

CATALOG

2005-2006



www.southtexascollege.edu

 **STC**
South Texas College

SOUTH TEXAS COLLEGE

ACCREDITATION

South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Bachelor's, Associate of Applied Science, Associate of Arts and Associate of Science degrees. South Texas College's offerings are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

AFFILIATIONS

NATIONAL/REGIONAL

- Alliance for Community College Innovation
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- American Association of Community College Trustees
- American Occupational Therapy Association
- American Health Information Management Association
- American Physical Therapy Association's Commission on Accreditation in Physical Therapy
- American Registry of Radiologic Technologists
- Association on Higher Education and Disability
- Association of International Educators
- Board of Vocational Nurse Examiners
- Hispanic Association of Colleges and Universities
- International Association of GM-ASEP Schools
- Junior/College Student Personnel Association of Texas
- National Association of College and University Business Officers
- National Association of Colleges and Employers
- National Association of Student Financial Aid Administrators
- National Coalition of Advanced Technology Centers
- National Community College Hispanic Council
- National Organization of Associate Degree Nursing
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers

STATE

- Association of Texas Colleges and Universities
- Board of Nurse Examiners for State of Texas
- South Texas Association of Registrars and Admissions Officers
- Texas Association for College Admission Counseling
- Texas Association of Chicanos in Higher Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Community Colleges
- Texas Association of Community College Trustees & Administrators
- Texas Association of Student Financial Aid Administrators
- Texas Counseling Association
- Texas Community College Teachers Association
- Texas Organization of Associate Degree Nursing
- Texas State Leadership Consortium for Curriculum Development
- Texas State Leadership Consortium for Professional Development
- Texas State Leadership Consortium for Special Populations

LOCAL

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

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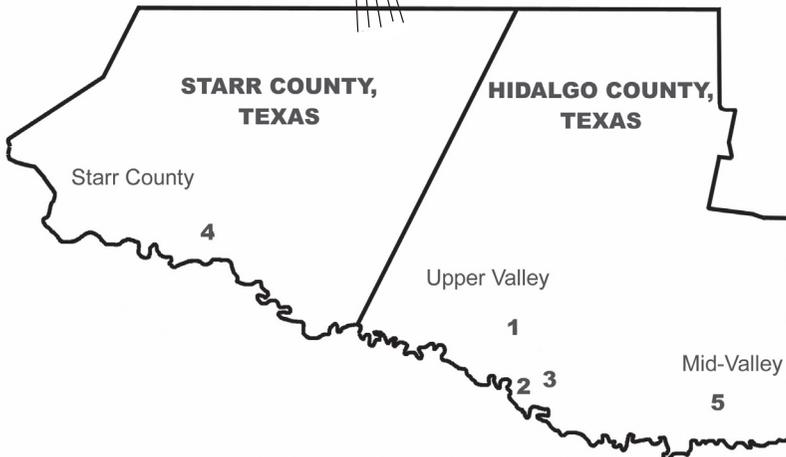
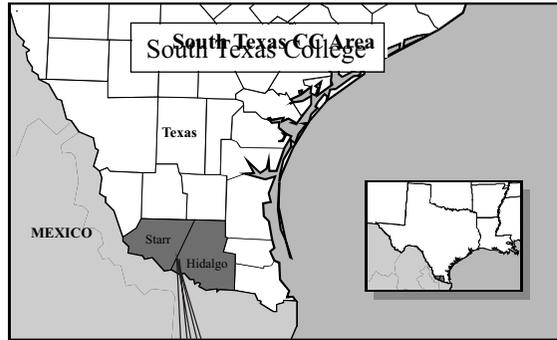
(956) 872-8302

This catalog is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and South Texas College. The College reserves the right to withdraw courses at any time, to change fees and tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever enacted by the College's administration and will apply to both prospective students and those already enrolled. This document is available in an alternative format upon request. Contact (956) 872-8302 for more information.

South Texas College Sites

1-800-742-7822

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 Pecan Campus
3201 W. Pecan Blvd.
McAllen, TX 78501
956-872-8311</p> <p>2 Technology Center
3700 W. Military Hwy.
McAllen, TX 78501
956-872-6100</p> <p>3 Nursing & Allied Health Center
1101 E. Vermont
McAllen, TX 78501
956-872-3100</p> | <p>4 Starr County Campus
142 FM 3167
Rio Grande City, TX 78582
956-488-8181</p> <p>5 Mid-Valley Campus
400 N. Border
Weslaco, TX 78596
956-447-6600</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Our Commitment to Hidalgo and Starr Counties

Vision

A better quality of life for our communities.

Mission

South Texas College is a public institution of higher education meeting the diverse educational and workforce needs of the people of Hidalgo and Starr counties.

Core Values

Student Success, 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.

Institutional Statement of Purpose

South Texas College achieves its mission and demonstrates commitment to its core values by being a learning-centered college offering a variety of educational programs, services, and opportunities designed to:

- ▶ Develop a prepared workforce by offering programs leading to employment in today's businesses and industries;
- ▶ Provide quality education by offering college courses in the arts, sciences and technology for those pursuing certificates and associate or baccalaureate degrees;
- ▶ Encourage life-long learning by offering workforce training and continuing education courses for those interested in changing careers, upgrading skills, or seeking personal enrichment;
- ▶ Promote student success by providing student-centered services;
- ▶ Provide effective developmental education to prepare students to attain their educational goals.

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

- ▶ Providing an accessible and effective learning environment;
- ▶ Fostering leadership in our communities;
- ▶ Capitalizing on the unique strengths of a multi-cultural environment;
- ▶ Promoting regional economic growth and prosperity;
- ▶ Partnering with business and industry and other educational institutions;
- ▶ Creating a supportive collegial work environment.

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, did establish a taxing district for the college. Seven districts, based on population, were also approved for single-member representation on the Board of Trustees. A community leader from each of the seven districts was originally appointed by Governor Ann Richards to serve on the founding Board of Trustees. Since then, an election process has been established and all board members are elected for six year terms.

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 in Technology Management.

The institution is presently accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelor's, Associate of Applied Science, Associate of Arts and the Associate of Science Degrees and Certificates. It is also approved for veteran's educational training in Certificate and Associate of Applied Science Degree programs by the Texas Education Agency.

An enrollment of 1,000 students in 1993 has increased to over 17,000 in 2005.

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.

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A Message from the President

Welcome to one of the most exciting years in the growth of South Texas College. This academic year marks the first time we are offering a four-year degree, the Bachelor of Applied Technology. We are also beginning the year with more new and remodeled buildings as we strive to provide our students with state-of-the-art learning facilities.

As you look through our catalog, you will find a wide variety of educational opportunities available in over 90 career and certificate options. STC makes it convenient for you to take classes close to home. We have campuses in McAllen, Weslaco and Rio Grande City, as well as the Dr. Ramiro R. Casso Nursing and Allied Health Center, and the Technology Center in McAllen. Or you can learn from home through our popular online distance education courses.



Dual enrollment programs are offered in school districts throughout Hidalgo and Starr counties. The programs allow eligible high school students to take college courses while attending high school.

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

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

Congratulations on your decision to be a part of STC, where we are building a brighter future for you.

Looking forward to seeing you on campus,

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



ROY DE LEON

Chair

Vice President of the Laredo National Bank-McAllen

District 7

Representing Edcouch-Elsa, La Villa, North Mercedes,
Northeast Alamo, North East Edinburg and Hargill

Elected May 2002



IRENE GARCIA

Vice Chair

Retired Administrator, La Joya ISD, and
Hidalgo ISD

District 2

Representing La Joya, Western Mission,
Palmview,
Sullivan City, Penitas and Western Alton

Elected May 2000



JESSE VILLARREAL

Secretary

Parental Involvement Department,
Weslaco ISD

District 6

Representing Donna, South Alamo,
South San Juan, South Pharr, Weslaco and
Progreso

Elected May 2000

Board of Trustees

Members



MANUEL BENAVIDEZ, JR.

Member

Director of Transportation,
Rio Grande City ISD

District 1

Representing Starr County

Elected May 2000



MIKE ALLEN

Member

President/CEO

McAllen Economic Development Corporation

District 3

Representing South McAllen, Southern Pharr,

Hidalgo, Sharyland, Southeast Mission and
Granjeno

Elected May 2004



GARY GURWITZ

Member

Senior Partner, Atlas and Hall, L.L.P., McAllen

District 4

Representing North McAllen, Northwest

Pharr,

Palmhurst and North East Mission

Elected May 2004



DR. ALEJO SALINAS, JR.

Member

Retired Administrator, Hidalgo ISD

District 5

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

Elected May 2002

ACADEMIC CALENDAR 2005 - 2006

Fall Semester 2005

March 14 (Mon.)

Fall 2005 Registration Begins

August 15-19 (Mon.-Fri.)

Arena Registration - District Wide

August 15 (Mon.)

Faculty Return / College-Wide Professional Development (8 a.m. to Noon)
(College Closed 8 a.m. to Noon)

August 16 (Tues.)

New Faculty/Staff Orientation

August 17 (Wed.)

All Faculty Professional Development /
Instructional Division / Department Meetings

August 22 (Mon.)

Classes Begin

September 5 (Mon.)

Labor Day

September 7 (Wed.)

Census Date

November 16 (Wed.)

Last Day to Withdraw

November 24-27 (Thurs. - Sun.)

Thanksgiving (College Closed)

December 3-9 (Sat. - Fri.)

Finals

December 12 (Mon.)

Grades Due

December 19-January 3 (Mon.-Tues.)

Semester Break (College Closed)

Spring Semester 2006

October 10 (Mon.)

Spring 2006 Registration Begins

January 4 (Wed.)

College Opens/Staff Return

January 9-13 (Mon. - Fri.)

Arena Registration District Wide

January 9 (Mon.)

Faculty Return / College-Wide Professional Development (8 a.m. to Noon)
(College Closed 8 a.m. to Noon)

January 12 (Thurs.)

All Faculty Professional Development /
Instructional Division / Departmental Meetings

January 16 (Mon.)

MLK Birthday (College Closed)

January 17 (Tues.)

Classes Begin

February 1 (Wed.)

Census Date

March 13-19 (Mon. - Sun.)

Spring Break (College Closed)*

April 13-16 (Thurs. - Sun.)

Easter (College Closed)

April 19 (Wed.)

Last Day to Withdraw

May 6-12 (Sat. - Fri.)

Finals

May 13 (Sat.)

Graduation

May 15 (Mon.)

Grades Due

**subject to Board approval*

ACADEMIC CALENDAR 2005 - 2006

Summer 2006 Session I

March 13 (Mon.)

Summer Registration Begins

May 22-26 (Mon. - Fri.)

Summer Arena Registration - District Wide

May 29 (Mon.)

Memorial Day (College Closed)

May 30 (Tues.)

Classes Begin

June 2 (Fri.)

Census Date

June 20 (Tues.)

Last Day to Withdraw

June 29 (Thurs.)

Classes End/Finals

June 30 (Fri.)

Grades Due

Summer 2006 Session II

March 13 (Mon.)

Summer Arena Registration Begins

June 30- July 4 (Fri.-Tues.)

Summer Break

July 4 (Tues.)

Independence Day (College Closed)

July 5 (Wed.)

Classes Begin

July 10(Mon.)

Census Date

July 26 (Wed.)

Last Day to Withdraw

August 4 (Fri.)

Classes End/Finals

August 7 (Mon.)

Grades Due

Summer 2006 Session III

March 13 (Mon.)

Summer Registration Begins

May 22-26 (Mon.-Fri.)

Summer Arena Registration - District Wide

May 29 (Mon.)

Memorial Day (College Closed)

May 30 (Tues.)

Classes Begin

June 7 (Wed.)

Census Date

June 30 - July 4 (Fri.-Tues.)

Summer Break

July 4 (Tues.)

Independence Day (College Closed)

July 5 (Wed.)

Classes Resume

July 19 (Wed.)

Last Day to Withdraw

August 4 (Fri.)

Classes End/Finals

August 7 (Mon.)

