.

Prerequisite: Completion of or concurrent enrollment in GISC 1311.

GISC 1364
Capstone: GIS Practicum

CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: DFTG 2319 and GISC 1311.

GISC 2303
**Fundamentals of Logistics
with GIS**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on multiple data sources and their location-based relationships. It incorporates exposure to modes of transportation, resources, and product distribution and the combination of these elements with time, distance, and GPS technology for support of GIS analysis as relating to logistics.

Prerequisite: GISC 1311 and GISC 1321.

GISC 2311
**Geographic Information
Systems (GIS) Applications**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides application of GIS technology to real workplace

applications from public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.

Prerequisite: GISC 1301, GISC 1321, and DFTG 2319.

GISC 2320
**Intermediate Geographic
Information Systems (GIS)**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.

Prerequisite: Completion of GISC 1311 and DFTG 1309.

GISC 2335
Programming for GIS

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course focuses on the use of programming languages to customize and expand the capability of GIS applications. Instruction will include object-oriented and component programming. Students will also design their own Graphical User Interface (GUI).

Prerequisite: Completion of or concurrent enrollment in GISC 2359, ITSE 2409.

GISC 2359
**Web-Served Geographic
Information Systems (GIS)**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers the delivery of geographic data via the Internet. It includes composition of the map features distributed and an introduction on the use of markup languages to customize web-based Geographic Information Systems (GIS).

Prerequisite: Completion of or concurrent enrollment in GISC 2320, GISC 2303, ITSE 1411.

GISC 2364
Capstone: GIS Practicum

CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: GISC 1311, GISC 2311, ITSE 2409.

GISC 2404
**GIS Design With Vector
Analysis**

CRT HRS:04 LEC HRS:02 LAB HRS:04
This course uses GIS as a problem

solving tool from the first stages of designing an analysis project, through the data collection and manipulation phase, to the final phase of presenting the project.

Prerequisite: GISC 1321, GISC 2303, and GISC 2359.

GRPH 1380

Capstone: Digital Imaging Design

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

Prerequisite: ARTC 1353, ARTC 1317, ARCE 1321, DFTG 2319, and DFTG 1317.

GRPH 2380

Capstone: Digital Imaging Design

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

Prerequisite: IMED 2311, ARTV 1341, ARTV 1351, ARTC 2340.

IMED 2311

Portfolio Development

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course places emphasis on preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

Prerequisite: ARCE 1321, ARTC 2347, ARTC 2331 and DFTG 2340.

PHTC 1347

Landscape Photography

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.

Prerequisite: PHTC 2331.

PHTC 2331

Architectural Photography

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.

Prerequisite: ARTC 1317.

SRVY 1313

Plane Surveying

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.

Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1315

Surveying Calculations I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the mathematics used in surveying and mapping, eg., algebra, plane trigonometry, and plane, solid and analytical geometry.

Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1341

Land Surveying

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.

Prerequisite: SRVY 1313.

SRVY 1342

Global Positioning System Techniques For Survey/Mapping

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.

Prerequisite: SRVY 1313 and DFTG 2330.

SRVY 1349

Surveying Calculations II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the mathematical

applications used in surveying and mapping. An overview of software and hardware, including programmable calculators used in problem solving will be covered.

Prerequisite: SRVY 1315.

SRVY 1380

Cooperative Education

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

Prerequisite: SRVY 1315, DFTG 2321, DFTG 2319, DFTG 1371.

SRVY 2309

Computer Aided Mapping

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographical maps utilizing coordinate geometry will also be covered.

Prerequisite: DFTG 2319, SRVY 1313, DFTG 2321 and DFTG 2330.

SRVY 2313

Control Surveying

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes field astronomy calculations, state plane coordinates and the reduction of information received from Global Positioning System receivers.

Prerequisite: SRVY 1341, DFTG 2321, and DFTG 2330.

SRVY 2339

Engineering Design Surveying

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout. It also includes the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.

Prerequisite: SRVY 1341, DFTG 2321, DFTG 2330, and SRVY 1342.

SRVY 2380

Cooperative Education

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This is an intermediate course with

career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

Prerequisite: DFTG 2328.

COMPUTER AND INFORMATION TECHNOLOGIES

CITP 3302 Advanced Networking (Networking +)

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course prepares individuals for a career as a Network Engineer in the Information Technology support industry. Students will be taught the various responsibilities and tasks required for service engineer to successfully perform in a specific environment.

Prerequisite: ITNW 2421.

CITP 3305 System Analysis and Design

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course provides a systematic approach to developing computer-based information systems utilizing the system development life cycle (SDLC) with the emphasis on analysis and design. Students will participate in a real-world project that will enable them to implement certain facets of system development. Topics include feasibility study/project planning, requirements definition and analysis, and user interface design.

Prerequisite: None.

CITP 3310 Survey of Programming Languages

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.

Prerequisite: ITSE 1431 or COSC 1430.

CITP 3312 Fundamentals of Information Security

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.

Prerequisite: ITNW 2421.

CITP 3320 Database Management

CRT HRS:03 LEC HRS:02 LAB HRS:02

In this course, the logical concept and physical organization of relational database management systems are studied. The SQL language will be used extensively in exploring and querying databases. Students will receive extensive hands-on skills for designing, analyzing and implementing a relational database using Oracle.

Prerequisite: CITP 3310.

CITP 3360 Digital Image Processing and Presentation

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course provides a basic competency in preparation and creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.

Prerequisite: None.

CITP 4301 Capstone: Computer and Information Technology Internship

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: Senior standing and program chair approval.

CITP 4316 Advanced Web Design

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course will introduce the paradigm of web development by utilizing server-side technology. Data-driven web applications will be created by applying programming, security, and database management techniques. Topics include, but are not limited to, dynamic web page generation, basic web server configuration and database connectivity.

Prerequisite: CITP 3310 and ITSE 1411 or COSC 1315.

CITP 4330 Advanced Network Security

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course prepares students to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.

Prerequisite: CITP 3312.

CITP 4340 Special Topics Course-CIT

CRT HRS:03 LEC HRS:02 LAB HRS:02

In this course, students will utilize knowledge from previous course work to create a programming project. The programming project has to adhere to the given topic of study. The topic of study chosen by the instructor may change from semester to semester.

Prerequisite: CITP 4350.

CITP 4345 Data Communications - Convergent Technologies

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

Prerequisite: CITP 3302.

CITP 4350 Advanced Computer Programming

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course will introduce students to more advanced concepts in computer programming languages. Topics may include Graphical User Interface, Database Connectivity, Threads, and Network Programming.

Prerequisite: CITP 3310.

COMPUTER SCIENCE

•COSC 1301 Microcomputer Applications

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction and overview of computer information systems. Topics include computer hardware, software, procedures, systems, and human resources and the exploration of their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be

discussed and applied. Emphasis is placed on the familiarity and use of the Windows operating systems and personal software packages that include a word processor to process textual information, an electronic spreadsheet for manipulation of numerical data, and a database management system to create and manipulate a database. The Internet is introduced and used for educational purposes such as information search and retrieval by search engines and web browsers, e-mail utilization, and sharing of educational information. After course completion, students will be able to select correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: None.

♦COSC 1315 Fundamentals of Programming

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Primary emphasis is on Java Script and XHTML Web design programming.

Prerequisite: COSC 1301 with a grade of "C" or better.

♦COSC 1336 Programming Fundamentals I

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

*Prerequisite: Concurrent enrollment in MATH 0090 or completion of equivalent.
Recommended: MATH 1414 with a grade of "C" or better.*

♦COSC 1337 Programming Fundamentals II

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a review of control structures and data types with emphasis on structured data types. This course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. It includes basic analysis of algorithms, searching and sorting techniques,

and an introduction to software engineering.

Prerequisite: COSC 1336 with a grade of "C" or better.

♦COSC 1430 Computer Programming

CRT HRS:04 LEC HRS:03 LAB HRS:02
This course is an introduction to computer programming using Visual Basic .Net. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, elementary file processing and the access, manipulation and use of databases by Visual Basic .Net designed applications.

Prerequisite: COSC 1301 with a grade of "C" or better.

Recommended: COSC 1315 with a grade of "C" or better.

♦COSC 2325 Computer Organization And Machine Language

CRT HRS:03 LEC HRS:02 LAB HRS:03
This is an introduction to computer organization, machine language programming and assembly programming language. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, digital representation of data, MACRO commands, MACRO programming techniques and subroutines.

Prerequisite: COSC 1336 with a grade of "C" or better.

♦COSC 2330 Advanced Structured Languages

CRT HRS:03 LEC HRS:02 LAB HRS:03
In this course, students will become familiar with further applications of programming techniques. Topics may include file access methods, data structure and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course such as concepts of object-orientation using Java language, exploring the UNIX file system and file security, UNIX editors, UNIX file processing, advanced file processing, introduction to shell script programming, advanced shell programming, exploring UNIX utilities, Perl and CGI programming.

Prerequisite: COSC 2336 with a grade of "C" or better.

♦COSC 2336 Programming Fundamentals III

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course includes further applications of programming techniques, introducing the

fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

Prerequisite: COSC 1337 with a grade of "C" or better.

CONSTRUCTION SUPERVISION

CNBT 1166 Capstone: Practicum I

CRT HRS:01 LEC HRS:01 LAB HRS:00
This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills, using the terminology of the occupation and the business/industry.

Prerequisite: Concurrent enrollment in or completion of CNBT 1346.

CNBT 1309 Basic Construction Management

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides an integrated look at the practice of construction management on the job site to introduce the basic skills used in human resources management. Students will be able to identify the tools and techniques used by the job site manager in planning and scheduling a construction project; develop a basic site layout plan for equipment and materials delivery and erection process; develop a basic safety and loss control plan for a typical construction project; and explain the use of construction documents on the construction project.

Prerequisite: None.

CNBT 1316 Construction Technology I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to site preparation of foundations and form work, safety, tools, and equipment. Students will be required to explain safety practices and procedures; identify and demonstrate the use of tools and equipment; identify and

estimate material requirements from blueprints; and demonstrate proper methods and techniques used in various types of site preparation and foundation.

Prerequisite: Completion of or concurrent enrollment in ARCE 1303 and DFTG 1315.

CNBT 1342 Building Codes and Inspections

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to building codes and standards applicable to building construction and inspection processes. The student will be expected to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and assess and determine if construction meets building code standards for site, foundation, rough, and final building structure inspection.

Prerequisite: ARCE 1303, DFTG 1315.

CNBT 1346 Construction Estimating I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to the fundamentals of estimating materials and labor costs in construction. The student will be required to explain estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

Prerequisite: CNBT 2304.

CNBT 1350 Construction Technology II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to framing in residential and light commercial construction to include safety, tools and equipment used in floor, wall, ceiling, and roof framing methods and systems.

Prerequisite: CNBT 1316, CNBT 2304.