Grades Due

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) 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 submitted to the Office of Admissions and Records prior to enrollment. High school graduates entering South Texas College without TAAS/TAKS scores are subject to TSI requirements. A high school transcript waiver will be accepted for students who are in the process of obtaining their official high school

transcript. Students who are unable to provide an official high school transcript by census date will have a registration hold placed upon their record.

EXAMINATION

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

INDIVIDUAL APPROVAL

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

TRANSFER FROM ANOTHER COLLEGE

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

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of “C” or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records. *TOEFL may be required of students graduating from a college in a country where English is not the native language.*
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, ACT, or SAT will need to confer with the South Texas College Testing Center 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. High school credit may be earned with the approval of the Principal. College credit may be earned upon successful completion of the course. The Request for Dual Enrollment form is available at the Office of Admissions and Records.

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. Pass all sections of an Alternative Exam – Students must have demonstrated proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with no exemptions.
- C. Applicants are eligible for admission if they meet one of the following criteria:
- An ACT Composite of 17 or above (SAT 830 or above).
 - 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.
 - 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.

BACHELOR OF APPLIED TECHNOLOGY IN TECHNOLOGY MANAGEMENT

Prerequisites for Upper-level Coursework

- ▶ Completion of **sixty (60) credit hours** from a regionally accredited institution with at least **fifteen (15) credit hours** in transferable general education coursework and thirty-six (36) credits in an approved technical specialty where faculty hold appropriate credentials. **Technical Specialty courses must be drawn from the following areas: Business Administration-Management Specialization or Paralegal Studies.**

-Students entering the program under the Business Administration-Management

Technical Specialty Area must complete MATH 1414, ENGL 1301, ENGL 1302, and ECON 2301 from the General Education Core Curriculum before beginning coursework for the upper-division requirements.)

*-Students entering the program under the Business Administration-Management Technical Specialty Area must complete MATH 1414, ENGL 1301, ENGL 1302, and ECON 2301 from the General Education Core Curriculum before beginning coursework for the upper-division requirements. Students entering from the Paralegal Studies Technical Support Area must also complete the following **leveling courses** before beginning upper-division coursework: BNKG 1301, ACCT 2401, and BUSI 1301.*

OR

- ▶ Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.

*-Students admitted to upper-level coursework with an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree must complete **twenty-one (21) credit hours** from the Business Administration - Management technical specialty areas in addition to the completion of the A.A. or A.S. degree. Students must complete ACCT 2401, BNKG 1301 and BUSI 1301 before beginning coursework for the upper-division requirements. Students must also take ECON 2301, if ECON 2301 was not taken as part of the completed General Education Core Curriculum.*

and

- ▶ A minimum GPA of 2.5 in previous coursework.

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. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.
- C. Achieve a minimum composite score on the ACT of 18, and scores of 17 on the Math, Reading and English, and 19 on Science. Scores must be within the past five years.
- D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
- E. Complete all prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. 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. 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.
- E. Hold a valid Texas Driver’s License.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed EMT program application.

- H. Participate in mandatory EMT Program advisement prior to registration
- I. 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) 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. Satisfy program specific requirements for clinical practice.
- E. Submit a completed Health and Medical Administrative Services program application.
- F. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to registration.

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) 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 registration.

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) 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 registration.

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.
- E. Satisfy program specific requirements for clinical practice.
- F. Participate in a student advisement session with PCA program faculty prior to registration.
- G. Submit a completed PCA program application.

Physical Therapist Assisting

- 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) with program specific exemptions accepted.
- D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
- E. 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.
- F. Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- G. Satisfy program specific requirements for clinical practice.
- H. Submit a completed PTA program application.
- I. Participate in student advisement session with PTA faculty prior to registration.

Pharmacy 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) 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. Complete program specific requirements for clinical practice.
- G. Submit a completed Pharmacy Technology program application.

H. Participate in individual student advisement with Pharmacy Technician program faculty prior to registration.

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) 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 minimum composite score of 19 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 registration.

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) 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 in all courses in the VN degree plan.
- F. Submit a completed Vocational Nursing program application.
- G. Participate in individual student advisement with VN faculty prior to registration.

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 THEA Test) offered by National Evaluation Systems, Inc.

The Testing Center administers the THEA test throughout the year. Information on test dates, registration deadlines, and general information is available upon request. Call 1-800-742-7822 for information or contact the Testing Center at (956) 872-6474, or visit the web site at: http://www.southtexascollege.edu/student-services/testing_center/testing.html. Any questions not covered regarding Alternative Exams & Developmental Education, please refer to the Institutional Developmental Educational Plan, which can be found at the Testing Center as well as on-line:

<http://www.southtexascollege.edu/developmentDocuments/DevPlanRevised%204-19-05.pdf>

WHO MUST TAKE AN ALTERNATIVE EXAM?

As of the Fall 2003 semester, students who plan to enroll in a Texas public college or university and students in high school enrolling in a college-level course **MUST** take an Alternative Exam **before enrolling in any college-level credit coursework.**

The following students must take an Alternative Exam:

- ▶ Students who are entering or are enrolled in a Texas public institution of higher education (i.e., a college, university, or technical institute) as a full-time or part-time student in an associate or baccalaureate degree program.
- ▶ Students who are seeking admission to an educator preparation program in either a public or a private institution in Texas.
- ▶ Students who are in a certificate program (CT2) of 43-59 semester credit hours or the equivalent.
- ▶ Students who are transferring from outside Texas or from a Texas private college or university to a Texas public college or university.

WHEN MUST A STUDENT TAKE AN ALTERNATIVE EXAM?

A student must have taken an Alternative (ACCUPLACER/ASSET/COMPASS/THEA) Test before enrolling in any college-level credit coursework.

REGISTRATION FOR THE THEA TEST

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

during the year. A student may register “on-line” by visiting NES’s website: www.thea.nes.inc.com

The Testing Center also provides THEA “Quick” test dates that are scheduled throughout the semesters. THEA “Quick” test is available during the week, evenings, and Saturdays. A student that has already tested for a THEA “Quick” test and failed one or more sections of the test must wait 30 days before attempting the THEA “Quick” Test. THEA “Quick” test is offered by appointment only. For scheduled dates, please call the Testing Center and/or the Student Information Centers or the web site at www.southtexascollege.edu/student_services/testing.html.

PAYMENT FOR THE THEA TEST

The THEA Test fee is \$29. Fee waivers are available for qualifying students. The number of fee waivers is limited. Please contact the Testing Center (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

PLACEMENT TESTING

Students enrolling for Certificate Level-One programs of one year or less (42 or fewer semester credit hours or the equivalent) must be tested for reading, writing, and mathematics skills. Placement tests that can be used are the THEA, THEA “Quick” and/or ACCUPLACER.

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

TAKING AND PASSING AN ALTERNATIVE EXAM

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 test that he/she has not passed. 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 testing requirements will be required to take more than one developmental course each semester if they are deficient in more than one area.
- ▶ All students taking developmental math will be tested on ACCUPLACER for mandatory placement in developmental math courses. 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 Testing Center located at each campus.

THE THEA TEST

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

The THEA Test consists of the following sections:

Reading

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

Mathematics

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

Writing

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

ACCUPLACER TEST

The ACCUPLACER Test is offered **only** during the last two weeks prior to each semester’s first class day. Each section of the ACCUPLACER Test is designed to measure a student’s academic skill

in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested.

The ACCUPLACER TEST 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 TEST

The ACCUPLACER Test fee is \$29. Please contact the Testing Center (Pecan: 956-872-3484, Mid-Valley: 956-447-6602, Starr: 956-488-6976) for more information.

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.

STUDENTS WHO EARN A “C” OR BETTER IN FRESHMAN-LEVEL CREDIT COURSES

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

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

1. Writing
 - A. ENGL 1301 (Composition I); or
 - B. ENGL 1302 (Rhetoric)
2. Reading (Courses selected for reading at any institution must be reading intensive)
 - A. HIST 1301, 1302 (U.S. History);
 - B. ENGL 2321, 2322, 2323 (English Literature);

- C. ENGL 2331, 2332, 2333 (World Literature);
- D. ENGL 2326, 2327, 2328 (American Literature);
- E. PSYC 2301 (General Psychology); or
- F. GOVT 2301, 2302, 2305, 2306 (American Government)

3. Mathematics
 - A. MATH 1414 (College Algebra); or
 - B. MATH 1316 (Plane Trigonometry); or
 - C. MATH 1332 (College Mathematics).

TESTING

Effective with the fall 2003 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student. All students must have an Alternative Exam score report submitted to the Admissions Office prior to enrolling.

An institution offering collegiate-level credit to students via a Multi-Institution Teaching Center (MITC) or a university system center, or to in-state students by distance learning delivery systems shall ensure that students are assessed as required by this section. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution. STC reserves the right to revise testing requirements as dictated by the state on an as needed basis.

The following assessment instruments may be used:

1. ASSET and COMPASS offered by ACT;
2. ACCUPLACER offered by The College Board
3. Texas Higher Education Assessment (THEA) (formerly TASP Test) offered by National Evaluation Systems, Inc.

The following minimum passing standards shall be used by an institution to determine a student's readiness to enroll in freshman-level academic coursework:

1. ASSET: Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.
2. COMPASS: Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.
3. ACCUPLACER: Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.
4. THEA: Reading - 230; Mathematics - 230; Writing - 220.

For each student who fails to meet the minimum passing standards the following student success initiatives will apply. These new initiatives will foster the academic preparation necessary for students to be successful in future academic courses.

- ▶ All developmental courses will be included in the Grade Point Average for all students at 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 testing requirements will be required to take more than one developmental course each semester if they are deficient in more than one area.
- ▶ All students taking developmental math will be tested on ACCUPLACER for mandatory placement in developmental math courses.

For more information, visit the Counseling & Advising Center or call 872-8372 or 1-800-742-7822. For complete testing information, visit the Testing Center or call 872-3484.

ADMISSIONS PROCEDURES

The steps for entering South Texas College are as follows:

1. Obtain an application from the Office of Admissions and Records or any Student Information Center, complete and return to the same office.
2. Provide an official transcript from your high school or each college attended, or GED scores, and have it submitted to the Office of Admissions and Records.
3. Submit test scores from one of the following: THEA, ACCUPLACER, ASSET, COMPASS, ACT, or SAT as part of the application process.
 - a. Students should submit these test scores that are used for placement and guidance purposes prior to enrolling.
 - b. Applications for THEA may be acquired through the high school or college guidance offices. THEA Quick tests are offered at South Texas College at designated times and by appointment only. There is a \$15 Reservation Fee for THEA-Quick Test and/or ACCUPLACER. Call the Testing Center at (956) 872-3484.
 - c. Individual Approval students wishing to receive financial aid must also pass a approved U.S. Department of Education "Ability to Benefit" (ACCUPLACER) exam.
4. Prior to registration, all new incoming freshman and transfer students will be required to sign an acknowledgment form pertaining to the receipt of information on bacterial meningitis. Forms will accompany the STC application. Please see page 50 under Immunization Requirements for more about bacterial meningitis.
5. Students who do not complete all admission requirements listed above before the established deadlines will be notified of their status by the college.
6. Registration for classes will be held on the official registration dates as outlined in the

school calendar/class schedule. Payment of tuition and fees is due at the designated deadline to complete the enrollment process.

7. Falsification of admission records may result in permanent suspension from the College.

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

ADMISSIONS CHECKLIST

1. Complete an Application for Admission.
2. Provide official transcripts from your high school, or proof of GED completion (test scores or certificate) and any college transcripts. Contact your previous education institution(s) to request official transcripts. Transcripts may be delivered in person or mailed to the Office of Admissions and Records.
3. Contact the Testing Office 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.
4. Complete New Student Orientation. New Student Orientations are held before each semester. Morning, afternoon and evening sessions are available. Contact the Outreach Office for the orientation schedule.
5. 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. If you attend orientation on campus, you will meet with a temporary advisor to plan your schedule. You will be assigned an advisor once you have registered for classes. If you complete the online orientation, you must meet with your assigned advisor once you have completed the online orientation. You will be assigned an advisor upon completion of the online orientation. Together, you will

plan your class schedule. (Online Orientation will be available in August 2005). You must fulfill the state-mandated assessment test requirements before completing the advisement process.