CNBT 1380 Capstone: Cooperative Education

CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20

This course is a career-related activities encountered in the student's area specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience in combination with a lecture component. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving

specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Prerequisite: CNBT 1350, CNBT 2344, and CNBT 2337.

CNBT 2304 Construction Methods and Materials II

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects. The student will be required to identify materials used in construction; identify and describe the basic characteristics, traditional uses for, and manner of assembly of common materials used in construction.

Prerequisite: ARCE 1303, DFTG 1315.

CNBT 2305 Building and Contracting

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course will present the basic process of organizing and operating a building or contracting business. The student will be expected to define the terms used in construction as they relate to building and contracting; describe the organizational structure of a successful construction business; list the duties of owner, accountant, estimator, salesman, superintendent, and other field personnel; define methods used in selecting, coordinating, and dealing with subcontractors; develop a marketing approach that includes methods used in determining local market needs, selecting building lots, determining sale prices, and advertising; develop financial controls for a construction business; and develop a scheduling system.

Prerequisite: CNBT 2315.

CNBT 2315 Construction Specifications and Contracts

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to legal aspects of written construction specifications including tax, insurance, and lien requirements as well as implementation, modification, and administration. The student will be required to describe the purpose of construction specifications; list and describe the Construction Specifications

Institute (CSI) divisions in contract documents; identify the typical legal documents required for construction; and explain the purpose of general and special conditions.

Prerequisite: CNBT 1309, CNBT 2342.

CNBT 2317 Green Building

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is an introduction to methods and materials used for buildings that conserve energy, water and human resources. The student will be required to explain the concept of Green Building; select equipment to build rain water harvesting systems; and identify appropriate materials to build exterior and interior systems that reflect "Green by Design" concepts.

Prerequisite: CNBT 2304.

CNBT 2335 Computer-Aided Construction Scheduling

CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an advanced construction scheduling course utilizing computer scheduling software to perform various scheduling procedures. The student will be required to identify and select scheduling software programs; develop construction schedules with computer programs; and explain components and procedures in scheduling.

Prerequisite: CNBT 2342.

CNBT 2337 Construction Estimating II

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a continuation in advanced estimating concepts using computer software programs for construction and crafts. The student will be expected to identify and utilize various estimating resources; determine types of estimating needed in construction; calculate quantities, costs, and time units; and develop computerized reports for detailed construction estimates.

Prerequisite: CNBT 1346.

CNBT 2342 Construction Management I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introduction to human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

Prerequisite: CNBT 1309.

CNBT 2344 Construction Management II

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a management course in contract documents, safety,

planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis.
Prerequisite: CNBT 2342.

CNBT 2346 Construction Management III

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspection. The student will be expected to apply knowledge of construction safety procedures; describe project layout, payment scheduling, and job inspection; and develop a schedule and material handling layout plan.
Prerequisite: CNBT 2344 and completion of or concurrent enrollment in CNBT 2335.

OSHT 1313 Accident Prevention, Inspection and Investigation

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. The student will be required to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.
Prerequisite: CNBT 1342, CNBT 2344.

CRIMINAL JUSTICE

•CRIJ 1301 Introduction to Criminal Justice

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1306 Court Systems and Practices

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of procedural regulations that guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1307 Crime in America

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 1310 Fundamentals of Criminal Law

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 2313 Correctional Systems and Practices

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.
Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

•CRIJ 2328 Police Systems and Practices

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-

community interaction; and current and future issues in the police profession.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

CULINARY ARTS

CHEF 1264 Capstone: Practicum I

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CHEF 1301 Basic Food Preparation

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Prerequisite: None.

CHEF 1305 Sanitation and Safety

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Prerequisite: None.

CHEF 1345 International Cuisine

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: CHEF 1301, CHEF 1305.

CHEF 2264 Capstone: Practicum II

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14
This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan

developed by the employer, college and the student.

Prerequisite: Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

CHEF 2301 **Intermediate Food Preparation**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

Prerequisite: 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: CHEF 1305, RSTO 2307.

PSTR 1264 **Capstone: Practicum I**

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:14

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Second semester standing in the Commercial Baking Certificate.

PSTR 1301 **Fundamentals of Baking**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Prerequisite: None.

PSTR 1305 **Breads and Rolls**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course concentrates on fundamentals of chemically and yeast raised breads and rolls. Instruction is on commercial preparation of a wide variety of products.

Prerequisite: CHEF 1305 and PSTR 1301.

PSTR 1306 **Cake Decorating I**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to skills, concepts and techniques of cake decorating.

Prerequisite: None.

PSTR 1310 **Pies, Tarts, Teacakes and Cookies**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course focuses on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction is on finishing and presentation techniques.

Prerequisite: None.

PSTR 1343 **Bakery Operations and Management**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is an introduction to management, marketing, supervision, and sanitation principles required in retail bakery operations. Emphasis is on cost control, pricing, computer usage, and personnel issues.

Prerequisite: None.

PSTR 2301 **Chocolates and Confections**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolate, caramels, nougats, and pate de fruit.

Prerequisite: CHEF 1305 and PSTR 1301.

PSTR 2331 **Advanced Pastry Shop**

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

Prerequisite: 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: CHEF 1305.

RSTO 1301 **Beverage Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and

non alcoholic beverages. Topics will include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Prerequisite: None.

RSTO 2301 **Principles of Food and Beverage Controls**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Prerequisite: None.

RSTO 2307 **Catering**

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

Prerequisite: CHEF 1301, CHEF 1305.

DANCE

♦DANC 1210 **Tap Dance**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance course focuses on the fundamental knowledge, skills, and applications of tap dance. Students are introduced to tap dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes tap dance as an enjoyable, practical and viable life-long physical activity and artistic endeavor.

Prerequisite: None.

♦DANC 1241 **Ballet I**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course offers knowledge and skill development in the basics of classical Russian ballet technique. Emphasis will be placed on correct

alignment, basic barre work, simple center floor work, and ballet vocabulary.

Prerequisite: None.

**♦DANC 1242
Ballet II**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course offers continued development of knowledge and skill development in classical Russian ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary.

Prerequisite: DANC 1241 or permission from the Instructor.

**♦DANC 1245
Modern Dance**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of modern dance. Students are introduced to modern dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**♦DANC 1247
Jazz Dance I**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of jazz dance. Students are introduced to jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic dance course promotes jazz dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.

Prerequisite: None.

**♦DANC 1248
Jazz Dance II**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This secondary dance (physical activity) course focuses on the

fundamental knowledge, skills, and application of classical dance, emphasizing Jazz. Students are introduced to detailed jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positioning, body isolations and overall coordination are practiced. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is encouraged.

Prerequisite: DANC 1247 or permission from the Instructor.

**♦DANC 1253
Spanish Ballet I**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**♦DANC 2303
Dance Appreciation**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on an introduction to the theory of Western dance performance forms, including ballet, modern dance, jazz, post-modern dance, and Spanish Folkloric dance. Emphasis is placed on how to understand, enjoy, and appreciate the complexities of dance terminology, history, evolution, symbolism, and cultural applications, as pertaining to the various forms of dance.

Prerequisite: Completion of READ 0080 or equivalent.

DIESEL TECHNOLOGY

**DEMR 1229
Preventative Maintenance**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

**DEMR 1230
Steering & Suspension I**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.

Prerequisite: DEMR 1401.

**DEMR 1266
Capstone: Practicum**

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

**DEMR 1303
Basic Driving Skills**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).

Prerequisite: DEMR 1401.

**DEMR 1401
Diesel Shop Safety and Procedures**

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.

Prerequisite: Completion of or concurrent enrollment in READ 0080 or equivalent.

**DEMR 1405
Basic Electrical Systems**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401, and completion of or concurrent enrollment in MATH 0080 or equivalent.

**DEMR 1410
Diesel Engine Testing and
Repair I**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

**DEMR 1416
Basic Hydraulics**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers the fundamentals of hydraulics including components and related systems.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

**DEMR 1417
Basic Brake Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:06
This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.

Prerequisite: DEMR 1401.

**DEMR 1435
Automatic Power Shift and
Hydrostatic Transmissions I**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.

Prerequisite: DEMR 1401 and DEMR 1442.

**DEMR 1442
Power Train Applications I**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.

Prerequisite: DEMR 1401.

**DEMR 2432
Electronic Controls**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers advanced skills in diagnostic and programming techniques of electronic control systems.

Prerequisite: DEMR 1410, DEMR 1401, and DEMR 1405.

DRAMA

**♦DRAM 1120
Theater Practicum I**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and

procedures with experience gained in play productions.

Prerequisite: None.

**♦DRAM 1121
Theater Practicum II**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.

Prerequisite: None.

**♦DRAM 1310
Drama Appreciation**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

Prerequisite: Completion of READ 0080 or equivalent.

**♦DRAM 1330
Stagecraft I**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup and backstage organization.

Prerequisite: None.

**♦DRAM 1341
Makeup**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This is a course in design and execution of makeup for the purpose of developing believable characters. It includes discussion of basic makeup principles and the practical experience of makeup application.

Prerequisite: None.

**♦DRAM 1342
Introduction to Costume**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of the principles and techniques of costume design and construction for theatrical productions.

Prerequisite: None.

**♦DRAM 1351
Acting I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting

tools through prepared exercises, monologues and dialogues.

Prerequisite: None.

**♦DRAM 2120
Theater Practicum III**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is a practicum in theater with an emphasis on technique and procedures with experience gained in play productions.

Prerequisite: None.

**♦DRAM 2366
Film Appreciation**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

Prerequisite: None.

**♦DRAM 2389
Academic Cooperative**

CRT HRS:03 LEC HRS:01 LAB HRS:06
This is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

Prerequisite: Permission of the Department.

ECONOMICS

**♦ECON 2301
Principles of Economics I
-Macro**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.

Prerequisite: Completion of MATH 0085 or equivalent, or BNKG 1340.

**♦ECON 2302
Principles of Economics II-
Micro**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: Successful completion of MATH 0085 or satisfactory score on placement test.

EDUCATION

•EDUC 1300

Learning Frameworks

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Prerequisite: None.

•EDUC 1301

Introduction to the Teaching Profession

CRT HRS:03 LEC HRS:03 LAB HRS:01
This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. This course includes a 16 contact hour lab component in P-12 classrooms.

Prerequisite: None.

•EDUC 2301

Introduction to Special Populations

CRT HRS:03 LEC HRS:03 LAB HRS:01
This is an enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special

populations. This course includes a 16 contact hour lab component with special populations in P-12 schools.
Prerequisite: EDUC 1301.

ELECTRICIAN TECHNOLOGY

ELMT 1402

Solar Photovoltaic Systems

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study in design and installation of solar photovoltaic systems and their applications. Students will be required to design a solar photovoltaic array, define industry terms, investigate certification requirements, and install and troubleshoot systems.

Prerequisite: ELMT 1457, ELMT 2419.

ELPT 1325

National Electrical Code I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Prerequisite: None.

ELPT 1411

Basic Electrical Theory

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers basic theory and practice of electrical circuits. It also includes calculations as applied to alternating and direct current.

Prerequisite: None.

ELPT 1419

Fundamentals of Electricity I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.

Prerequisites: Completion of MATH 0080 or equivalent.

ELPT 1420

Fundamentals of Electricity II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1429

Residential Wiring

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers wiring

methods, for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
Prerequisites: None.

ELPT 1445

Commercial Wiring

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in commercial wiring methods. It includes over current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1457

Industrial Wiring

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in wiring methods used for industrial installations. It includes motor circuits, raceway and busway installations, proper grounding techniques, and associated safety procedures.

Prerequisites: ELPT 1419, ELPT 1445.

ELPT 2264

Practicum Field Experience

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions.

Prerequisites: ELPT 1457, ELPT 2419.

ELPT 2325

National Electrical Code II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.

Prerequisites: Completion of MATH 0080 or equivalent, ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 2419

Programmable Logic Controllers I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers the fundamental concepts of programmable logic

controllers, principles of operation, and numbering systems as applied to electrical controls.

Prerequisites: ELPT 1419, ELPT 1445.

ELPT 2437 Electrical Planning and Estimating

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study in planning and estimating for residential, commercial and industrial wiring systems to include a variety of electrical techniques. The student will be expected to list estimating procedures, formulate material and labor costs, identify types of bids, calculate cost adjustments and job costs and demonstrate the use of estimating forms.

Prerequisites: ELPT 1457, ELPT 2419.

ELPT 2447 Electrical Testing and Maintenance

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers proper and safe use of electrical power equipment test devices and the interpretation of test results. It includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

HART 1411 Solar Fundamentals

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

Prerequisites: None.

WIND 2359 Wind Power Delivery System

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an in-depth study of the components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power and the input and output of electrical power delivery systems for wind generation.

Prerequisites: None.

ELECTRONICS

CETT 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 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: Completion of MATH 0080 or equivalent; or completion of READ 0080 or equivalent.

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; or completion of READ 0080 or equivalent.

CETT 1445 Microprocessor

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools will be included.

Prerequisite: CETT 1403.

CETT 2188 Capstone: Internship

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CETT 2439.

CETT 2189 Capstone: Internship

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CPMT 1407, CETT 1425 and EECT 1440.

CETT 2437 Microcomputer Control

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. An introduction to programming is included.

Prerequisite: CETT 1405.

CPMT 1166 Capstone: Computer Systems Technology Practicum

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1403 Introduction to Computer Technology

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.

Prerequisite: Completion of MATH 0080 or equivalent; or completion of READ 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; or completion of READ 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; or completion of READ 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; or completion of READ 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, troubleshooting and maintenance aids is emphasized.

Prerequisite: CPMT 1403 or CPMT 1411.

CPMT 1447**Computer System Peripherals**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1449**Computer Networking Technology**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.

Prerequisite: CPMT 1403.

CPMT 2166**Capstone: Computer Systems Technology Practicum**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CPMT 2433.

CPMT 2188**Capstone: Internship-Computer Installation**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CPMT 1403.

CPMT 2288**Capstone: Internship-Computer Installation**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:12

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CPMT 2433.

CPMT 2350**Industry Certification Preparation**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides an overview of the objectives for the industry specific certification exam.

Prerequisite: CPMT 2433.

CPMT 2402**Home Technology Integration**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of integration and maintenance of various home technology subsystems. Topics include home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

Prerequisite: CPMT 1445 and CPMT 1449.

CPMT 2433**Computer Integration**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.

Prerequisite: CPMT 1445 and CPMT 1449.

CPMT 2445**Computer System Troubleshooting**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

Prerequisite: CPMT 1445.

CPMT 2449**Advanced Computer Networking Technology**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Prerequisite: CPMT 1449.

EECT 1403**Introduction to Telecommunications**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

Prerequisite: Completion of MATH 0080 or equivalent; or completion of READ 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; or completion of READ 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; or completion of READ 0080 or equivalent.

EECT 2188**Capstone: Communication Engineering Technology**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:04
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: EECT 1407.

EECT 2433**Telephone Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of installation

and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.

Prerequisite: EECT 1407.

EECT 2437 Wireless Telephony Systems

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.

Prerequisite: EECT 2433.

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.

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: Completion of MATH 0080 or equivalent; or completion of READ 0080 or equivalent.

EMERGENCY MEDICAL TECHNOLOGY

EMSP 1160 EMT-Basic Clinical

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1161 EMT-Intermediate Hospital Clinical

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related

work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid intermediate level clinical experience.

Prerequisite: Admission to the program; Concurrent enrollment in EMSP 1438.

EMSP 1166 EMT-Basic Practicum

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1167 EMS EMTI Practicum

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience in an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Intermediate level.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1438.

EMSP 1208 Emergency Vehicle Operations

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides the student with instruction, discussion, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1355 Trauma Management

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1356 Patient Assessment and Airway Management

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment, airway management, and artificial ventilation.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1371 EMS Documentation

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1472 Emergent Issues in EMT

CRT HRS:04 LEC HRS:03 LAB HRS:02

The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician -Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1438 Introduction to Advanced Practice

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an exploration of the fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167, current TDH EMT-Basic certification.

EMSP 1501

Emergency Medical Technician

CRT HRS:05 LEC HRS:04 LAB HRS:04
This course is preparation for certification as an Emergency Medical Technician (EMT). The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.

EMSP 2160

Paramedic Clinical I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level one clinical experience.

Prerequisite: Admission to the program and concurrent enrollment in EMSP 2444.

EMSP 2161

Paramedic Clinical II

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level two clinical experience.

Prerequisite: Admission to the program and concurrent enrollment in EMSP 2434.

EMSP 2243

Assessment Based Management

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a capstone experience covering comprehensive, assessment-based patient care management. It includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2266

Capstone: Paramedic Practicum

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level.

Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243, and permission from the department.

EMSP 2330

Special Populations

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338

EMS Operations

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434

Medical Emergencies

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.

EMSP 2444

Cardiology

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. This includes basic dysrhythmia interpretation, recognition of 12-

lead EKGs for field diagnosis, and electrical and pharmacological interventions.

Prerequisite: Concurrent enrollment in EMSP 2160.

ENGINEERING

◆ENGR 1101

Introduction to Engineering

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: 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.

◆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: 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.

◆ENGR 2301

Statics

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia. Other topics include vector algebra, structural analysis (trusses), frames and distributed loads, shear and bending moment diagrams, and virtual work.

Prerequisite: PHYS 2425 and MATH 2413 with a grade of "C" or better and completion of or concurrent enrollment in MATH 2414, or permission from the instructor.

◆ENGR 2302**Dynamics**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse-momentum computation, particle dynamics, and mechanical vibrations.

Prerequisite: ENGR 2301 and MATH 2414 with a grade of "C" or better or permission from the instructor.

◆ENGR 2405**Electrical Circuits I**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles of electrical circuits and systems, including basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.

◆ENGR 2406**Digital Systems Engineering I**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to theory and design of digital logic, circuits, and systems. Number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage are covered. Laboratory experiments supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers, and counters; and preparation of laboratory reports.

Prerequisites: 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.

ENGLISH**ENGL 0071****Writing Skills I**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to improve the students' writing skills. The aim of this course is to prepare the student for ACCUPLACER and college writing. The student will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has required one-hour lab.

Prerequisite: Placement based on ACCUPLACER score, Sentence Skills 0-65, and Essay 0-3+; or equivalent.

ENGL 0081**Writing Skills II**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 0071 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 66-72, and Essay 4+; or equivalent.

ENGL 0091**Writing Skills III**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 0081 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 73-79, and Essay 5+; or Sentence Skills 0-59 and Essay of 6+; or equivalent.

*Note: For placement into

Developmental English courses, both Sentence Skills and Essay criteria need to be met; otherwise, the lower score will be used for placement (for example, a score of Sentence Skills 34 and Essay 5 will place the student at ENGL 0071 level. A score of Sentence Skills 80 and Essay 4 will place the student at ENGL 0081).

◆ENGL 1301**Composition**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.

◆ENGL 1302**Composition II-Rhetoric**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of "C" or higher in ENGL 1301.

◆ENGL 2289**English Academic Capstone**

CRT HRS:02 LEC HRS:02 LAB HRS:00
This class will include practical, hands-on work in areas related to English language and literature. In conjunction with class seminars, the academic capstone will provide opportunities for greater understanding and exposure to English through the applied study of the written word.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2307**Creative Writing I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing

fiction, nonfiction, poetry, drama or screenwriting.

Prerequisite: None.

♦ENGL 2308 Creative Writing II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

♦ENGL 2311 Technical Writing

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2321 British Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2326 American Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2331 World Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of world literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2341 Introduction to Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2341 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2342 Studies In Themes and Genres

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to focus on literary works which may be unified by theme, period, subject matter, or genre. English 2342 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2351 Mexican American Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected reading in Mexican American Literature, as well as some other Hispanic American readings. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2351 is also designed to introduce students to the study of literary periods, terms, and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦ENGL 2389 Academic Cooperative in English

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further their study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

♦INRW 0304 Integrated Reading and Writing

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a combined lecture/lab, performance-based course designed to develop students'

critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills in writing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent and completion of ENGL 0081 with a grade of "C" or better or equivalent.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESOL Oral Communication I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0032 ESOL Oral Communication II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0033 ESOL Oral Communication III

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose

in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.

Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.

ESOL 0041 ESOL Composition for Non-Native Speakers I

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0042 ESOL Composition/for Non-Native Speakers II

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.

Prerequisite: None.

FIRE SCIENCE

FIRS 1203 Firefighter Agility/Fitness Preparation

CRT HRS:02 LEC HRS:00 LAB HRS:05
This course focuses on physical ability testing methods. It includes rigorous training in skills and techniques needed in typical fire department physical ability tests. This course may be offered only by institutions licensed as a Fire

Academy by the Texas Commission on Fire Protection.

Prerequisite: None.

FIRS 1301 Firefighter Certification I

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self contained breathing apparatus, and fire reports and records. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: None.

FIRS 1313 Firefighter Certification III

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1407.

FIRS 1319 Firefighter Certification IV

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1313.

FIRS 1329 Firefighter Certification VI

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is an overview of Fire Inspection techniques and practices. Emphasis is on firecause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1423.

FIRS 1407 Firefighter Certification II

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the basic principles and skill development in handling fire service hose and ladders. Topics include the

distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1301.

FIRS 1423 Firefighter Certification V

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1319.

FIRS 1433 Firefighter Certification VII

CRT HRS:04 LEC HRS:02 LAB HRS:05
This course is an in-depth study and practice of simulated emergency operations and hands-on fire training exercises, Incident command procedures, and combined operations using proper extinguishing methods. Emphasis is on safety. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

Prerequisite: FIRS 1329.