6. Register for classes. Use the Advisement Form to select courses from the current STC course schedule. Complete the registration worksheet included in the Admissions Packet and register at campus kiosks, online, by phone or in person. If you attend orientation on campus, you will be able to register for classes during the orientation session.
7. Pay tuition and fees. Enrollment is complete only upon full 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. Financial Aid awards are normally posted to your account on or before the tuition due date. Tuition may be paid by cash, money order, check or credit card. Free cash, scholarships, work opportunities and emergency loans are available to eligible students. Contact the Financial Aid Office to determine if you are eligible.
8. 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.
9. 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

Auditing a course provides the privilege of attending lecture classes only. Auditing does not include the taking of examinations, submitting papers or reports, laboratory exercises, or field work. Individuals with audit status will not be given semester hour credit and/or a grade after having enrolled on an audit basis.

Registration for an audit class is available on the seventh class date of the Fall or Spring semester

and the third class date of each Summer session. Auditing a course will be determined on a space availability contingency. Course tuition will be charged for auditing a course.

TECH PREP

South Texas College is a participating member of the Lower Rio Grande Valley Tech-Prep consortium. Tech Prep is part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts enable high school students to enter 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 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 Tech Prep 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 Tech Prep advisor's office 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

DEFINITION OF A MAJOR

A "major" is a concentration of specialized coursework which leads to a certificate or degree. A current list of major codes is listed on the back of the application as well as on the Change of Information form.

CHANGE OF ADDRESS

Students' current mailing and permanent address must be correctly listed on college records. Any changes in the mailing address should be promptly reported to the Office of Admissions and Records and a Change of Information form completed. Students will not be excused from penalties on grounds of not receiving communications mailed from the College if the new address was not reported.

CHANGE OF NAME

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

CONFIDENTIALITY OF RECORDS

It is the policy of South Texas College to maintain confidentiality of its students' educational

records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

1. To appropriate STC officials who require access to educational records in order to perform their legitimate educational duties/interest; "Legitimate educational interests" means (1) the information or records requested is relevant and necessary to accomplishment of some task or determination; and, (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility."
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue

Code of 1954, provided a reasonable effort is made to notify the student in advance.

NOTICE:

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

DIRECTORY INFORMATION

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

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

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

REVIEW OF RECORDS

Any student who desires to review his/her records may do so upon request to the appropriate office. Any student who desires to challenge the accuracy of his/her records should follow the procedure outlined below.

1. Students have the right to challenge the content of their education record 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 such inappropriate data contained therein into such records a written explanation respecting the content of such records. Students who wish to exercise these rights should file a Student Records Challenge Request Form with the Custodian of Records/Registrar in question.

2. Informal Proceedings

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

3. Formal Hearing Procedure

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

registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out-of-state as defined by the above-cited guidelines must pay non-resident tuition.

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

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

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

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

Persons, and their dependents, who do not live in the college district but who own property that is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties. It must be submitted with the application for admission to the College

RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have lived in the State of Texas for 12 months prior to

and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

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

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

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

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

Texas Education Code 54.07 "Aliens. An Alien who is living in this country under a visa permitting permanent residence or who has applied to or has petition pending with the U.S. Citizenship and Immigration 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 has a citizen of the United States..." (**Please contact the Office of Admissions and Records to determine if you have a visa that allows you to domicile).

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

Texas Education Code 54.052(j) provides:

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

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

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

TUITION AND FEES

TUITION FISCAL YEAR 2005 - 2006

Number of Credit	In-District Hours	Out-of- District	Non-Residents of Texas
1	\$127.00	\$164.50	\$202.00
2	\$204.00	\$264.00	\$404.00
3	\$240.00	\$310.20	\$606.00
4	\$280.00	\$361.60	\$808.00
5	\$350.00	\$452.00	\$1,010.00
6	\$390.00	\$503.40	\$1,212.00
7	\$455.00	\$587.30	\$1,414.00
8	\$520.00	\$671.20	\$1,616.00
9	\$540.00	\$696.20	\$1,818.00
10	\$600.00	\$774.00	\$2,020.00
11	\$660.00	\$851.40	\$2,222.00
12	\$708.00	\$913.20	\$2,424.00
13	\$767.00	\$989.30	\$2,626.00
14	\$826.00	\$1,065.40	\$2,828.00
15	\$885.00	\$1,141.50	\$3,030.00
16	\$944.00	\$1,217.60	\$3,232.00
17	\$1,003.00	\$1,293.70	\$3,434.00
18	\$1,062.00	\$1,369.80	\$3,636.00
19	\$1,121.00	\$1,445.90	\$3,838.00
20	\$1,180.00	\$1,522.00	\$4,040.00
21	\$1,239.00	\$1,598.10	\$4,242.00

Note:

In-District includes Hidalgo and Starr County residents.

Out-of-District includes all other Texas Residents.

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

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

** See fee schedule for additional applicable fees on page 35.*

FEES 2005 - 2006 ACADEMIC YEAR

Other Student Additional Fees

Continuing Education per contact hour	4.50
Drop Fee (one time fee)	25.00
Student Registration Fee	85.00
Developmental Studies Fee	25.00
Non-Course Based Remediation Fee	150.00
Audit Fee	Tuition
Credit by Examination	Tuition
Returned Check	30.00
THEA/Accuplacer Testing Reservation Fee	15.00
Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee	50.00
Math Placement Testing Fee	TBD
Reinstatement Fee	150.00
Differential Tuition per credit hour for:	
Repeating a non-Developmental Studies course for the third or more time	50.00
Enrollment in Developmental Studies courses over the 27 hour rule	50.00
Supplemental Instruction	25.00
3000/4000 level courses	15.00
Associate Degree Nursing	15.00
Occupational Therapy Assistant	15.00
Physical Therapist Assistant	15.00
Radiologic Technology	15.00
Vocational Nursing	15.00
Parking Permit Violations	
First	15.00
Second	30.00
Third	40.00
Fourth	80.00
Fifth	100.00
Handicap Parking Violations	100.00
Vehicle Boot Removal Fee	80.00
Moving Traffic Violations	
First	30.00
Second	40.00
Third	50.00
Lost or Damaged Library Book Fee - Cost of book plus processing fee	30.00
Installment Plan Fee	30.00
Installment Late Payment Fee	30.00
Emergency Loan Processing Fee	30.00
Emergency Loan Late Payment Fee	30.00
Allied Health Loan Application Fee	50.00
Allied Health Loan Late Payment Fee	25.00
Student Insurance Fee (voluntary)	<i>(Obtain information from the Cashier's Office)</i>
NAH Course Fees: <i>Liability Insurance/Exams/Booklets/Badges/Certificates/</i>	
Other Activities	<i>(Obtain information from your program chair)</i>
Lab Fee per Lab Credit Hour (for applicable courses with labs)	24.00
Information Technology Fee per credit hour	6.00
Electronic Distance Learning Fee per Credit Hour	15.00
Physical Education Special Activity Fee per Course	55.00
Wellness Center Student Membership Fee per Semester	48.00
Workforce/Continuing Education and other Conferences/Seminars/Summer Camps/Workshops/ Customized Training/Negotiated Training/Other Training Activities	Recovery of cost
Special Training Activity/Processing Fees	To be negotiated

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. An installment payment plan and emergency loan program are available.

PAYMENTS

- During arena registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of cash, personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. Students may mail-in their payment.
- Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped; however, be aware that you will still be liable for certain fees. This

also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.

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

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STC does not re-deposit checks. These checks are forwarded directly to the Check Rite office for processing.
- To clear a returned check, the student must call the Check Rite Office (956) 630-2878 to pay for the check. A \$30 fee plus applicable tax is charged to the student.
- Returned checks not promptly paid to Check Rite will be charged a \$30 fee and referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department and the student will be charged a \$30 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

SCHEDULE CHANGES

(Adding & Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately.
- Failure to pay the additional tuition, fees and drop/add fee may cause cancellation from the classes.
- **Students must not assume that they will "automatically" be dropped from their**

classes if they do not attend.

- Stopping payment on tuition checks does not constitute an official withdrawal from the college. An official withdrawal must be processed at the Office of Admissions and Records.
- Dropping and adding a course of equal value is considered an even exchange when done on the same day before the twelfth class day during the Fall and Spring, and fourth class day during the summer sessions. The student will be responsible for the drop/add fee. After the twelfth class day or fourth class day, whichever applies, a percentage for the course dropped will be charged. Please read the section on refunds and registration fees for further information.

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis.
- Applications are available with the Cashiers and are available up until census date with the initial payment.
- One-half of tuition and student registration fee, plus a \$30 installment fee, plus other applicable non deferrable fees are due on registration day.
- The remaining balance is subject to change in the event you withdraw, drop, or add a class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.
- Due dates are posted on the Student Installment Agreement: *During fall and spring there are two installment payment dates. During the summer sessions, there is one installment payment date.*
- A \$30 late payment fee will be assessed for each payment not paid by the scheduled due date.
- Instructors will be notified within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

EMERGENCY LOAN PROGRAM

- Is a short-term loan to pay for tuition and fees. Therefore, loan must be repaid.
- Student may apply for an emergency loan until funds are exhausted.
- Student must be registered for at least 3 credit hours.
- Applications are available at the Financial Aid office.
- Non-refundable processing fee is \$30.

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.

DUAL 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 and will be issued to the student's address on file at the Office of Admissions and Records.

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 following refund schedule established by the Texas Higher Education Coordinating Board. If you drop and add a course with the same credit hours before the 12th class day (during the fall and spring) or fourth class day (during the summer sessions), it is considered an even exchange only if done on the same day and you will not pay a percentage. If you drop and add a course with the same credit hours after the 12th class day, you will pay a percentage (see the following schedule) for the course you dropped.

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

TUITION REFUNDS

FALL AND SPRING SEMESTERS

Prior to 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, Remediation Fees, Reinstatement Fee, Installment (Processing and Late) Fee, Emergency Loan (Processing and Late) Fee, and any other fee approved by the Board of Trustees of South Texas College.

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

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

BOOKSTORE REFUNDS

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

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

100 percent refund with the following:

- Sales receipt
- Unmarked, if new/unopened, if shrink wrapped
- Within first 7 calendar days after the first class day of the Fall or Spring semester
- Within first seven calendar days after the first class day of each summer session
- Within one day after the first class day for courses starting at times not consistent with the regular semester, or Summer sessions

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

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

HIGHLIGHTS FOR TAX BENEFITS FOR HIGHER EDUCATION

	Scholarships, Fellowships, Grants, & Tuition Reductions	Hope Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuition Fees Deduction	Coverdell ESA ¹	Qualified Tuition Program (QTP) ¹	Early IRA Distributions ¹	Education Savings Bond Program ¹	Employer Provide Educational Assistance ¹	Business Deduction for Work-Related Education
What is your benefit?	Amounts received may not be taxable	Credits can reduce amount of tax you must pay	Can deduct interest paid	Can deduct expenses	Can deduct expenses	Earnings not taxed	Earnings not taxed	No 10% additional tax on early distribution	Interest not taxed	Employer benefits not taxed	Can deduct expenses
What is the annual limit?	None	\$1,500 credit per student	\$2,000 credit per family	\$2,500 deduction	\$4,000 deduction	\$2,000 contributions per beneficiary	None	Amount of qualified education expenses	Amount of qualified education expenses	\$5,250 exclusion	Amount of qualifying work-related education expenses
What expenses qualify besides required enrollment fees?	None	None	None	Books, supplies, and equipment; Room and board; Transportation; Other necessary expenses	None	Books, supplies, and equipment; Expenses for special needs education; Room and board if at least half-time student; Elem/sec (K-12) education; Tutoring, Room and board, uniforms, transportation, computer access, supplementary expenses	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Payments to QTP; Governmental ESA; Payments to QTP	Books, supplies, and equipment	Transportation; Travel; Other necessary expenses
What education qualifies?	Undergraduate and graduate K-12	1st 2 years of undergraduate (postsecondary)	Undergraduate and graduate Courses to acquire or improve job skills	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Required by employer or law to keep present job, salary, status; Maintain or improve job skills
What are some of the other conditions apply?	Must be in degree of vocational program; Payment of tuition and required fees must be allowed under the grant	Can be claimed for only 2 tax years; Must be enrolled at least half-time in a degree program; No felony drug conviction(s)	Must have been at least half-time student in degree program	Cannot claim both deduction & credit for same student in same year	Assets must be distributed at age 30 unless special needs beneficiary				Applies only to qualified series EE bonds issued after 1989 or series I bonds		Cannot be to meet minimum educational requirements of present trade/business; Cannot qualify you for new trade/business
At what income do benefits phase out?	No phaseout	\$42,000 - \$52,000 \$85,000 - \$105,000 for joint returns	\$50,000-\$65,000; \$100,000 - \$130,000 \$130,000 - \$160,000 for joint returns	\$65,000-\$80,000; \$130,000 - \$160,000 for joint returns	\$95,000-\$110,000; \$190,000-\$220,000 for joint returns	No phaseout	No phaseout	No phaseout	\$59,850-\$74,850; \$89,750 - \$119,750 for joint returns	No phaseout	May be subject to limit on itemized deductions

1 Any non-taxable distribution is limited to the amount that does not exceed qualified education expenses.

2 Does not apply to distributions from QTPs sponsored by educational institution until 1/1/04; however, no 10% additional tax is imposed.