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

(Moved to Physical Science)

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

HITT 1166 Coding Practicum

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

HITT 1167 Capstone: Practicum

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

HITT 1211 Health Information Systems

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

Prerequisite: None.

HITT 1253 Legal and Ethical Aspects of Health Information

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Prerequisite: None.

HITT 1255 Health Care Statistics

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.

Prerequisite: HITT 1301.

HITT 1301 Health Data Content and Structure

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Prerequisite: None.

HITT 1305 Medical Terminology I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of medical terms through word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Prerequisite: None.

HITT 1341 Coding and Classification Systems

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the fundamentals of coding rules, principles, guidelines, and conventions using clinical classification systems.

Prerequisite: HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

HITT 1345 Health Care Delivery Systems

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Prerequisite: HITT 1301.

HITT 1349 Pharmacology

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Prerequisite: HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

HITT 2166 Practicum I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the

employer, college, and the student.

Prerequisite: Permission from the Department; HITT 1301 and HITT 1253.

HITT 2167 Capstone: Practicum II

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department; HITT 2166.

HITT 2331 Advanced Medical Terminology

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of advanced terminology in various medical and surgical specialties, including disease processes.

Prerequisite: HITT 1305.

HITT 2335 Coding and Reimbursement Methodologies

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

Prerequisite: HITT 1341.

HITT 2339 Health Information Organization and Supervision

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.

Prerequisite: HITT 1345.

HITT 2343 Quality Assessment and Performance Improvement

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course involves the study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

Prerequisite: HITT 1345.

HITT 2371
Current Procedural Terminology Coding-CPT4

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).
Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

HITT 2372
Advanced CPT Coding-CPT4

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.
Prerequisite: HITT 2371.

HPRS 2301
Pathophysiology

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.
Prerequisite: HITT 1305 or Program Chair approval.

MRMT 1307
Medical Transcription I

CRT HRS:03 LEC HRS:01 LAB HRS:05
This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.
Prerequisite: HITT 1305 or concurrent enrollment, and word processing skills.

MRMT 2166
Practicum

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2167
Medical Transcription Practicum

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10
This course provides practical general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2333
Medical Transcription II

CRT HRS:03 LEC HRS:01 LAB HRS:05
This course focuses on transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.
Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

POFM 1317
Medical Administrative Support

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.
Prerequisite: None.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HART 1401
Basic Electricity for HVAC

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.
Prerequisite: None.

HART 1407
Refrigeration Principles

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
Prerequisite: None.

HART 1410
HVAC Shop Practices and Tools

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.
Prerequisite: None.

HART 1445
Gas and Electrical Heating

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2431
Advanced Electricity

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2434
Advanced Air Conditioning Controls

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study in the theory and application of automation controls, electrical control devices, electromechanical controls, and/or pneumatic controls.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2438
Capstone: Air Conditioning Installation and Startup

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2441
Commercial Air Conditioning

CRT HRS:04 LEC HRS:03 LAB HRS:04
This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.
Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2442

Commercial Refrigeration

CRT HRS:04 LEC HRS:03 LAB HRS:04
Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2443

Industrial Air Conditioning

CRT HRS:04 LEC HRS:03 LAB HRS:04
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2445

Air Conditioning Systems Design

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication, and balancing the air system.

Prerequisite: HART 1401, HART 1407, HART 1410.

HISTORY

♦HIST 1301

United States History I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 1302

United States History II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2301

Texas History

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of Texas

from the Spanish exploration to the present.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2311

Western Civilization I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2312

Western Civilization II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2321

World Civilizations I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: HIST 1301 and HIST 1302.

♦HIST 2322

World Civilizations II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: HIST 1301 and HIST 1302.

♦HIST 2327

Mexican American History I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1301).

♦HIST 2328

Mexican American History II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to nineteenth and twentieth century social, political and economic issues in Mexican American culture, including the legacy of social activism on the people. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show and understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1302).

♦HIST 2381

African American History

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a study of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and Native-American issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

♦HIST 2389**Academic Cooperative**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an instructional program designed to integrate on-campus study with a practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Prerequisite: Completion of six hours in History.

HUMAN RESOURCES

HRPO 1302**Human Resources Training and Development**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

Prerequisite: None.

HRPO 1305**Management and Labor Relations**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

Prerequisite: None.

HRPO 1306**Basic Mediator Training**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.

Prerequisite: None.

HRPO 1311**Human Relations**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: None.

HRPO 2188**Internship Human Resource Management**

CRT HRS:01 LEC HRS:00 LAB HRS:06
 This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

Prerequisite: Approval of Internship Coordinator.

HRPO 2301**Human Resources Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

Prerequisite: None.

HRPO 2303**Employment Practices**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.

Prerequisite: None.

HRPO 2304**Employee Relations**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

Prerequisite: HRPO 1305.

HRPO 2306**Benefits and Compensation**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

Prerequisite: HRPO 2301.

HRPO 2307**Organizational Behavior**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

Prerequisite: HRPO 2301.

HRPO 2331**International Human Resource Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a study of the effects of globalization on human resource management.

Prerequisite: HRPO 2301, HRPO 2303.

HRPO 2371**Human Resources Laws**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course includes an in depth view of laws and legal issues related to employment practices.

Prerequisite: HRPO 2301, HRPO 2303.

HRPO 2372**Risk Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an overview of issues related to identification, assessment and prioritization of risks in the workplace.

Prerequisite: HRPO 2301, HRPO 2303.

HUMANITIES

♦HUMA 1301**Introduction to the Humanities I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.

Prerequisite: TSI Exempt or TSI Complete or completion of READ 0080, ENGL 0081.

♦HUMA 1302**Introduction to the Humanities II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.

Prerequisite: HUMA 1301.

♦**HUMA 1305**
**Introduction to Mexican-
American Studies**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the field of Mexican-American Chicano/a studies from its inception to the present. It is an interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

Prerequisite: Completion of READ 0080 or equivalent.

♦**HUMA 1311**
**Mexican-American Fine Arts
Appreciation**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of Mexican-American/Chicano/a artistic expressions in the visual and/or performing arts.

Prerequisite: Completion of READ 0080 or equivalent.

♦**HUMA 1315**
Fine Arts Appreciation

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an understanding of the purposes and processes in the visual and musical arts including evaluation of selected works.

Prerequisite: Completion of READ 0080 or equivalent.

♦**HUMA 2319**
American Minority Studies

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will cover the historical, social, and cultural development of one or more minority groups. Furthermore, this course will have an emphasis on the historical roots and implications of current socio-cultural of minority groups in the U.S. This course may include African American, Mexican-American, Asian American, and Native American issues.

Prerequisite: Completion of READ 0080 or equivalent.

♦**HUMA 2323**
World Cultures

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will focus on the study of variations among contemporary societies throughout the world. Emphasis is on the historical roots and implications of current socio-cultural diversity. Examples will come from a variety of specific societies within a regional context. (Cross-listed as ANTH 2346.)

Prerequisite: Completion of READ 0080 or equivalent.

KINESIOLOGY

♦**KINE 1100**
Fitness Walking

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the aerobic sport of brisk, rhythmic, vigorous walking, intended to improve cardiovascular efficiency, strengthen the heart, control weight, and reduce stress.

Prerequisite: None.

♦**KINE 1101**
**Fitness and Motor
Development I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Kinesiology majors only.

♦**KINE 1103**
**Weight Training and
Conditioning I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of weight training and conditioning. Students are introduced to skills, and applications of weight training and conditioning. Students are introduced to individual anaerobic fitness activities, including muscle strength training, muscle endurance training, and muscle power training—using both machine and free-weights. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

♦**KINE 1104**
**Weight Training and
Conditioning II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of resistance (weight) training, including circuit training, interval training, power lifting, Olympic weight lifting, body-building and plyometrics. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1103 or permission from the Instructor.

♦**KINE 1105**
Badminton

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.

Prerequisite: None.

♦**KINE 1107**
Basketball I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of basketball. Students are introduced to basketball history, terminology, rules, individual skills (dribbling, passing, shooting, guarding, etc.) and half-court team play (offense & defense). Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

♦**KINE 1109**
Bowling I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of bowling. Students are introduced to bowling history, terminology, rules, scoring, basic individual skills (ball selection, the grip, arm/foot positioning, the approach, arm back swing, forward arm swing, release, follow through, etc.) and competitive play. Emphasis is placed on safety, developing psychomotor skills, reinforcing

and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1110
Bowling II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of bowling, including team play and competition. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1109 or permission from the Instructor.

**◆KINE 1111
Flag Football I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of flag football. Students are introduced to flag football history, terminology, rules, scoring, basic individual skills (passing, receiving, running plays, blocking, defending, kicking, punting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1113
Golf I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge skills, and strategies of the sport of golf. Basic golf skills will be addressed (proper grip, stance, posture, full swing, putting and approach shots). The course is conducted at the driving range.

Prerequisite: None.

**◆KINE 1114
Golf II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of golf, including special shots/conditions, sand/rough play, strategies to

improve the golf score/handicap, playing 18 holes of golf, and competitive play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, selection of equipment, club play, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1113 or permission from the Instructor.

**◆KINE 1115
Karate I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of karate. Students are introduced to karate history, terminology, customs, basic skills (breathing, stances, blocks, falls, roles, punches, strikes, kicks, smashes, etc.) fundamental strategies/tactics, and kata. Emphasis is placed on safety, conditioning, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1116
Karate II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1115 or permission from the Instructor.

**◆KINE 1119
Racquetball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history, terminology, rules, scoring, basic

individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)--while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1120
Racquetball II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1119 or permission from the Instructor.

**◆KINE 1121
Soccer I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1123
Softball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills,

reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1125
Swimming I**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1126
Swimming II**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1125 or permission from the Instructor.

**◆KINE 1127
Tennis I**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1128
Tennis II**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1127 or permission from the Instructor.

**◆KINE 1129
Volleyball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1131
Yoga and Flexibility Training**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: None.

**◆KINE 1132
Self Defense and Personal Safety**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity course focuses on the basic principles, concepts, fundamental

skills, and applications of the discipline of self-defense. Students are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.

Prerequisite: None.

**◆KINE 1133
Outdoor Adventure Training**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as enjoyable, practical and viable life-long fitness or recreational endeavors.

Prerequisite: None.

**◆KINE 1149
Team Sports I**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1150
Team Sports II**

CRT HRS:01 LEC HRS:00 LAB HRS:03
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**•KINE 1210
Aerobic Dance I**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**•KINE 1211
Aerobic Dance II**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1210 or permission from the Instructor.

**•KINE 1249
Ballet Folklorico I**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This introductory dance course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance techniques, individual skills, and movement fundamentals. The course offers attainment of vocabulary, knowledge and skill development in classical Cecchetti ballet technique at the beginning level. It is designed to develop posture, hand positioning, feet positioning, body isolations and overall coordination. These ballet skills will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: None.

**•KINE 1250
Ballet Folklorico II**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance terminology, techniques, individual skills, movement fundamentals, improvisation, and choreography. The course will continue to offer knowledge and skill development in the basics of classical Cecchetti ballet technique at the beginning and intermediate levels. Emphasis will be placed on correct alignment, basic barre work, simple center floor work and ballet vocabulary which will be incorporated into Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 1249 or permission from the instructor.

**•KINE 1251
Beginning Scuba**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Swimming proficiency or permission from the Instructor/Department Chair.

**•KINE 1252
Scuba II**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on advanced theory, skills and application of SCUBA training as a recreational sport. Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: KINE 1251 or permission from the Instructor.

**•KINE 1253
Lifeguard Training**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.

Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.

**•KINE 1301
Introduction to Kinesiology**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an orientation to the field of kinesiology, its scope, organization of professional activities, vocational opportunities and professional qualifications.

Prerequisite: None.

**•KINE 1304
Personal Health and Wellness**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of factors involved in human physical and psychological wellness. Disorders arising from mutagenic, teratogenic infections, environment and lifestyle behaviors will be studied.

Prerequisite: None.

**•KINE 1305
Community and Environmental Health**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community health resources and environmental issues/safeguards. The course focuses on developing an awareness and understanding of health trends, health education opportunities, school and community health programs, public health agencies, and state/federal government resources related to public health and the environment. The breadth and seriousness of current health and environmental conditions facing U.S. communities and diverse populations is also stressed.

Prerequisite: None.

**♦KINE 1306
First Aid and Safety**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.

Prerequisite: None.

**♦KINE 1308
Sports Officiating I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.

Prerequisite: None.

**♦KINE 1309
Sports Officiating II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of volleyball, soccer, tennis, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.

Prerequisite: None.

**♦KINE 1321
Techniques of Coaching
Sports I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.

Prerequisite: None.

**♦KINE 1322
Techniques for Coaching
Sports II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a continuation of KINE 1321 and includes advanced theories and philosophies of coaching.

Prerequisite: KINE 1321.

**♦KINE 1331
Kinesiology for
Elementary School**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.

Prerequisite: None.

**♦KINE 1333
Rhythm Skills**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the fundamental theory and concepts of rhythm activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on dance, martial arts, pilates, and yoga.

Prerequisite: Kinesiology majors only.

**♦KINE 1336
Introduction to Recreation
Activities**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the fundamental theory and concepts of recreational activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on backpacking, cycling, orienteering, swimming, and rock climbing.

Prerequisite: Kinesiology majors only.

**♦KINE 1338
Concepts of Physical Fitness**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the concepts and use of selected physiological variables of fitness, Individual testing and consultation and the organization of sports and fitness programs.

Prerequisite: Kinesiology majors only.

**♦KINE 1346
Drug Use and Abuse in Society**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society

from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.

Prerequisite: None.

**♦KINE 2249
Ballet Folklorico III**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, and music selection. The course offers continued attainment of knowledge and skill development in classical Cecchetti ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary which will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 1250 or permission from the instructor.

**♦KINE 2250
Ballet Folklorico IV**

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course is a continuation of the study of Mexican Folklorico dance technique with a strong emphasis on performing skills and styles. This course is an advanced Ballet Folklorico performing class. Students taking this course are members of the South Texas College Ballet Folklorico. Membership is obtained by taking the Ballet Folklorico sequence or by invitation of the instructor. This course emphasizes Ballet Folklorico dance concert performances, as well as public and private performances. Students continue to study Mexican Folkloric theory, criticism, techniques, individual skills, improvisation, choreography, and music selection. The Cecchetti ballet technique is incorporated in the repertoire of the South Texas College Ballet

Folklorico. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

Prerequisite: KINE 2249 or invitation from the instructor.

♦**KINE 2255**
Water Safety Instructor

CRT HRS:02 LEC HRS:01 LAB HRS:02
This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.
Prerequisite: Current Lifeguard certification or KINE 1253 or permission from the department.

♦**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.

MATHEMATICS

MATH 0080
Basic Mathematics

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions and decimals; performing calculations involving exponents and order of operations; estimating solutions to problems; solving application problems involving proportions, percents, and different units of measurement; simplifying algebraic expressions and solving linear equations; and solving problems involving geometric concepts and figures. The focus of lab instruction is content reinforcement.
Prerequisite: ACCUPLACER Arithmetic (AR) score of 0-64.

MATH 0085
Introductory Algebra

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of introductory algebra. Topics include simplifying algebraic expressions, solutions of linear equations and inequalities in one variable, applying rules of exponents, calculations involving scientific notations, operations on polynomials, factorization of polynomials, solving polynomial equations by factoring, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of lab instruction is content reinforcement.
Prerequisite: Completion of MATH 0080 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ AND an Elementary Algebra (EA) placement score of 18-49; or equivalent.

MATH 0090
Intermediate Algebra Part I and Geometry

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of intermediate algebra and geometry. Topics include factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. The focus of lab instruction is content reinforcement.
Prerequisite: Completion of MATH 0085 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 50+ AND an Elementary Algebra (EA) placement score of 50-62.

♦**MATH 1316**
Plane Trigonometry

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers trigonometric functions, identities, equations and applications.
Prerequisite: MATH 1414 with a grade of "C" or better.

♦**MATH 1324**
Finite Mathematics

CRT HRS:03 LEC HRS:03 LAB HRS:01
Topics include: linear equations, quadratic equations, functions and graphs, inequalities, mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.
Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦**MATH 1332**
Contemporary Mathematics

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course covers modern algebra and geometry. Topics include sets, logic, number systems, functions, measurement, geometric concepts, and an introduction to probability and statistics. This course emphasizes real life applications of math.
Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1350**Fundamentals of Mathematics I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1414 or MATH 1332 with a grade of "C" or better.

♦MATH 1351**Fundamentals of Mathematics II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1350 with a grade of "C" or better.

♦MATH 1414**College Algebra**

CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1425**Business Calculus**

CRT HRS:04 LEC HRS:04 LAB HRS:00
Topics include: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.

Prerequisite: MATH 1324 or MATH 1414 with a grade of "C" or better; or a 100+ on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.

♦MATH 1442**Statistics**

CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is a presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

Pre-requisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 2412**Precalculus and Trigonometry**

CRT HRS:04 LEC HRS:04 LAB HRS:01
This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.

Prerequisite: A score of 63+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 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 Calculations**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a review of specific mathematical calculations including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses, health occupations and industries for successful on-the-job performance.

Prerequisite: None.

TECM 1371**Mathematics for Allied Health**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions, systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.

Prerequisite: None.

MEDICAL AND HEALTH SERVICES MANAGEMENT

MHSM 3302**U.S. Health Care Delivery**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces U.S. health care systems, the business of health care, the history of its development and the roles of various business entities and health care professionals in the delivery of care to the patient.

Prerequisite: HITT 1255, ACCT 2401.

MHSM 3303
Statistics for Health Care Managers

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course expands on basic statistic knowledge by discussing unique statistics routinely used in health care, assessment and utilization of published health care research statistics and application of internal organizational health care statistics in managerial decisions.

Prerequisite: Junior standing, HITT 1255, MATH 1414 or MATH 1332.

MHSM 3304
Communication for Health Care Professionals

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course addresses varying communication skills and strategies for interaction with patients, families, employees, other department/business representatives, and the community. It also covers basic marketing skills in the health care arena and media management during a crisis.

Prerequisite: Junior standing and SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321 or SPCH 2301 or SPCH 2333 or SPCH 2335.

MHSM 3310
Legal Issues in Health Care

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course examines the various federal, state and local laws and regulations affecting health care delivery in the United States. It also covers public and private regulatory agencies, issues associated with professional malpractice, and business liability for health care products and services.

Prerequisite: Junior standing.

MHSM 3335
Financial Management for Health Care Managers

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers various health care revenue sources, commonly used health care accounting software, department budget design, resource allocation, and methods of cost control.

Prerequisite: Junior standing, ACCT 2401.

MHSM 3411
Health Care Information Technology

CRT HRS:04 LEC HRS:04 LAB HRS:00
This course introduces the different types of information maintained by health care organizations, commonly used health care software systems, robotic and automation interfaces, basic health care information security system standards, privacy laws, and record archival.

Prerequisite: Junior standing.

MHSM 4304
Risk Management for Health Professionals

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course explores quality assurance measures including Total Quality Management, Continuous Quality Improvement, and Joint Commission on Accreditation of Healthcare Organizations standards. Methods and applications for outcomes measures, benchmarking, and utilization management in the health care setting are explored.

Prerequisite: Senior standing.

MHSM 4310
Human Resources in Health Care Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an overview of the special considerations of human resources in the health care industry, including job requirements, professional licensure, staffing ratios, job descriptions, traditional and nontraditional labor sources, legal issues and wages, and benefits management.

Prerequisite: Senior standing, MHSM 3310.

MHSM 4348
Ethics for Health Care Professionals

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey on ethical business practices in the health care industry during both routine practice and emergency/disaster scenarios. In particular, ethical decisions in the setting of limited resources (labor, materials, and funding) will be discussed.

Prerequisite: Senior standing, MHSM 3310.

MHSM 4351
Public and Community Health Management

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces the basic principles of public health, including epidemiology, wellness promotion, vaccination programs, community health education programs, and funding resources.

Prerequisite: Senior standing.

MHSM 4551
Health Care Management Residency

CRT HRS:05 LEC HRS:05 LAB HRS:00
This course is a capstone learning experience that will provide onsite exposure to health care administration. Students will discuss experiences with course members and complete a project.

Prerequisite: Senior standing and consent of the program coordinator.

MEDICAL ASSISTANT TECHNOLOGY

ECRD 1111
Electrocardiography for Medical Assistants

CRT HRS:01 LEC HRS:01 LAB HRS:01
This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate modalities.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1166
Practicum I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:09
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: 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 in ambulatory care settings.

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 Assistant (American Association of Medical Assistants), Registered Medical Assistant (American Medical Technologists) or National Certified Medical Assistant (National

Center for Competency Testing) credentialing exam.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program who are preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.

MDCA 1321 Administrative Procedures

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a course in medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1343 Medical Insurance

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1348 Pharmacology and Administration of Medications

CRT HRS:03 LEC HRS:02 LAB HRS:04

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1352 Medical Assistant Laboratory Procedures

CRT HRS:03 LEC HRS:02 LAB HRS:04

Emphasis in this course is on application of governmental health care guidelines and includes specimen collection and handling, quality assurance, and quality control.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1409 Anatomy and Physiology for Medical Assistants

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course places emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1417 Procedures in a Clinical Setting

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course places emphasis on patient assessment, examination and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 2266 Capstone: Practicum III

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

PLAB 1223 Phlebotomy for Medical Assistants

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

Prerequisite: Admission to the program or Program Chair approval.