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

SCHOLASTIC REGULATIONS

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

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

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

Lower-division courses included in the ACADEMIC COURSE GUIDE MANUAL and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by any

Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL - A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised SPRING 2005). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

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

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

Notice

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

TRANSFER DISPUTES

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

ORIENTATION 101 (COLLEGE SUCCESS)

This course helps the student to determine a personal learning style, manage time and money, memorize information, read textbooks for maximum learning, take effective class notes, take tests, think critically, communicate, develop a career plan, write a resume, and dress and interview successfully for employment. This course is a requirement for all first-time developmental students who have not passed all sections of an Alternative Exam (THEA). This course is also required for all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt.

CHANGE OF SCHEDULE

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

Within the parameters of the calendar in effect, student may drop a course. A grade of "W" (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.

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 15, 2005)*

ACCOUNTING

- ◆ ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING
- ◆ ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING

ANTHROPOLOGY

- ◆ ANTH 2301 PHYSICAL ANTHROPOLOGY
- ◆ ANTH 2346 GENERAL ANTHROPOLOGY
- ◆ ANTH 2351 CULTURAL ANTHROPOLOGY

ART

- ◆ ARTS 1301 ART APPRECIATION
- ◆ ARTS 1303 ART HISTORY I
- ◆ ARTS 1304 ART HISTORY II
- ◆ ARTS 1311 DESIGN I
- ◆ ARTS 1312 DESIGN II
- ◆ ARTS 1316 DRAWING I
- ◆ ARTS 1317 DRAWING 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)

BIOLOGY

- ◆ BIOL 1322 NUTRITION AND DIET THERAPY
- ◆ BIOL 1408 GENERAL BIOLOGY I
- ◆ BIOL 1409 GENERAL BIOLOGY II
- ◆ BIOL 1411 GENERAL BOTANY
- ◆ BIOL 1413 GENERAL ZOOLOGY
- ◆ BIOL 2306 ENVIRONMENTAL BIOLOGY
- ◆ BIOL 2320 MICROBIOLOGY FOR THE FOOD SERVICES
- ◆ BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES
- ◆ BIOL 2401 ANATOMY & PHYSIOLOGY I

- ◆ BIOL 2402 ANATOMY & PHYSIOLOGY II
- ◆ BIOL 2416 GENETICS
- ◆ BIOL 2421 MICROBIOLOGY
- ◆ BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY

BUSINESS

- ◆ 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

COMMUNICATIONS

- ◆ COMM2311 NEWS GATHERING & WRITING I
- ◆ COMM2315 NEWS GATHERING & WRITING II

COMPUTER SCIENCE

- ◆ BCIS 1332 COBOL PROGRAMMING
- ◆ BCIS 2332 ADVANCED COBOL PROGRAMMING
- ◆ COSC 1301 MICROCOMPUTER APPLICATIONS
- ◆ COSC 1309 LOGIC DESIGN
- ◆ COSC 1315 FUNDAMENTALS OF PROGRAMMING
- ◆ COSC 1420 C PROGRAMMING
- ◆ COSC 1430 VARIABLE TOPIC PROGRAMMING LANGUAGE
- ◆ COSC 2315 DATA STRUCTURES
- ◆ COSC 2325 COMPUTER ORGANIZATION & MACHINE LANGUAGE
- ◆ COSC 2330 ADVANCED COMPUTER SCIENCE PROGRAMMING

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 PRACTICE
- ◆ CRIJ 2328 POLICE SYSTEMS AND PRACTICES

DANCE

- ◆ DANC 1210 TAP DANCE
- ◆ DANC 1241 BALLET I

- ♦ DANC 1242 BALLET II
- ♦ DANC 1245 MODERN DANCE
- ♦ DANC 1247 JAZZ DANCE I
- ♦ DANC 1248 JAZZ DANCE II
- ♦ DANC 1253 SPANISH BALLET I
- ♦ DANC 2303 DANCE APPRECIATION

DRAMA

- ♦ DRAM 1310 DRAMA APPRECIATION
- ♦ DRAM 1351 ACTING I

ECONOMICS

- ♦ ECON 2301 PRINCIPLES OF ECONOMICS I-
MACRO
- ♦ ECON 2302 PRINCIPLES OF ECONOMICS II-
MICRO

EDUCATION

- ♦ EDUC 1301 INTRODUCTION TO THE
TEACHING PROFESSION
- ♦ EDUC 1325 PRINCIPLES AND PRACTICES OF
MULTICULTURAL EDUCATION
- ♦ EDUC 2301 INTRODUCTION TO SPECIAL
POPULATIONS
- ♦ TECA 1303 FAMILY, SCHOOL, & COMMUNITY
- ♦ TECA 1311 EDUCATING YOUNG CHILDREN
- ♦ TECA 1318 WELLNESS AND THE YOUNG CHILD
- ♦ TECA 1354 CHILD GROWTH & DEVELOPMENT

ENGINEERING

- ♦ ENGR 1101 INTRODUCTION TO ENGINEERING
- ♦ ENGR 1204 ENGINEERING GRAPHICS
- ♦ ENGR 2301 STATICS
- ♦ ENGR 2302 DYNAMICS
- ♦ ENGR 2430 DIGITAL SYSTEMS ENGINEERING I

ENGLISH

- ♦ ENGL 1301 COMPOSITION
- ♦ ENGL 1302 COMPOSITION II - RHETORIC
- ♦ ENGL 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 2389 ACADEMIC COOPERATIVE IN
ENGLISH

GEOGRAPHY

- ♦ GEOG 1301 PRINCIPLES OF PHYSICAL
GEOGRAPHY

GEOLOGY

- ♦ GEOL 1403 PHYSICAL GEOLOGY
- ♦ GEOL 1404 HISTORICAL GEOLOGY
- ♦ GEOL 1447 METEOROLOGY

GOVERNMENT

- ♦ GOVT 2301 AMERICAN GOVERNMENT I
- ♦ GOVT 2302 AMERICAN GOVERNMENT II
- ♦ GOVT 2304 INTRODUCTION TO POLITICAL
SCIENCE
- ♦ GOVT 2389 ACADEMIC COOPERATIVE IN
GOVERNMENT

HISTORY

- ♦ HIST 1301 UNITED STATES HISTORY I
- ♦ HIST 1302 UNITED STATES HISTORY II
- ♦ HIST 2311 WESTERN CIVILIZATION I
- ♦ HIST 2312 WESTERN CIVILIZATION II
- ♦ HIST 2321 WORLD CIVILIZATIONS I
- ♦ HIST 2322 WORLD CIVILIZATIONS II
- ♦ HIST 2380 MEXICAN AMERICAN HISTORY

HUMANITIES

- ♦ HUMA 1301 INTRODUCTION TO THE
HUMANITIES I
- ♦ HUMA 1302 INTRODUCTION TO THE
HUMANITIES II
- ♦ HUMA 1315 FINE ARTS APPRECIATION
- ♦ HUMA 2319 AMERICAN MINORITY STUDIES
- ♦ HUMA 2323 WORLD CULTURES

KINESIOLOGY

- ♦ KINE 1101 FITNESS AND MOTOR
DEVELOPMENT I
- ♦ KINE 1102 FITNESS AND MOTOR
DEVELOPMENT II
- ♦ KINE 1103 WEIGHT TRAINING &
CONDITIONING I
- ♦ KINE 1104 WEIGHT TRAINING &
CONDITIONING II
- ♦ KINE 1107 BASKETBALL I
- ♦ KINE 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 AND PERSONAL SAFETY
- ◆ KINE 1133 OUTDOOR ADVENTURE TRAINING
- ◆ KINE 1143 ADAPTED PHYSICAL ACTIVITIES AND THERAPEUTIC RECREATION
- ◆ KINE 1149 TEAM SPORTS I
- ◆ KINE 1150 TEAM SPORTS II
- ◆ KINE 1151 FITNESS AND WELLNESS I
- ◆ KINE 1166 BASIC LIFE SUPPORT (CPR)
- ◆ KINE 1210 AEROBIC DANCE I
- ◆ KINE 1211 AEROBIC DANCE II
- ◆ KINE 1212 AEROBIC DANCE TRAINING AND CERTIFICATION
- ◆ KINE 1217 INTRODUCTION TO DANCE FORMS
- ◆ KINE 1238 PERSONAL TRAINER CERTIFICATION
- ◆ 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 & ENVIRONMENTAL HEALTH
- ◆ KINE 1306 FIRST AID AND SAFETY
- ◆ KINE 1308 SPORTS OFFICIATING I
- ◆ KINE 1309 SPORTS OFFICIATING II
- ◆ KINE 1321 TECHNIQUES OF COACHING SPORTS I
- ◆ KINE 1322 TECHNIQUES FOR COACHING SPORTS II
- ◆ KINE 1331 KINESIOLOGY FOR ELEMENTARY SCHOOL
- ◆ KINE 1338 CONCEPTS OF PHYSICAL FITNESS
- ◆ KINE 1346 DRUG USE AND ABUSE IN SOCIETY
- ◆ KINE 2149 TEAM SPORTS III
- ◆ KINE 2150 TEAM SPORTS IV
- ◆ KINE 2255 WATER SAFETY INSTRUCTOR
- ◆ ROTC 1201 MARKSMANSHIP AND FIRST AID
- ◆ ROTC 1202 SURVIVAL & LAND NAVIGATION TRAINING
- ◆ ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT

MATH

- ◆ MATH 1316 PLANE TRIGONOMETRY
- ◆ MATH 1324 FINITE MATHEMATICS
- ◆ MATH 1332 COLLEGE MATHEMATICS
- ◆ MATH 1350 FUNDAMENTALS OF MATHEMATICS I
- ◆ MATH 1351 FUNDAMENTALS OF MATHEMATICS II
- ◆ MATH 1414 COLLEGE ALGEBRA
- ◆ MATH 1425 BUSINESS CALCULUS
- ◆ MATH 1442 STATISTICS
- ◆ MATH 2412 PRECALCULUS ALGEBRA AND TRIGONOMETRY
- ◆ MATH 2413 CALCULUS I
- ◆ MATH 2414 CALCULUS II
- ◆ MATH 2415 CALCULUS III
- ◆ MATH 2418 LINEAR ALGEBRA
- ◆ MATH 2420 DIFFERENTIAL EQUATIONS