MUSIC

◆MUAP 1201 Applied Violin

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1202 Applied Viola

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1203 Applied Cello

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in cello for Music majors. Credit is based in one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1204 Applied Double Bass

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in double bass for Music majors. Credit is based on one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1205 Applied Flute

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1206
Applied Clarinet**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1207
Applied Saxophone**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1208
Applied Trumpet**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1209
Applied French Horn**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1210
Applied Trombone**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1211
Applied Baritone**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction

in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1212
Applied Oboe**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1213
Applied Bassoon**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1214
Applied Tuba**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1215
Applied Percussion**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1216
Applied Guitar**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be

repeated as MUAP 1236, 2216 and 2236.

Prerequisite: Declared music major or by special permission from the program chair.

**♦MUAP 1217
Applied Piano**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUAP 1218
Applied Voice**

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

Prerequisite: Declared music majors or by special permission from the program chair.

**♦MUEN 1121
Band Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

**♦MUEN 1131
Mariachi Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01
This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

**♦MUEN 1132
Jazz Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01
Jazz Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

**♦MUEN 1133
Guitar Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01
Guitar Ensemble is a high-level performing ensemble open to

all students who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

♦**MUEN 1134**
String Ensemble

CRT HRS:01 LEC HRS:01 LAB HRS:01
String Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

♦**MUEN 1135**
Percussion Ensemble

CRT HRS:01 LEC HRS:01 LAB HRS:01
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

♦**MUEN 1141**
Choir Ensemble

CRT HRS:01 LEC HRS:01 LAB HRS:01
This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

♦**MUSI 1116**
Sight Singing and Ear Training I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course involves singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony is also covered.

Prerequisite: Completion of READ 0080 or equivalent.

Corequisite: MUSI 1211.

♦**MUSI 1117**
Sight Singing and Ear Training II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course is an extension of the tonal music and aural studies employed in Sight Singing and Ear Training I.

Prerequisite: MUSI 1116, completion of READ 0080 or equivalent.

Corequisite: MUSI 1212.

♦**MUSI 1181**
PIANO CLASS I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

♦**MUSI 1182**
Piano Class II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

♦**MUSI 1183**
Voice Class I

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.

Prerequisite: None.

♦**MUSI 1184**
Voice Class II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.

Prerequisite: MUSI 1183.

♦**MUSI 1192**
Guitar Class

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

♦**MUSI 1193**
Guitar Class II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

♦**MUSI 1211**
Music Theory I

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course involves the analysis and writing of tonal melody and diatonic harmony up to and including 7th chords. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: Completion of READ 0080 or equivalent.

Corequisite: MUSI 1116.

♦**MUSI 1212**
Music Theory II

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an extension of the analysis and writing of tonal melody and diatonic harmony employed in Music Theory I.

Prerequisite: MUSI 1211, completion of READ 0080 or equivalent.

Corequisite: MUSI 1117.

♦**MUSI 1258**
Opera Workshop

CRT HRS:02 LEC HRS:01 LAB HRS:02
This course includes the performance of portions or complete operas and the study of the integration of music, acting, and staging of an opera.

Prerequisite: None.

♦**MUSI 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 1307**
Music Literature

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: Completion of READ 0090 or equivalent.

♦**MUSI 2116**
Sight Singing and Ear Training III

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course involves singing more

difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures is also covered.

Prerequisite: MUSI 1117, completion of READ 0080 or equivalent.

Corequisite: MUSI 2211.

♦**MUSI 2117**
Sight Singing and Ear Training IV

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course is an extension of the more advanced tonal music and aural studies employed in Sight Singing and Ear Training III.

Prerequisite: MUSI 2116, completion of READ 0080 or equivalent.

Corequisite: MUSI 2212.

♦**MUSI 2181**
Piano Class III

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

♦**MUSI 2182**
Piano Class IV

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

♦**MUSI 2183**
Voice Class III

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued class instruction in the fundamentals of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

♦**MUSI 2184**
Voice Class IV

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

♦**MUSI 2211**
Music Theory III

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course contains advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony, including chromatics and extended tertian structures. It includes an introduction to 20th century compositional procedures, survey of the traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1212, completion of READ 0080 or equivalent.

Corequisite: MUSI 2116.

♦**MUSI 2212**
Music Theory IV

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an extension of the study of advanced harmony and compositional procedures employed in Music Theory III.

Prerequisite: MUSI 2211, completion of READ 0080 or equivalent.

Corequisite: MUSI 2117.

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1341
**Occupational Performance
from Birth to Adolescence**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1349
**Occupational Performance of
Adulthood**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1353
**Occupational Performance for
Elders**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1405
**Principles of Occupational
Therapy**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel,

current health care environment, and moral, legal and ethical issues.

Prerequisite: Completion of and/or concurrent enrollment in all other OTA pre-requisite coursework and permission from the department.

OTHA 1409
**Human Structure and
Function in Occupational
Therapy**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study of the biomechanics of human motion. Emphasis is placed on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1415
**Therapeutic Use of
Occupations or Activities I**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1419
Therapeutic Interventions I

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 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 presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.

Prerequisite: None.

LGLA 1305 Legal Writing

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides a working knowledge of the fundamentals of effective legal writing techniques. Topics include briefs, legal memoranda, case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

Prerequisite: POFT 2312.

LGLA 1307 Introduction to Law and the Legal Professions

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal's role.

Prerequisite: None.

LGLA 1342 Federal Civil Litigation

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of federal civil litigation, including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the federal civil litigation process.

Prerequisite: LGLA 1307.

LGLA 1344 Texas Civil Litigation

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of Texas civil litigation including pretrial, trial, and post-trial phases of litigation with emphasis on the paralegal's role in the Texas civil litigation process.

Prerequisite: LGLA 1307 and LGLA 1342.

LGLA 1353 Wills, Trusts and Probate Administration

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: LGLA 1307.

LGLA 1355**Family Law**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Prerequisite: LGLA 1307.

LGLA 2266**Practicum: Paralegal**

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

LGLA 2303**TORTS & Personal Injury Law**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course presents fundamental concepts of tort and personal injury law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: LGLA 1307.

LGLA 2307**Law Office Management**

CRT HRS:03 LEC HRS:02 LAB HRS:03

The course presents basic principles and structure of management, administration, and substantive systems in the law office. It includes law practice technology as applied to paralegals.

Prerequisite: LGLA 1307.

LGLA 2309**Real Property**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Prerequisite: LGLA 1307.

LGLA 2311**Business Organizations**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.

Prerequisite: LGLA 1307.

LGLA 2313**Criminal Law and Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers fundamental concepts of criminal law and procedures from arrest to final disposition including principles of federal and state law, and the preparation of pleadings and motions as applied to the role of the paralegal in the criminal justice system.

Prerequisite: LGLA 1307.

LGLA 2331**Advanced Legal Research and Writing**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course builds on previous legal research and writing courses and covers standard and computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role.

Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.

PATIENT CARE ASSISTANT

ECRD 1211**Electrocardiography**

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA); and Concurrent enrollment in NUPC 1360 and NUPC 1320.

NUPC 1320**Patient Care Technician/ Assistant**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and completion of NURA 1401 and NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA).

NUPC 1360**Capstone: Clinical II**

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In god standing (current CNA); and Concurrent enrollment in NUPC 1320.

NURA 1160**Clinical I**

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.

NURA 1401**Nurse Aide for Health Care**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and concurrent enrollment in NURA 1160.

NURA 1407**Body Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is a basic study of the structures and functions of the human body.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and permission from the department.

PLAB 1323**Phlebotomy**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course provides instruction in the development of skills in the performance of a variety of

blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging in good standing (current CNA); and concurrent enrollment in NUPC 1360 and NUPC 1320.

PHARMACY TECHNOLOGY

PHRA 1202 Pharmacy Law

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technicians and pharmacists' responsibilities in practice settings will be described.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 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, inventory management, 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 third party payment systems and its impact on health care and the impact

of managed care on pharmacy reimbursements. It includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1345 Compounding Sterile Preparations and Aseptic Technique

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of the process of compounding sterile preparations within legal and regulatory guidelines specified by USP <797> standards, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1349 Institutional Pharmacy Practice

CRT HRS:03 LEC HRS:02 LAB HRS:04
This is an exploration of the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include in-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution system, unit dose chart fills, continuous quality assurance, drug storage, and inventory control.

Prerequisite: Completion of the previous semester with a "C" or better.

PHRA 1404 Pharmacotherapy & Disease Process

CRT HRS:04 LEC HRS:04 LAB HRS:00
This course is the study of disease state and the therapeutic properties of the drugs used in pharmaceutical therapy.

Prerequisite: Completion of the previous semester courses with a "C" or better.

PHRA 1541 Pharmacy Drug Therapy and Treatment

CRT HRS:05 LEC HRS:04 LAB HRS:02
This is a study of therapeutic agents, their classifications, properties,

actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

Prerequisite: Completion of the previous semester courses with "C" or better.

PHILOSOPHY

♦PHIL 1301

Introduction to Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 1304

Introduction to World Religions

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a comparative study of various world religions.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

♦PHIL 1316

History of Religions I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an historical survey of major religions, with particular emphasis on Hinduism, Buddhism, and Taoism. Additional religions and religious traditions considered may include one or more of the following: Jainism, Sikhism, Confucianism, Mohism, Chinese folk religions, and/or Shinto.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 1317

History of Religions II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an historical survey of major religions, with particular emphasis on Judaism, Christianity, and Islam. Additional religions and religious traditions considered may include one or more of the following: the Baha'i Faith, ancient Egyptian religions, ancient Greek religions, Zoroastrianism, Manichaeism, Norse religions, Celtic religions, and/or other indigenous/traditional (African, North and South American, Australian, Polynesian) religions.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 2303

Introduction to Logic

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 2306

Introduction to Ethics

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

♦PHIL 2307

Introduction to Social and Political Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

♦PHIL 2316

History of Classical and Modern Philosophy I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from ancient times through the medieval period.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 2317

History of Classical and Modern Philosophy II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early modern period through the nineteenth century.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 2318

Contemporary Philosophy

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of major philosophers and philosophical systems from ancient, through medieval, to modern times. Emphasis will fall upon philosophers and philosophical systems from the early twentieth century through the present day.

Prerequisite: Eligible for ENGL 1301.

♦PHIL 2321

Philosophy of Religion

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a critical investigation of major religious ideas and experiences.

Prerequisite: Eligible for ENGL 1301.

PHYSICAL SCIENCE

♦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.

♦PHYS 1403 Introduction to Astronomy I- Stars & Galaxies

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is the first part of a general introduction to astronomy covering modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; black holes; galactic properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.

Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or

completion of MATH 0090 with a grade of "C" or better or equivalent.