MUSIC

- ◆ MUAP 1201 APPLIED VIOLIN
- ◆ MUAP 1202 APPLIED VIOLA
- ◆ MUAP 1203 APPLIED CELLO
- ◆ MUAP 1204 APPLIED DOUBLE BASS
- ◆ MUAP 1205 APPLIED FLUTE
- ◆ MUAP 1206 APPLIED CLARINET
- ◆ MUAP 1207 APPLIED SAXOPHONE
- ◆ MUAP 1208 APPLIED TRUMPET
- ◆ MUAP 1209 APPLIED FRENCH HORN
- ◆ MUAP 1210 APPLIED TROMBONE
- ◆ MUAP 1211 APPLIED BARITONE
- ◆ MUAP 1212 APPLIED OBOE
- ◆ MUAP 1213 APPLIED BASSOON
- ◆ MUAP 1214 APPLIED TUBA
- ◆ MUAP 1215 APPLIED PERCUSSION
- ◆ MUAP 1216 APPLIED GUITAR
- ◆ MUAP 1217 APPLIED PIANO
- ◆ MUAP 1218 APPLIED VOICE
- ◆ MUEN 1121 BAND ENSEMBLE
- ◆ MUEN 1131 MARIACHI ENSEMBLE
- ◆ MUEN 1141 CHOIR ENSEMBLE
- ◆ MUSI 1181 PIANO CLASS I
- ◆ MUSI 1182 PIANO CLASS II
- ◆ MUSI 1183 VOICE CLASS I
- ◆ MUSI 1184 VOICE CLASS II
- ◆ MUSI 1192 GUITAR CLASS
- ◆ MUSI 1193 GUITAR CLASS II
- ◆ MUSI 1301 FUNDAMENTALS OF MUSIC
- ◆ MUSI 1306 MUSIC APPRECIATION
- ◆ MUSI 1308 MUSIC LITERATURE I
- ◆ MUSI 1309 MUSIC LITERATURE II

- ◆ MUSI 1311 MUSIC THEORY I
- ◆ MUSI 1312 MUSIC THEORY II
- ◆ MUSI 2181 PIANO CLASS III
- ◆ MUSI 2182 PIANO CLASS IV
- ◆ MUSI 2183 VOICE CLASS III
- ◆ MUSI 2184 VOICE CLASS IV
- ◆ MUSI 2311 MUSIC THEORY III
- ◆ MUSI 2312 MUSIC THEORY IV

PHILOSOPHY

- ◆ PHIL 1301 INTRODUCTION TO PHILOSOPHY
- ◆ PHIL 2303 INTRODUCTION TO LOGIC
- ◆ PHIL 2306 INTRODUCTION TO ETHICS
- ◆ PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY

PHYSICS

- ◆ PHYS 1401 COLLEGE PHYSICS I
- ◆ PHYS 1402 COLLEGE PHYSICS II
- ◆ PHYS 1411 INTRODUCTION ASTRONOMY I
- ◆ PHYS 1412 INTRODUCTION ASTRONOMY II
- ◆ PHYS 1415 PHYSICAL SCIENCE I
- ◆ PHYS 1417 PHYSICAL SCIENCE II
- ◆ PHYS 2425 UNIVERSITY PHYSICS I
- ◆ PHYS 2426 UNIVERSITY PHYSICS II

PSYCHOLOGY

- ◆ PSYC 2301 GENERAL PSYCHOLOGY
- ◆ PSYC 2302 APPLIED PSYCHOLOGY
- ◆ PSYC 2306 HUMAN SEXUALITY
- ◆ PSYC 2307 ADOLESCENT PSYCHOLOGY
- ◆ PSYC 2308 CHILD PSYCHOLOGY
- ◆ PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT
- ◆ PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT
- ◆ PSYC 2316 PSYCHOLOGY OF PERSONALITY
- ◆ PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY
- ◆ PSYC 2319 SOCIAL PSYCHOLOGY

SIGN LANGUAGE (AMERICAN)

- ◆ SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I
- ◆ SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II
- ◆ SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I
- ◆ SGNL 2302 INTERMEDIATE AMERICAN SIGN LANGUAGE II

SOCIAL WORK

- ◆ SOCW 2361 INTRODUCTION TO SOCIAL WORK
- ◆ SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION

SOCIOLOGY

- ◆ SOCI 1301 INTRODUCTORY SOCIOLOGY
- ◆ SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS
- ◆ SOCI 2301 MARRIAGE AND THE FAMILY
- ◆ SOCI 2319 MINORITY STUDIES

SPANISH

- ◆ SPAN 1300 BEGINNING SPANISH CONVERSATION I
- ◆ SPAN 1310 BEGINNING SPANISH CONVERSATION II
- ◆ SPAN 1311 BEGINNING SPANISH I-NON SPANISH SPEAKERS
- ◆ SPAN 1312 BEGINNING SPANISH II-NON SPANISH SPEAKERS
- ◆ SPAN 1505 INTENSIVE BEGINNING SPANISH
- ◆ SPAN 2306 INTERMEDIATE CONVERSATIONAL SPANISH
- ◆ SPAN 2311 INTERMEDIATE SPANISH I
- ◆ SPAN 2312 INTERMEDIATE SPANISH II
- ◆ SPAN 2313 SPANISH FOR SPANISH SPEAKERS I
- ◆ SPAN 2315 SPANISH FOR SPANISH SPEAKERS II
- ◆ SPAN 2316 CAREER SPANISH I
- ◆ SPAN 2317 CAREER SPANISH II
- ◆ SPAN 2321 INTRODUCTION TO SPANISH LITERATURE I
- ◆ SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II
- ◆ SPAN 2323 INTRODUCTION TO LATIN AMERICAN LITERATURE
- ◆ SPAN 2324 SPANISH CULTURE
- ◆ SPAN 2389 ACADEMIC COOPERATIVE

SPEECH

- ◆ SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION
- ◆ SPCH 1315 PUBLIC SPEAKING
- ◆ SPCH 1318 INTERPERSONAL COMMUNICATIONS
- ◆ SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING
- ◆ SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION
- ◆ SPCH 2335 ARGUMENTATION AND DEBATE

WITHDRAWAL FROM SEMESTER

CREDIT COURSES

Initiation of Withdrawal

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

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

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

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

COURSE LOAD

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

BASIC SKILLS TEST

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

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

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

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 & Records.

College Entrance Examination Board (CEEB)

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

Required scores for CEEB credit are listed below:

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. Lit./Comp.	3	ENGL 1301	3
Eng. Lit./Comp.	4	ENGL 1301, 2341	6
American History	3	HIST 1301, 1302	6
European History	3	HIST 2311, 2312	6
Math (AB Cal.)	3	MATH 2413	4
Math (BC Cal.)	4	MATH 2413, 2414	8
Physics	3	PHYS 1401, 1402	8
Political Science	3	GOVT 2301, 2302	3
Spanish Lang./Lit.	3	SPAN 2313	3
Spanish Lang./Lit.	4	SPAN 2313, 1315	6

College Level Examination Program (CLEP)

CLEP Subject Examinations are standardized, 90-minute, multiple-choice tests designed for credit-granting purposes in specific areas. The exams are given by arrangement, and one or two tests can be taken in one day of testing. For a list of test dates, visit the Testing Center. In preparing for the test, the examinee may purchase a publication titled *The Official Student Guide for the CLEP Examinations*, available in the bookstore, or order one from the College Board using the order form attached to the CLEP Registration Admission Form.

An examinee does not have to be enrolled at STC to take a CLEP test on campus; however, no STC credit will be posted to a transcript until the student officially enrolls and earns six (6) hours of academic credit. A student must have taken the CLEP exam within the last five (5) years in order to receive credit.

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

Required scores for CLEP Subject Examination credit are listed below:

SUBJECT	MIN. SCORE	STC COURSE	HRS. CREDIT
Info. Systems & Computer Applications	50	COSC 1301	3
Accounting	50	ACCT 2401, 2402	8
Biology	50	BIOL 1408, 1409	8
Business Law	50	BUSI 2301	3
Chemistry	50	CHEM 1411, 1412	8
Economics/ Micro.	50	ECON 2302	3
Economics/ Macro.	50	ECON 2301	3
Composition	50	ENGL 1301	3
Composition	50	ENGL 1302	3
French Language	50	FREN 1311, 1312	6
Spanish	50	SPAN 2313, 2315	6
Analy. & Interp. of Literature	50	ENGL 2341	3
American Lit.	50	ENGL 2326	3
English Lit.	50	ENGL 2321	3
American History	50	HIST 1301, 1302	6
Western Civ.	50	HIST 2311	3
Western Civ.	50	HIST 2311, 2312	6
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413, 2414	8
Political Science	50	GOVT 2301	3
Psychology	50	PSYC 2301	3
Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3

GRADING SYSTEM

The following grading system is used at South Texas College:

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

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

The instructor may give an "I" due to student illness or other unavoidable circumstances. The student must successfully complete the work required within one full semester (fall or spring) after the semester in which an "I" was given, or receive an "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.

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 Texas Success Initiative (TSI) status. STC defines TSI statuses as follows:

- ▶ TSI College Ready students as students who have passed all sections of an Alternative Exam; i.e., ACCUPLACER, ASSET, COMPASS, THEA.
- ▶ TSI Exempt students are defined as students who:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a.)ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
 - b.)Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one-year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. Are non-degree-seeking or non-certificate-seeking student.
 - ▶ TSI Non-College Ready students are defined as students who have not met all TSI requirements.
 - ▶ TSI Non-Exempt students are defined as students, who have not met all TSI requirements and are not enrolled in a TSI Exempt certificate program.

TSI students will be determined to be TSI College Ready, TSI Exempt, TSI Non-College, or TSI Non-Exempt based upon the TSI Exemption as it applies to STC policies and procedures. TSI Exemptions are defined at the following website:

http://www.thecb.state.tx.us/cbrules/tac3.cfm?Chapter_ID=4&Subchapter=C#4.54

TSI COLLEGE READY AND TSI EXEMPT STUDENTS

Students are expected to meet certain minimal academic standards for coursework completed at South Texas College. Students who fail to maintain a cumulative grade point average of 2.00 (C average) are considered scholastically deficient and will be placed on academic probation or 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, 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 Academic Probation and Suspension Policy for students attending the College is as follows:

<u>Level of Academic Status</u>	<u>GPA Criteria</u>
• Good Standing	Cumulative GPA is 2.00 or above
• Placed on Academic Probation	Cumulative GPA has dropped below 2.00
• Continued on Academic Probation	Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above
• Academic Suspension	Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

Academic probation or suspension will be determined each regular (Fall or Spring) semester on the basis of the student's current semester and cumulative grade point average. Academic suspension shall last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

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

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

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

TSI NON-COLLEGE READY AND TSI NON-EXEMPT STUDENTS

Students who are not TSI College Ready will not be allowed to register for any junior or senior level coursework until they become TSI College Ready.

The Early Academic Alert, Mandatory Intervention, and Suspension Policy for TSI Non-College ready and TSI Non-Exempt students attending the College is as follows:

Level of

<u>Academic Status</u>	<u>GPA Criteria</u>
• Good Standing	Cumulative GPA is 2.00 or above
• Early Academic Alert	Cumulative or current semester GPA below 2.00
• Mandatory Intervention	Previously on Early Academic Alert and current semester GPA is below 2.00
• Academic Suspension	Previously on Mandatory Intervention and current semester GPA is below 2.00

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

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

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

All students are responsible for knowing whether they are eligible to continue at the College. An ineligible student who nevertheless registers

shall be dropped and cannot attend classes. Students shall not receive special consideration for lack of knowledge of scholastic status, regardless of whether the student registered and paid fees.

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

Regular and punctual attendance in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. Make-up work for class absences will be permitted only for sickness, serious emergency, or College-sponsored activities. The student must take the initiative and assume the responsibility for making up any missed work. In some classes, the student may be required to present evidence to support an absence.

Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility,

however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.

STUDENT CODE OF CONDUCT

The Director of Student Life, Site Coordinators, or their designee shall have primary authority and responsibility for the administration of student discipline.

TEMPORARY DISCIPLINARY ACTIONS

When a College Administrator receives information that a student has allegedly violated the Student Code of Conduct or a College policy, the Administrator may impose immediate disciplinary action, including suspension, pending an investigation. The Administrator may suspend the right of a student to be present on campus and to attend classes, or otherwise alter the status of a student when an emergency exists which requires immediate action to preserve safety and a conducive learning environment. Such temporary disciplinary action may occur when the continuing presence of the student poses danger to persons or property or disrupts the educational process. Temporary disciplinary action may be followed by a formal investigation by the Director of Student Life, the appropriate Site Coordinator, or their designee.

ADMINISTRATION OF STUDENT DISCIPLINE

When the College alleges a student to have violated College policies that can result in disciplinary action, the Director of Student Life, the appropriate Site Coordinator, or their designee shall investigate the allegation.

The following process will be utilized in conducting an investigation:

1. The student will be notified in writing of the charge against him/her.
2. The student shall be afforded the opportunity to present information in support of his/her

case and to admit or deny the accusation.

3. The Director of Student Life, the appropriate Site Coordinator, or their designee may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the matter.
4. Within a reasonable time after the allegation is made, the Director of Student Life, the appropriate Site Coordinator, or their designee shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student. The written explanation will include detailed information regarding the appeal process should the student wish to challenge the decision.

TYPES OF MISCONDUCT

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

1. Commission of any criminal offense under federal, state, or local law.
2. Failure to comply with the directive of a College official acting in the performance of his/her duties.
3. Failure to meet financial obligations to the College.
4. Misuse of fire or other safety equipment.
5. Giving false testimony or other evidence at any College disciplinary proceeding.
6. Unauthorized use or possession of ammunition, firearms, or other weapons.
7. Conducting oneself in a manner that significantly endangers the health or safety of other persons on campus or at an authorized function sponsored by the College.
8. Stealing, destroying, defacing, damaging, or misusing campus property or property belonging to another.
9. Possession of, or making use of, College keys for unauthorized purposes.

10. Use or possession of an intoxicating beverage, or being intoxicated.
 11. Illegal gambling in any form.
 12. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance or being under the influence of said drug, narcotic, or controlled substance.
 13. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
 14. Forgery, alteration, or misuse of College documents, forms, or records, or of College-issued identification cards.
 15. Participating in an initiation by an organization, which includes any dangerous, harmful, or degrading acts (hazing).
 16. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable, or which could cause damage by fire or explosion to persons or campus.
 17. Unauthorized entry into or use of the campus.
 18. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
 19. Failure to maintain a current official mailing address with the Office of Admissions and Records, or giving a false or fictitious address to such office.
 20. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by any agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
 21. Harassment by any means in which an individual intentionally threatens to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
 22. Issuance of a check without sufficient funds.
 23. Disruptive activities that interfere with instructional activities or the functions that support instruction.
 24. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
 25. Violation of any STC policy, specifically including, but not limited to, these policies related to the conduct of students.
 26. Academic dishonesty. Incidents involving academic dishonesty are typically handled by the course instructor or academic department. In some instances, cases involving academic dishonesty may be referred to the Director of Student Life, the appropriate Site Coordinator, or their designee for adjudication.
- Types of academic dishonesty include, but are not limited to:
- a. Cheating
 - ▶ Copying from another student's work
 - ▶ Using or possessing materials not authorized by a testing proctor (such as lessons, books, notes, calculators, etc.).
 - ▶ Knowingly using or soliciting, in whole or part, the contents of an unadministered test
 - ▶ Collaborating with or seeking aid from another student without authorization during a test.
 - ▶ Substituting for another person, or permitting another person to substitute for oneself, in taking a course test or completing any course-related assignment.
 - ▶ Using, buying, stealing, or transporting some or all of the contents of an unadministered test, homework answer sheet, or computer program.
 - ▶ Using, buying, stealing, transporting, or soliciting a test, test facsimile, answer key, or other written works.
 - b. Plagiarism
 - ▶ The appropriation, buying, receiving as a gift, or obtaining by any means someone else's work and then submitting that work for credit as if it were one's own without appropriate acknowledgment to the author.

c. Collusion

- ▶ Unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

TYPES OF SANCTIONS

Should the investigation determine the allegation(s) to be confirmed, one or more of the following sanctions may be imposed:

1. Oral or written warning.
2. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or completing a community service project.
3. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
4. Ineligibility from participation in a student organization for a specific period of time.
5. Withholding of an official transcript, degree, or certificate of completion.
6. Bar against re-admission for a specific period of time.
7. Restitution, whether monetary or by specific duties, or reimbursement for damage to or appropriation of College, student, or employee property.
8. Denial or non-recognition of a degree.
9. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities for a specific period of time.
10. Withdrawing from a course with a grade of "W."
11. Failing or lowering a grade on a test, course, or other academic work and/or performing additional academic work not required of other students in the course.
12. Suspension from the College for a specified period of time. During such suspension a student shall not attend classes or participate in any College campus activities.
13. Loss of eligibility for a student grant or loan.
14. Permanent expulsion from the College.

DISCIPLINARY APPEAL PROCESS

The student may appeal the decision of the Director of Student Life, the appropriate Site Coordinator, or their designee to the Vice President for Student Services and Development. This appeal must be made in writing and received in the Vice President's office within one week of receiving notice of the decision of the Director of Student Life, the appropriate Site Coordinator, or their designee. Upon receipt of the appeal, the Vice President for Student Services and Development shall appoint a committee to review all pertinent documentation and records concerning the matter under appeal.

The committee shall include a minimum of one representative from each of the following areas:

- ▶ Faculty
- ▶ Professional/Technical Staff
- ▶ Classified Staff

The written appeal shall form the basis for the appeal unless the committee decides to hear witnesses. After appointment, the committee shall have 10 working days in which to render a recommendation to the Vice President. The decision of the Vice President for Student Services and Development shall be final.

An appeal to the Vice President for Student Services and Development may result in one of the following:

1. Affirm the action of the Director of Student Life, the appropriate Site Coordinator, or their designee.
2. Dismiss, reduce, modify, or increase the penalty or other sanction imposed by the Director of Student Life, the appropriate Site Coordinator, or their designee.

STUDENT GRIEVANCE FOR APPEAL OF COURSE GRADES

Any student at STC has the right to appeal academic decisions or actions, which the student considers manifestly unjust or improper.

The primary responsibility for assigning grades

in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities; the judgment of the instructor responsible for the course must remain determinative.

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

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

1. The student should submit to the Division Dean, in writing, a request for formal review, along with a description of the concern, reasons for the review, and documents offered in evidence, and suggested remedy.
2. The Division Dean, on receiving the request, should inform the instructor of the case and request a response in writing from the instructor.
3. The Division Dean should then appoint a committee of three persons, consisting of one faculty member from within the division, one faculty member from outside the division, and one student from within the Division. The committee's responsibility will be:
 - a. to review the complainant's request and evidence;
 - b. to consider the instructor's response; and
 - c. to call any witnesses, if appropriate, to corroborate documentary evidence. If summoned to testify, either the complainant or the instructor or both may decline.
4. The Division Dean should communicate, in writing, the decision of the committee to the

student and the instructor within 10 working days following the review.

5. If the complainant wishes to appeal the case further, a request for review should be presented to the Vice President for Instruction. The Vice President will review the dossier with the Division Dean and will render a decision. In unusual circumstances, if necessary or desirable, the Vice President may call witnesses to testify. The case will be resolved on the basis of the review documentation and not go beyond the Vice President for Instruction level.

COMPLAINT AND GRIEVANCE

(For areas other than course grade appeals)

Students at STC have the right to file a complaint when they feel unjustly treated by the College, College employees, or other students.

It is recommended that the student bring forth the complaint within 30 days from the date that the action of complaint occurred. Students must assume responsibility for complying with the College's complaint procedures; the College is not responsible for students' misinterpretation. Students may direct any questions concerning their rights to the Office of Student Life.

No student shall be subjected to any retaliation or involuntary reassignment as a result of filing a complaint in "good-faith."

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

A student with a complaint should first attempt to informally resolve the matter with the individual directly involved. The Office of Student Life may be contacted for assistance in resolving the matter at the lowest possible administrative level.

FORMAL COMPLAINT PROCESS - STAGE 1

If the student is unable to informally resolve the complaint and wishes to file a formal complaint,

the student should submit a written statement using the Student Complaint Form, incorporating as much detail as possible to the Office of Student Life.

COMPLAINT AGAINST ANOTHER STUDENT AT THE COLLEGE

1. The Office of Student Life will conduct an investigation and respond to the complainant in writing within 30 days from receipt of the complaint/grievance.
2. The investigation may consist of interviewing witnesses, and/or requiring documentation relating to the issue.

COMPLAINT AGAINST A COLLEGE EMPLOYEE

1. The Office of Student Life will forward the complaint to the appropriate supervisor who will conduct an investigation and respond to the complainant in writing within 30 days from receipt of the complaint.
2. The investigation may consist of interviewing witnesses, and/or requiring documentation relating to the issue.

FORMAL COMPLAINT PROCESS - STAGE 2

If the complainant is unsatisfied with the response from Stage 1, they may request that the complaint be reviewed by a committee appointed by the Director of Student Life.

The Complaint Committee shall include a representative from each of the following areas:

- ▶ Faculty
- ▶ Professional/Technical Staff
- ▶ Classified Staff

The Complaint Committee may interview witnesses, and/or require documentation relating to the issue. The committee will respond to the complainant in writing within 15 working days from the date the committee was appointed. The decision of the Complaint Committee is final.

STUDENT APPEALS COMMITTEE

REGISTRATION AND ENROLLMENT APPEAL PROCESS

The Student Appeals Committee provides South Texas College Students with an opportunity to formally appeal an enrollment or registration issue that is perceived as unjust or incorrect. The committee is composed of one representative from each of the following areas: Admissions & Records, Financial Aid, Business Office/Cashiers, Counseling & Advising and the Student Ombudsperson.

STUDENTS MUST FOLLOW THE PROCEDURES AS STATED:

1. Students must submit appeals according to the following schedule (excluding reinstatement fee waiver-[see below](#)).
 - a. Students appealing an act, omission, or issue occurring in the **Fall Semester** have until **February 15th** of that same academic year to submit a formal appeal with the Student Ombudsperson.
 - b. Students appealing an act, omission, or issue occurring in the **Spring Semester** have until **June 15th** of that same academic year to submit a formal appeal with the Student Ombudsperson.
 - c. Students appealing an act, omission, or issue occurring in any **Summer Session** have until **August 15th** of that same academic year to submit a formal appeal with the Student Ombudsperson.
 - d. Appeals after the deadlines stated above may be denied on the basis of timeframe.**
2. Students **MUST** complete the **Registration & Enrollment Appeal Form**, available at the following locations:
 - a. **Online** (to view this file, you will need [Adobe Acrobat Reader](#)).
 - b. Pecan Campus: **Student Ombudsperson Office (Pecan Campus, Building K 2.300)**.
 - c. All other South Texas College Locations: Student Information Center.

3. The Appeal may be submitted in one of the following manners:
 - a. Online via email, by fax, by US or campus mail and by delivering the appeal in person to the Student Ombudsperson Office at the Pecan Campus on the second floor of Building K, Room 2.300.
4. Students citing extenuating circumstances must provide documentation to support their claim. For example:
 - a. Appeals involving illness or hospitalization require a letter from the attending physician on company letterhead with an original signature.
 - b. Appeals concerning enlistment into the military or call to duty must be accompanied by military orders.
 - c. Appeals that involve incarceration must accompany arrest documents or a statement from an attorney.
 - d. Appeals concerning a student fatality require death certificate or obituary.
5. The Student Appeals Committee meets weekly to evaluate student appeals and attempts to render a decision no later than ten working days from submission of the appeal. Occasionally the committee may require additional time to review your appeal.
6. The decision of the Student Appeals Committee is **FINAL**. Students will not be allowed to submit an appeal for the same issue more than once; therefore, it is imperative that all supporting documentation be provided with the original appeal.
7. **NO information** pertaining to your appeal **will be provided over the phone. It is the responsibility of the student to provide a valid address** to receive notification of the outcome of their appeal or to **present a picture ID** in person at the Office of the Student Ombudsperson to receive appeal outcome information.
8. **The Office of the Student Ombudsperson and the Student Appeals Committee cannot render decisions pertaining to a grade**

change or denial to a program (i.e., the N.A.H. or B.A.T. Programs). However the Office of the Student Ombudsperson is available to assist you in understanding and initiating the grade appeal process.