♦PHYS 1404 Introduction to Astronomy II- Solar System

CRT HRS:04 LEC HRS:03 LAB HRS:03
This second part of a general introduction to astronomy covering classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools(spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.
Prerequisite: PHYS 1403.

♦PHYS 1415 Physical Science I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: 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 for the PTA

CRT HRS:03 LEC HRS:02 LAB HRS:02
This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.
Prerequisite: Completion of previous semester courses with a "C" or better.

PTHA 1405 Basic Patient Care Skills

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to the theory and application of basic patient handling, communication and functional skills. It includes selected data collection techniques.
Prerequisite: Acceptance to PTA Program.

PTHA 1409 Introduction to Physical Therapy

CRT HRS:04 LEC HRS:03 LAB HRS:02
This course is an introduction to the profession of physical therapy and the role of the physical therapist assistant. It includes the application of basic patient handling, functional skills, communication, and selected data collection techniques.
Prerequisite: Departmental Approval Required.

PTHA 1513 Functional Anatomy

CRT HRS:05 LEC HRS:03 LAB HRS:06
This course is a study of the musculoskeletal and neuromuscular systems and their relationship to normal and abnormal movement.
Prerequisite: Acceptance to PTA Program.

PTHA 1531 Physical Agents

CRT HRS:05 LEC HRS:03 LAB HRS:06
This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.
Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2201
Essentials of Data Collection

CRT HRS:02 LEC HRS:01 LAB HRS:04
This course is a study of data collection techniques used to prepare the physical therapist assistant to assist in patient/client management.

Prerequisite: Acceptance to PTA Program.

PTHA 2205
Neurology

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is a study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2266
Practicum II (6 WEEKS)

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2267
Practicum III (6 WEEKS)

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine,

geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.

PTHA 2339
Capstone: Professional Issues

CRT HRS:03 LEC HRS:03 LAB HRS:00
This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2431
Management of Neurological Disorders

CRT HRS:04 LEC HRS:02 LAB HRS:06
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2435
Rehabilitation Techniques

CRT HRS:04 LEC HRS:02 LAB HRS:06
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies/diseases such as musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2509
Therapeutic Exercise

CRT HRS:05 LEC HRS:03 LAB HRS:06
This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PHYSICS

♦**PHYS 1401**
College Physics I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1414 with a "C" or better; or a 100+

on the Elementary Algebra ACCUPLACER or a 75+ on the College Level Mathematics ACCUPLACER, or a 280+ on the math portion of the THEA exam.

♦**PHYS 1402**
College Physics II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers principles and application of electricity, magnetics, light, and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 with a grade of "C" or better.

♦**PHYS 2425**
University Physics I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a calculus-based study of mechanics, including vibrations and wave, heat and thermodynamics.

Prerequisite: MATH 2413 with a grade of "C" or better.

♦**PHYS 2426**
University Physics II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a calculus-based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

Prerequisite: PHYS 2425 with a grade of "C" or better.

PLUMBER ASSISTANT

PFPB 1306
Basic Blueprint Reading for Plumbers

CRT HRS:03 LEC HRS:03 LAB HRS:00
Introduction to reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of drain, waste, vent, hot and cold water, and gas piping components.

Prerequisite: None.

PFPB 1323
Plumbing Codes I

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers state and local plumbing codes and the application of potable water, wastewater, and gas systems to residential and light commercial settings.

Prerequisite: None.

PFPB 1408
Basic Pipefitting Skills

CRT HRS:04 LEC HRS:03 LAB HRS:03
Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification

and use of hand tools and power tools, identification of pipe, pipe fittings, flanges, and fasteners used in the trade.

Prerequisite: None.

PFPB 1413
Introduction to the Plumbing Trade

CRT HRS:04 LEC HRS:04 LAB HRS:00
Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

Prerequisite: None.

PFPB 1450
Plumbing and Pipefitting Equipment and Safety

CRT HRS:04 LEC HRS:04 LAB HRS:00
Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.

Prerequisite: None.

PFPB 2308
Piping Standards and Materials

CRT HRS:03 LEC HRS:03 LAB HRS:00
Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

Prerequisite: PFPB 1450.

PFPB 2315
Capstone: Intermediate Technologies for Piping Trades

CRT HRS:03 LEC HRS:02 LAB HRS:04
Piping techniques and materials within the pipe trades. Includes pipefitting procedures for applications and upgrades on techniques and practices designed to deal with federal, state, and local environmental and safety regulations.

Prerequisite: PFPB 2308, PFPB 2449.

PFPB 2449
Field Measuring, Sketching, and Layout

CRT HRS:04 LEC HRS:04 LAB HRS:00
Use, care, and setup of transit and level. Includes field dimensioning, measuring, sketching, and layout of future process piping. Emphasizes advanced trade math including the use of trigonometric functions and tables.

Prerequisite: PFPB 1408.

POLITICAL SCIENCE

•GOVT 2301
American Government I

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.

Prerequisite: GOVT 2302.

•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: 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 2305
Federal Government

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 or READ 0200 with a grade of "C" or better.

•GOVT 2306
Texas Government

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers the origin and development of the Texas

Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 or READ 0200 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 or GOVT 2305 with a grade of "C" or better and completion of ENGL 0081 or ENGL 0100 or equivalent.

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.

PRECISION MACHINING TECHNOLOGY

**DEMR 1301
Shop Safety and Procedures**

CRT HRS:03 LEC HRS:03 LAB HRS:00

A study of shop safety, rules, basic shop tools, and test equipment.

Prerequisite: None.

**DFTG 1313
Drafting for Specific Occupations**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

Prerequisite: DFTG 1425.

**DFTG 1425
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 1301
Beginning Machine Shop**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers the fundamentals of machine shop safety, math, and measurement.

Prerequisite: None.

**MCHN 1319
Manufacturing Materials and Processes**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis is placed on manufacturing processes, including casting, forming, and machining.

Prerequisite: MCHN 1301, MCHN 1438, DFTG 1425.

**MCHN 1320
Precision Tools and Measurement**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

Prerequisite: None.

**MCHN 1326
Introduction to Computer-Aided Manufacturing (CAM) (formerly INMT 1443)**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of Computer-Aided Manufacturing (CAM) software which is used to create part programs, transfer programs to the machine control unit and machine parts.

Prerequisite: DFTG 1313, DFTG 1425.

**MCHN 1382
Capstone: Cooperative Education I**

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the

employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

MCHN 1438 Basic Machine Shop I

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

Prerequisite: None.

MCHN 1452 Intermediate Machining I

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

*Prerequisite: DFTG 1425,
MCHN 1438.*

MCHN 2341 Advanced Machining I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.

Prerequisite: MCHN 1452.

MCHN 2344 Computerized Numerical Control Programming (formerly INMT 2334)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the programming and operation of computer numerically controlled (CNC) machine shop equipment.

*Prerequisite: MCHN 2403
(formerly INMT 1445).*

MCHN 2345 Advanced Machining II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.

Prerequisite: MCHN 2341.

MCHN 2382 Capstone: Cooperative Education II

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: MCHN 1382.

MCHN 2403 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls (formerly INMT 1445)

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

*Prerequisite: MCHN 1452,
DFTG 1313, MCHN 1438.*

MCHN 2547 Specialized Tools and Fixtures

CRT HRS:05 LEC HRS:03 LAB HRS:06

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

*Prerequisite: DFTG 1313,
MCHN 2341, MCHN 1452.*

PLTC 1445 Plastic Processes I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers identification and examination of thermoplastic processes. Emphasis is on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: None.

PLTC 2346 Plastic Processes II

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of Plastic Processes I with further emphasis on injection molding techniques. Examination of thermoset molding utilizing both compression and transfer processes is included. A survey of vacuum

forming, extrusion, and blow molding is also provided.

Prerequisite: PLTC 1445.

QCTC 1305 Teaming

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skill, overall team communication, and resolving personality conflicts.

Prerequisite: None.

RADIOLOGIC TECHNOLOGY

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 2301 with a minimum of "C" or better, RADR 1466 with a minimum of "B" or better, and concurrent enrollment in RADR 2431.

RADR 1309 Introduction to Radiography and Patient Care

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

Prerequisite: Must have taken ACT within last 5 years; preferred ACT of 19 composite; 16 in all sections and Departmental Approval Required.

RADR 1311 Basic Radiographic Procedures

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes an introduction to radiographic positioning terminology, the proper manipulation

of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1313 and RADR 1460.

RADR 1313 Principles of Radiographic Imaging I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1460.

RADR 1460 Clinical

CRT HRS:04 LEC HRS:00

OFF CAMPUS LAB HRS:24

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes basic fundamental clinical instruction performed in the Diagnostic Radiology Department at the clinical education centers, and is simultaneously related to theory presented in the classroom.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1313 and RADR 1311.

RADR 1466 Practicum I

CRT HRS:04 LEC HRS:00

OFF CAMPUS LAB HRS:32

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1313 and RADR 1311 with a minimum of "C" or better, RADR 1460 with a minimum of "B" or better, and concurrent enrollment in RADR 2301.

RADR 2166 Capstone: Practicum V

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical,

general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2217 and RADR 2213 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.

RADR 2213 Radiation Biology and Protection

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Prerequisite: RADR 2309 and RADR 2431 with a minimum of "C" or better, RADR 2266 with a "B" or better, and concurrent enrollment in RADR 2217 and RADR 2267.

RADR 2217 Radiographic Pathology

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.

Prerequisite: RADR 2431 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2267.

RADR 2235 Capstone: Radiologic Technology Seminar

CRT HRS:02 LEC HRS:01 LAB HRS:02

This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 and RADR 2213 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

RADR 2266 Practicum III

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills

and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2309.

RADR 2267 Practicum IV

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2401 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217 and RADR 2213.

RADR 2301 Intermediate Radiographic Procedures

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Prerequisite: RADR 1313 and RADR 1311 with a minimum of "C" or better, RADR 1460 with a minimum of "B" or better, and concurrent enrollment in RADR 1466.

RADR 2309 Radiographic Imaging Equipment

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

Prerequisite: RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2266.

RADR 2431 Advanced Radiographic Procedures

CRT HRS:04 LEC HRS:03 LAB HRS:04

This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma

radiography are also included.

Prerequisite: RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2266.

READING

READ 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

This course is a study of respiratory home care/rehabilitation equipment, procedures, and patient education. It emphasizes treatment of patients in home care and alternate settings.

Prerequisite: RSPT 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

This course provides a foundation for the continued development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, 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

This course is an introduction to respiratory care fundamentals and provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2139

Advanced Cardiac Life Support

CRT HRS:01 LEC HRS:00 LAB HRS:03

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.

Prerequisite: RSPT 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. Includes the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.

Prerequisite: RSPT 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 mechanical 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

A study of cardiopulmonary care covering 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.