GENERAL GUIDELINES ON APPEALS FOR WAIVER OF REINSTATEMENT FEE:

1. Students have the right to attend class while their appeal for reinstatement is being reviewed. If the appeal is denied, they may no longer attend class. Students cannot appeal further on the basis of work submitted or done while in class.
2. Students requesting reinstatement for non-payment have no later than two weeks after census date to appeal. The census date is the 12th class day for the Fall and Spring Semesters, the 4th class day for Summer Sessions I and II and may vary for Summer Session III. For specific dates contact the Office of Admissions and Records.
3. Following approval for waiver of the reinstatement fee by the Student Appeals Committee, the student must then obtain his/her instructors' approval by signature on the Schedule Change Form (available at the Office of Admissions and Records, Student Information Center and the Office of the Student Ombudsperson).
 - a. The student must submit the completed form to their campus/center Office of Admissions and Records or Student Information Center.
 - b. Forms must be submitted within 5 working days from the date the student is notified that their appeal for reinstatement has been approved by the Student Appeals Committee.
 - c. Students failing to meet this deadline may be denied reinstatement.
4. A reinstatement fee of \$150 will be assessed if the appeal is denied and the student still wishes to be reinstated.

ACADEMIC HONORS

HONORS PROGRAM

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

Specific goals of the program include:

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

Admission Requirements

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

For further information about the Honors Program, contact the Honors Program Chair, Anthony Ramirez at 956-872-6451 or by email to tonyr@southtexascollege.edu.

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

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

To apply, the student must submit the following:

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

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

Continuing Eligibility Standards

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

Curriculum Structure Honors Instruction

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

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

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

Year I

First Semester, Second Semester, and Summer Session

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

Year II

Third Semester and Fourth Semester

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

HONOR GRADUATES

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

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Each fall semester invitation to membership is extended by the Beta Epsilon Mu Chapter to credit students without advanced degrees who are currently enrolled, have completed at least 12 hours of course work leading to an associate degree, and have a cumulative GPA of 3.5 or higher. For further information, contact STC's

chapter advisor Tony Ramirez at 872-6451.

VALLEY SCHOLARS PROGRAM

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

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

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

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

EDUCATIONAL PROGRAMS

CERTIFICATE PROGRAMS

Certificate programs are workforce education programs consisting of 15-59 semester credit hours. Certificate programs are designed to prepare students with the competencies necessary to enter a technical or professional field and are normally a building block toward an A.A.S. degree. Level One Certificates consist of 15-42 semester credit hours and are Texas Success Initiative (TSI) exempt although all certificate programs require a basic skills assessment. Level Two Certificates consist of 43-59 semester credit hours and require completion of TSI Alternative Exam for graduation.

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

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

► *Specialization*

Some A.A.S. degrees offer curricula variations that allow students to specialize. The specialty does not result in a different A.A.S. award but allows the student to focus on a specific area within their chosen field.

► *General Education Requirement*

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

TRANSFER PROGRAMS

BACCALAUREATE PROGRAMS

South Texas College currently offers a Bachelor of Applied Technology in Technology Management (B.A.T.). The B.A.T. consists of the 45 semester-credit-hour Core Curriculum, 36 semester-credit-hours of lower-division technical specialty courses, and 46 semester-credit-hours of upper-division coursework in Technology Management.

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

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

► *Core Curriculum*

The Core Curriculum includes the courses in liberal arts, humanities, sciences, and political, social and cultural history that all students are required to complete before receiving an A.A. or A.S. degree. If a student successfully completes the 45-semester-credit-hour core curriculum at STC, that block of courses may be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum.

► *Field of Study Curriculum*

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

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

GRADUATE GUARANTEE

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

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree or Certificate of Completion beginning September 1994, or thereafter, in a Technical/Vocational/ Occupational program identified in the College catalog.
2. The graduate must have completed the Degree or Certificate program with the College (with 75 percent of credits earned at the College) and must have completed the graduation requirements within a five-year time span.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member

will develop a written educational plan for retraining.

7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The 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 Applied Science, Associate of Art and Associate of Science Degrees and the Certificate of Completion.

CATALOG RESTRICTIONS

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 college requirement provision of the current catalog or the catalog in force during the student's first semester of enrollment. In any case the catalog used to determine the degree requirements must not be more than five years old for an associate degree and three years old for a certificate degree. However, a student must

complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.

COURSE SUBSTITUTION

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

DUAL DEGREE

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

GRADUATION CEREMONY

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.

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 (four) 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 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.

ASSOCIATE OF ARTS

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

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

ASSOCIATE OF SCIENCE

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

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

ASSOCIATE OF APPLIED SCIENCE

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

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

CERTIFICATE OF COMPLETION

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

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. Accreditation requirements mandate that at least 25 percent 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.

NOTE: Certain programs may have more stringent requirements.

SUPPORT SERVICES

STUDENT SUPPORT

The Office of Counseling and Advising 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 Counseling and Advising help achieve academic success through the following services: new student orientation, basic skills assessment, academic advisement, career and personal counseling, special services for students with disabilities, and assistance to special populations.

COUNSELING SERVICES

Life situations at times require professional assistance. At South Texas 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 available through the computerized system called DISCOVER, 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
- Career Choices
- Transfer Track 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 Center, Technology Center, 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.

dis-ABILITY SERVICES

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

Services and accommodations as required by the Americans with Disabilities Act may include: assessment for special needs, academic advisement, short-term personal counseling, assistance with the admission process, registration, financial aid application, applications for THEA accommodations, academic appeals, arrangements for sign language interpreters, tutorial assistance, the use of provision of adaptive equipment, readers, scribes, instructional/testing/classroom modifications, liaison between students, faculty, staff and others, and referral services to other STC departments or outside service providers.

STC is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability or veteran students in accordance with the Americans With Disabilities Act of 1990, Section 504 of Rehabilitation Act 1973, and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

ACADEMIC ADVISEMENT

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

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

Division Advisors

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

- Business, Math, Sciences and Technology
- Developmental Studies
- Liberal Arts and Social Sciences
- Nursing and Allied Health

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 & other educational experiences

NOTICE:

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

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

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

SPECIAL PROGRAMS

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

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

Providing Academic Support to Students (PASS)

PASS began in 1993 as Project HOPE with the goal of assisting single mothers complete a postsecondary education by helping them pay for childcare. As the program grew it became apparent that our participants had a variety of needs ranging from financial to academic and emotional. The program grew to accommodate those needs and became known as the Together

In Achievement (TIA) and Striving Towards A Non-traditional Degree (STAND) programs. Demand for the services that TIA and STAND provided grew to such an extent that in the fall of 2000 it was expanded to include all Technical/Vocational majors and was re-named PASS.

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

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

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

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

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.

Jumping Over Barriers (JOB)

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

The project targets disabled vocational/technical students in their last 15 credit hours of coursework, or disabled vocational/technical students who have graduated from STC within the past 12 months from the start date of the project, but who have not found jobs relevant to their former field of study.

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

For more information, contact the Placement Office at (956) 872-6424.

STUDENT I.D. CARDS

All students are issued an identification card at the time of initial registration with the college.

Students should carry it at all times as it must be presented when cashing checks, paying fees, requesting transcripts, and utilizing library services.

HEALTH SERVICES

South Texas 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

South Texas College encourages the intellectual, personal, social and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity and respect for the rights of all individuals.

Students at South Texas College are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. South Texas College assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity.

The Student Code of Conduct is an articulation of South Texas College's commitment to create an environment that supports the educational process and the well-being of the campus community by recognizing and supporting the rights of its students and providing a guide for defining behaviors the College considers inappropriate.

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 THE NURSING AND ALLIED HEALTH PROGRAMS

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

- Proof of required immunizations
- Proof of Health and Accident Insurance

- Current Infant-Child-Adult CPR certification
- Current (no older than 5 months) T.B. test results
- Current Malpractice Insurance of at least \$1 million available through STC. Contact the Program Chairperson for more information.
- Proof of negative drug screening and criminal background check

IMMUNIZATION REQUIREMENTS

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

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

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

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

BACTERIAL MENINGITIS

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

What are the symptoms?

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

How is Bacterial Meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting Bacterial Meningitis?

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

What are the possible consequences of the disease?

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

Can the disease be treated?

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

How can I find out more information?

- ▶ Contact your own health care provider
- ▶ Contact website: www.cdc.gov/ncidod/dbmd/diseaseinfo

VOLUNTARY STUDENT HEALTH INSURANCE

South Texas College makes available to all enrolling students health and accident insurance coverage. Such coverage is voluntary and must be purchased by the student each semester. Coverage terminates at the end of every semester. As with most insurance coverage, the policy will not cover 100 percent of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students have the following options in regard to insurance purchase:

- a. Have their own insurance
- b. Purchase one of the STC coordinated policies
- c. Accept full financial responsibility for expenses from an accident and/or sickness.

For further information please contact the Cashier's Office.

FINANCIAL AID

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

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

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

GENERAL INFORMATION

Student Eligibility

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

1. Fill out a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:
 - a. Have financial need
 - b. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit ATB). Please see Admissions Requirements for more information on ATB benefits.
 - c. Register with the Selective Services, if required.
 - d. Be a U.S. citizen or eligible non-citizen.
 - e. Have a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. Meet the standards of the Financial Aid Satisfactory Academic Progress Policy.
5. All transcripts from previously attended colleges and universities must be evaluated for transfer credit before any Federal Title IV Aid can be awarded and/or credited to a student's account.

Financial Need

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

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

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

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

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

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, 1982 for the 2005-2006 (July 1, 2005 to June 30, 2006) Federal Award Year, or January 1, 1983 for the 2006-2007 (July 1, 2006 to June 30, 2007) 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) or
- You are a veteran of the U.S. Armed Forces

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

APPLYING – 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 prove that the information that you reported is correct.

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

Renewal 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). You will receive it at your home address.

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

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

By Mail

If you apply by mail, your application will be processed in approximately four weeks. You will receive a Student Aid Report (SAR) by mail. At that time, the SAR 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

1. File Using FAFSA on the WEB

Personal computers are located in the STC Labs where you can file the form yourself 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 mails to you after you have requested it. 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.

2. Let Us Help You File

As a service to you at no charge, the STC Financial Aid Office has a computer lab available for you to apply for Financial Aid online. Financial Aid Personnel will be available to assist you with any questions that you may have.

WHEN DO I APPLY?

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

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

Application Submission Deadlines

Whether you apply electronically or by mail, the U.S. Department of Education (DOE) application processor must receive your application by June 30, 2006 for the 2005-2006 school year and June 30, 2007 for the 2006-2007 school year for the application to be processed. The STC Financial Aid Office 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.

THERE ARE NO EXCEPTIONS TO THESE DEADLINES.

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

WHAT HAPPENS AFTER I APPLY?

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

1. The STC Financial Aid Office will mail you an award letter. This happens when your financial aid application is complete and there are no unresolved eligibility issues, or;
2. You will be mailed a Missing Information Letter. This occurs when there are issues/questions that need to be resolved before your eligibility may be determined. Approximately 45 percent of the applications submitted to STC have issues/questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be

- submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;
3. The U.S. Department of Education determines for one of several possible reasons that you are not eligible for federal student grant aid. This does not mean that you are not eligible for scholarships, state aid, or work study. If you are interested in any of these types of aid, you should inquire with the Financial Aid Office so we can check to see if you may be eligible for one of these other sources of aid.

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

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

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

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

VERIFICATION

Selection of Students for Verification

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

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

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

If the Documentation is Not on Time

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

Acceptable Documentation

Below is a list all acceptable documentation and forms used:

- Verification Worksheets. These forms are available on the Internet at http://www.southtexascollege.edu/finaid/fa_forms.html
- Federal Income Tax Forms for all people whose income information is required by the U.S. Department of Education. STC will accept copies of federal tax return forms. STC will also accept IRS generated tax return transcripts (RTFPT).
- In cases where a conflict is perceived, STC Financial Aid Office may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification

worksheets from the student. This proof will vary by agency. For Example:

- ▶ Untaxed Social Security Benefits - A statement from the Social Security Administration.
- ▶ Unemployment Benefits - A statement from the agency which provided the benefits.
- Signature requirements:
 - ▶ Verification Worksheets
 - ▶ Dependent Students - Must be signed by the student and one parent.
 - ▶ Independent Students - Must be signed by the student
 - ▶ Federal Income Tax Return Forms.
 - ▶ Must be signed by the tax payer or the tax preparer. In lieu of a signature from the tax payer or preparer, the preparer's firm name and EIN number or Social Security number must appear on the tax return. Tax returns prepared by Vita, or self prepared must be signed by the taxpayer.