SOCIAL WORK

•SOCW 2361 Introduction to Social Work

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice. The course requires the completion of volunteer work at an approved site.

Prerequisite: None.

•SOCW 2362**Social Welfare as a Social Institution**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.

Prerequisite: None.

SOCIOLOGY

•SOCI 1301**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.

SPANISH

•SPAN 1300**Beginning Spanish Conversation I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

*Prerequisite: None.***•SPAN 1310****Beginning Spanish Conversation II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

*Prerequisite: SPAN 1300.***•SPAN 1311****Beginning Spanish I for Spanish Speakers**

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and

comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussion and presentations. In addition, writing skills will be enhanced and developed in this course.

*Prerequisite: None.***•SPAN 1312****Beginning Spanish II for Spanish Speakers**

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2315 is a comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

*Prerequisite: SPAN 1311.***•SPAN 1411****Beginning Spanish I for Non-Spanish Speakers**

CRT HRS:04 LEC HRS:04 LAB HRS:01

Spanish 1411 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.

*Prerequisite: None.***•SPAN 1412****Beginning Spanish II for Non-Spanish Speakers**

CRT HRS:04 LEC HRS:04 LAB HRS:01

Spanish 1412 is a comprehensive second semester beginning Spanish course designed for students with

little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.
Prerequisite: SPAN 1411, or departmental placement exam.

**•SPAN 2306
Intermediate Conversational Spanish**

CRT HRS:03 LEC HRS:03 LAB HRS:00
The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course.

Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1300 and SPAN 1310.

**•SPAN 2311
Intermediate Spanish I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

Prerequisite: SPAN 1411 and SPAN 1412; or SPAN 1311 and SPAN 1312; or SPAN 1505; or departmental placement exam.

**•SPAN 2312
Intermediate Spanish II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance

all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.
Prerequisite: SPAN 2311.

**•SPAN 2316
Career Spanish I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. In addition, students will be exposed to literary topics and themes related to business, medical and/or legal areas. Topics will vary.

Prerequisite: None.

**•SPAN 2317
Career Spanish II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Spanish 2317 is a comprehensive second semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.

Prerequisite: SPAN 2316.

**•SPAN 2321
Introduction to Spanish Literature I**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the first part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2311.

**•SPAN 2322
Introduction to Spanish Literature II**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories,

and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2321.

**•SPAN 2323
Introduction to Latin American Literature**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comprehensive introduction to Latin American literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Latin American literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.

Prerequisite: SPAN 1311.

**•SPAN 2324
Spanish Culture**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.

Prerequisite: None.

SPEECH

**•SPCH 1311
Introduction to Speech Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: Completion of READ 0080 or equivalent.

**•SPCH 1315
Public Speaking**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Prerequisite: Completion of READ 0080 or equivalent.

•SPCH 1318**Interpersonal Communications**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

Prerequisite: Completion of READ 0080 or equivalent.

•SPCH 1321**Business and Professional Speaking**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: Completion of READ 0080 or equivalent.

•SPCH 2289**Academic Cooperative**

CRT HRS:02 LEC HRS:02 LAB HRS:00
This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

Prerequisite: Permission from the Department.

•SPCH 2301**Introduction to Technology and Human Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts.

Prerequisite: Completion of READ 0080 or equivalent.

•SPCH 2333**Discussion and Small Group Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course studies discussion and small group theories and techniques as they relate to group process and interaction.

Prerequisite: Completion of READ 0080 or equivalent.

•SPCH 2335**Argumentation and Debate**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course emphasizes theories and practice in argumentation and debate including analysis,

reasoning, organization, evidence and refutation.

Prerequisite: Completion of ENGL 1301.

TECHNOLOGY MANAGEMENT

TMGT 3302**Business and Economic Statistics**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.

Prerequisites: Junior standing and MATH 1414 or MATH 1442.

TMGT 3303**Managerial Communications**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is a hands-on approach to oral, written, and information technologies communications tools and techniques for organizational settings. The course emphasizes all kinds of professional communication skills such as business presentations, technical reports, research reports, and business etiquette.

Prerequisite: Junior standing and ENGL 1302.

TMGT 3305**Organizational Theory and Practice**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an examination of contemporary theory and practice of management. It provides an overview of the management process and functions of planning, organizing, leading, and controlling to accomplish goals. Emphasis is placed on the study of organizational structure and managing organizational change.

Prerequisite: Junior Standing and BUSI 1301 or LMGT 1319, and BMGT 1301 or HRPO 2301.

TMGT 3310**Decision Making**

CRT HRS:03 LEC HRS:03 LAB HRS:00
Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

Prerequisite: Junior standing and MATH 1414 or MATH 1442.

TMGT 3311**Technology in Enterprise Management**

CRT HRS:03 LEC HRS:02 LAB HRS:02
The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.

Prerequisites: Junior standing.

TMGT 3312**Resource Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.

Prerequisite: TMGT 3302, TMGT 3303, TMGT 3305, and TMGT 3310.

TMGT 3321**Supply Chain Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, e-commerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply chain management of products and services given the impact of the global economy.

Prerequisite: TMGT 3312.

TMGT 3322**Logistics Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00
The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.

Prerequisite: TMGT 3312.

TMGT 3336**Management and Law**

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course is an introductory study of local, state, federal, and international laws affecting organizational practices. The course focuses on the legal framework that

is considered in managerial and entrepreneurial activities. Emphasis is given to the basic principles of law that shape managerial and entrepreneurial behavior.

Prerequisite: Junior standing.

TMGT 3337 Decision Making Economics

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the role of economics in entrepreneurial and managerial decision making. The course includes the application of macro and microeconomics concepts in managerial problem solving. Emphasis is given to economic public policies and to the evolution of the global economy.

Prerequisites: ECON 2301, ECON 2302, TMGT 3302, and TMGT 3310.

TMGT 3338 Accounting for Managers

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies the role of accounting in the management of organizations. The focus is on the use of accounting information by non-financial managers. The emphasis of the course is on interpretation rather than construction of accounting information.

Prerequisites: ACCT 2401, TMGT 3302 and TMGT 3310.

TMGT 3340 Quality Assurance, Management and Improvement

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines the primary tools and methods used to monitor, improve and control quality in organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality strategies.

Prerequisite: TMGT 3312.

TMGT 4304 Safety and Risk Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies proactive management in addressing operation uncertainties in organizations. Topics include risk assessment, safety analysis and management methods and techniques used in business operations to minimize and control risks and safety. Emphasis is given to the costs as well as to the legal, ethical, and cultural environments surrounding risk and safety considerations.

Prerequisites: TMGT 3312.

TMGT 4320 Organizational Design and Management Seminar

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a critical study of specific organizational structures and operations. The course uses a case study approach based on real and significant cases. Thereafter, students work in teams on instructor-approved specific case projects. Teams identify problems and formulate, plan and implement actions using technology management problem solving approaches.

Prerequisites: TMGT 3312, TMGT 3336, TMGT 3337, and TMGT 3338.

TMGT 4341 Purchasing and Supply Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.

Prerequisite: TMGT 3312.

TMGT 4342 Supply Chain Security

CRT HRS:03 LEC HRS:03 LAB HRS:00

The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special emphasis is given to transport and logistics systems in a global economy.

Prerequisites: TMGT 3312.

TMGT 4347 Capstone: Technology Management Practicum

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course immerses students in the workplace of a technology manager. The course work implies the construction of a self professional profile and an internship. The internship focuses on a project management case related to technology management, e.g., operational management, inventory control, supply chain management, logistics, and information management. The main factor in evaluating student performance is the input from outsiders to the academia.

Prerequisite: Senior standing and consent of the program coordinator.

TMGT 4353 International Business Seminar

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the international business environment. The course addresses economic, technological, political, social, and cultural factors shaping the evolution of the global economy. Special emphasis is placed on changes in managerial functions and elements of the management process as a result of current global business evolution.

Prerequisite: TMGT 3337.

TMGT 4355 Management, Technology, and Ethics Seminar

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies the implications of basic principles of ethics to technology, organizations and management. The course work emphasizes the role of the foundations of ethics and technology in shaping professional and business practices. Case studies give special attention to the ethical dimension of the managerial functions in a global economy and culture.

Prerequisite: TMGT 3312, TMGT 3336.

Junior standing: Completion of minimum required Technical Support and General Education courses.

Senior standing: Completion of 18 upper division courses.

VOCATIONAL NURSING

VNSG 1115 Disease Control And Prevention

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1116 Nutrition

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to nutrients and the role of diet therapy in growth and development and the maintenance of health.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1122 Vocational Nursing Concepts

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course introduces the nursing

profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1133 Growth and Development

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of the basic aspects of growth and development throughout the life span. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1136 Mental Health

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.

VNSG 1138 Mental Illness

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.

VNSG 1160 Clinical I-A

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1161 Clinical I-B

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1162

Clinical II-A

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1226

Gerontology

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course also addresses common disease processes of aging and explores attitudes toward care of the older adult.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1261

Clinical II-B

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:12

This course is a health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1323

Basic Nursing Skills

CRT HRS:03 LEC HRS:02 LAB HRS:04

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330

Maternal-Neonatal Nursing

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care and utilizes the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the

puerperium. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1331 Pharmacology for Vocational Nursing

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1334

Pediatrics

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the care of the pediatric patient and family during health and disease from infancy through adolescence. Focus is on the growth and development needs utilizing the nursing process.

Prerequisite: Concurrent enrollment in VNSG 1261.

VNSG 1362

Clinical III

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:18

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1136, VNSG 1138, and VNSG 1432 and permission from the department.

VNSG 1420

Anatomy & Physiology for Allied Health

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is an introduction to the normal structure (anatomy) and function (physiology) of the human body including an understanding of the relationship of the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems in maintaining homeostasis.

Prerequisite: A passing score of 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
This course is a study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Prerequisite: 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
This course is an overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt 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 is on structural shapes and use in construction.

Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

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

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is an introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Prerequisite: Completion of or concurrent enrollment in WLDG 1313 and WLDG 1323; 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
This course is a study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction covers various joint designs.

Prerequisite: Completion of or concurrent enrollment in WLDG 1313 and WLDG 1323; 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
This course is an introduction to

the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. The course covers welding instruction in various positions on joint designs.

Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 1457**Intermediate Shielded Metal ARC Welding (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course is a study of the production of various fillets and groove welds. Focus is on preparation of specimens for testing in all test positions.

Prerequisite: WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1430.

WLDG 2406**Intermediate Pipe Welding**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This is a comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.

WLDG 2443**Advanced Shielded Metal ARC Welding (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Prerequisite: WLDG 1312, WLDG 1317, WLDG 1434, WLDG 1457.

WLDG 2452**Advanced Flux Cored ARC Welding (FCAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
This course covers advanced concepts of flux cored arc welding of structural and fabricated steel products. Focus is on skill development in multi-pass fillet and V-groove welding.

Prerequisite: WLDG 1412.

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