Notification of Completion of Verification

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

Conflicting Information

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

The applicant can reconcile conflicting or inaccurate information with the Financial Aid

Office by submitting documents showing correct information from the information provider. For example if conflicting information is perceived related to income tax information, the FAO will request that the student provide a tax transcript from the IRS, rather than a copy of the form that they submitted. If the student's record is incomplete, no funds are approved for disbursement until the conflicting information is resolved.

PROFESSIONAL JUDGEMENT

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

Dependency Overrides

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

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

Professional Judgment/Cost of Attendance Appeals

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

elementary or secondary school, and additional costs related to school attendance for students with disabilities.

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

Professional Judgment/Income Adjustment

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

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

Frequently Requested Telephone Numbers and Websites

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

1. Information about aid programs offered at STC at: http://www.southtexascollege.edu/finaid/finaid_info.htm
2. Information about all subjects related to the financial aid process at STC at: http://www.southtexascollege.edu/finaid/finaid_info.htm
3. All STC financial aid forms in .pdf (Adobe Acrobat) format at: http://www.southtexascollege.edu/finaid/fa_forms.html
4. Links to important Federal Student Aid

Websites at: <http://www.southtexascollege.edu/finaid>
[finaid_websites.htm](http://www.southtexascollege.edu/finaid/finaid_websites.htm)

5. Links to scholarship databases and scholarship sources outside STC at: <http://www.southtexascollege.edu/finaid/scholarships.htm>

The address of the Financial Aid Office main web page is: <http://www.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 federal student aid publications to you.
- Find out if your federal student financial aid application has been processed.
- Send you a copy of your Student Aid Report (SAR).
- Change your address.
- Send your application information sent to a specific school.

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

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

Federal Pell Grant funds are not required to be repaid like loans. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) South Texas College's award letters show student eligibility for Federal Pell Grant funds for eligible students assuming that they will take at least 12 credit hours. Eligibility for the Federal Pell Grant is partially determined by the number of credit hours in which the student is enrolled. The Financial Aid Office adjusts the amount of Pell Grant that students receive if the number of credit hours that students are enrolled in changes through the census date of each semester. More information on eligibility requirements is located in the sections that follow, on the award letter and on STC's website at: http://www.southtexascollege.edu/finaid/pell_grant.html.

How Do I Qualify?

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by the U.S. Department of Education, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report SAR contains this number and will tell you if you are eligible. There are many school monitored requirements that can affect your eligibility for Federal Pell Grant funds, including but not limited to:

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

passing grade in a semester you may be required to repay funds that have already been awarded to you.

4. The number of developmental courses that you have attempted, 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.

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. "If a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility."

South Texas College documents attendance for Federal Pell Grant purposes by collecting 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?

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

How Will I Be Paid?

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 by check or direct deposit into an account that you designate. Eligibility verification takes time, because the STC Financial Aid Office must confirm that all students have attended all of the courses that they are counting in their enrollment status at least once. This enrollment verification takes place after census date and usually takes three weeks. More information on this process and how it affects the timing of the release of funds is located on the financial aid award letter and on STC's Financial Aid Office website. Book allowance release dates are provided to students before the start of each semester on the Financial Aid Office website.

Can I Receive a Federal Pell Grant if I Am Enrolled Less than Half Time?

Yes, if you are otherwise eligible. You will not receive as much as if you were enrolled full time, but STC will disburse your Pell Grant funds in accordance with your enrollment status.

FEDERAL STUDENT LOANS

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

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

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

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

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

For example, you may be granted forbearance if you are

- Unable to pay due to poor health or other unanticipated personal problems.
- Serving in a medical or dental internship or residency.

- Serving in a position under the National Community Service Trust Act of 1993.
- Obligated to make payments on certain federal student loans that are equal to or greater than 20 percent of your monthly gross income.

Deferments and forbearances are not automatic. If you have a Direct Stafford Loan, you must contact the Direct Loan Servicing Center to request either option. If you have a FFEL Stafford Loan, you must contact the lender or agency that holds your loan. For either program, you may have to provide documentation to support your request. You must continue making scheduled payments until you receive notification that the deferment or forbearance has been granted.

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family 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; students at STC are paid based on the availability of funds, first applied, first complete basis.

How much money can I get?

Because of changing and limited federal funding of the SEOG program, STC's SEOG award amounts change from year to year. Please

reference STC's Financial Aid Frequently Asked Questions Flyer for the current year to see maximum award amounts and the number of credit hours that students must enroll in to qualify.

How will I be paid?

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

FEDERAL WORK-STUDY

What is Federal Work-Study?

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

How much will I make?

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

How will I be paid?

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

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

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

Can I work as many hours as I want?

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

Grants and Scholarships

Educational Aide Exemption Program

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

Who can apply?

Individuals may apply if they:

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

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

The purpose of the program is to provide a grant of money to enable well-prepared eligible

students to attend public and private nonprofit institutions of higher education in Texas.

Who can compete for an award?

A student who:

- Is a Texas resident;
- Graduated from a public or accredited private high school in Texas no earlier than fall 1998;
- Completed the recommended or advanced high school curriculum or its equivalent;
- Has applied for any available financial aid or assistance;
- Enrolls at least 3/4 time in an undergraduate degree or certificate program;
- Has not been convicted of a felony or a crime involving a controlled substance; and
- Must have financial need (Cost of Attendance - EFC – Other Financial Aid = Need).

Students who do not qualify for TEXAS Grant funds because they do not meet the High School curriculum requirements who earn their first Associates Degree (after May 2001) from a Texas College or University who enroll in a Bachelors Degree program within 12 months of the date they graduated with their Associates Degree may be eligible for TEXAS Grant funds at a Texas 4-year institution. Students who believe that they qualify for TEXAS Grant funds by virtue of their Associates Degree should contact the Financial Aid Office at the Texas 4-year institution where they intend to pursue a bachelor's degree.

Texas Educational Opportunity Grant (TEOG)

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

Students that would like to complete for this award must meet the following criteria.

- Must be a Texas resident;
- Must complete and submit a FAFSA (Free Application for Federal Student Aid);

- Enroll at least half time in an associate/certificate program of study.
- Must not have attempted more than 30 credit hours towards their certificate/degree plan;
- Have a Federal Expected Family (EFC) of 2000 or less.
- Must have financial need (Cost of Attendance - EFC – Other Financial Aid = Need).
- May not be convicted of a felony of crime involving a controlled substance;
- Must not have an associate's or bachelor's degree;
- Must not be eligible for a TEXAS Grant.

Texas Public Educational Grant (TPEG)

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

Public Student Incentive Grant (PSIG) and Leveraging Educational Assistance Partnership (LEAP)

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

General Scholarships for Nursing Students

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

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN or in an associate,

bachelor or graduate degree in professional nursing.

- For students attending a Texas public or independent nonprofit institution.
- ADN and BSN student must not be licensed to practice as a licensed vocational nurse.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN, BSN or graduate nursing students.

Early High School Graduation Scholarships

Prior to September 1, 2003

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

After September 1, 2003

- For Texas residents only.
- For students enrolled on a full- or a part-time basis.
- Student must have completed the requirements for graduation from a public high school between 36-46 consecutive months and complete the recommended or advanced curriculum.
- For students who have attended high school in Texas only.
- Awards vary between \$500 and \$3,000 and can be used towards tuition and fees at Texas colleges and universities.

Persons who believe they are eligible should receive a letter from the Texas Higher Education Coordinating Board confirming their eligibility for the scholarship.

STATE AID FOR FOREIGN STUDENTS

Texas Education Code 54.07 and 54.052(j)

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

Non-Resident Texas Public Education Grant Funds

There is a very limited amount of the Non-Resident Texas Public Education Grant (TPEG) funds, which are generated from the funds that non-resident students pay for tuition at STC. These funds are set aside every year to make Non-Resident TPEG awards to non-resident students. These funds are awarded each semester based on the information that applicants provide on the Non-Resident TPEG request forms. The forms contain detailed information on how to apply, including application deadlines. The forms can be requested at any of our Offices of Financial Aid.

WORK-STUDY PROGRAMS

Texas College Work-Study Program

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

TUITION AND/OR FEE EXEMPTIONS

Veterans and Dependents (Hazelwood Act)

Exemption from tuition and mandatory fees at public colleges and universities in Texas (150 credit hours starting in the 1995 fall term).

To be eligible the student must:

- have served 180 days active service.
- have been a Texas resident when entered service.
- have been honorably or generally discharged under honorable conditions.
- be a Texas resident at time of registration.
- Limited federal education benefits.
- not be in default of any federal student loan.

Exemptions may also apply to children whose parent(s) died while in the Armed Forces or who died as a result of illness or injury connected with service and to children of members of the Texas National Guard and Texas Air National Guard who died since Jan. 1, 1946, while on active duty.

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

- Complete a Hazelwood application.
- Submit VA form DD214.
- Submit a non-entitlement letter from the VA.
- Submit a financial aid SAR and if eligible federal funds must be applied first towards tuition and fees.
- Not be on student loan default.
- If student attended other institutions starting fall 1995 a request of record of credit hours taken must be completed.

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

Exemption from tuition only for two semesters of first regular session at public colleges and

universities in Texas following high school graduation. The Texas Education Agency (TEA) mails out valedictorian certificates to public school superintendents each spring to distribute to qualifying students. For more information, contact TEA at (512) 463-9637.

To be eligible:

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

Blind, Deaf Students

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

To be eligible:

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

Children of Disabled Firemen and Peace Officers

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

To be eligible:

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

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

Children of Prisoners of War, Persons Missing in Action

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

To be eligible:

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

Fire Fighters Enrolled in Fire Science Courses

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

To be eligible:

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

Foster Care Students

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

To be eligible:

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

later than the third anniversary of the date the student was discharged from the foster or other residential care but no later than his/her 21st birthday.

Temporary Assistance for Needy Families (TANF)

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

To be eligible:

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

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.

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.

Valley Scholars

Valley Scholars are Hidalgo and Starr County high school graduates who are in the top ten percent of their school's graduating class. Valley Scholars receive a \$500 scholarship per semester to be used only at South Texas College for four regular semesters (funds are not available in the Summer semesters). Other benefits for the Valley Scholars include special mentoring, tutoring, field trips to colleges, universities, motivational speakers, and other incentives. For further information, contact David Laurel at (956) 872-8373.

National Hispanic Scholarship Fund

The purpose of the National Hispanic Scholarship Fund (NHSF) scholarships is to assist Hispanic American students in completing their higher education. NHSF scholarships are available on a competitive basis to undergraduate and graduate students of Hispanic background. Awards normally range from \$500 to \$1000. Applications are usually available at the financial aid locations throughout the district 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 and number of dependents. A spouse or child of a veteran may receive benefits under certain conditions. Veterans or their families who think they may be eligible for benefits should contact their local Veterans Administration Office or the STC Veteran Affairs Office. Students receiving V.A. educational benefits must adhere to V.A. Satisfactory Progress Standards. More information on these standards is available from the Veteran Affairs Office. Please visit the Veteran Affairs office or call Cris Flores at (956) 872-2109, or at 1-800-742-7822.

Texas Rehabilitation Commission (TRC)

The Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical handicaps. The

Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Texas Rehabilitation Commission.

Workforce Investment Act (WIA) / Workforce Solutions

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

Valley Initiative for Development and Advancement (VIDA)

VIDA is a workforce development program designed to respond to the job training needs of the Rio Grande Valley's Empowerment Zones. Participants of the program will be recruited and trained to qualify for higher paying jobs available in the Valley. Long-term training (1-2 years) will be limited to targeted occupations with identified job openings. Customized training (less than 1 year) will be made available through a contractual partnering between VIDA, industry and local community colleges. Applications are available at VIDA satellite offices. Students needing more information on VIDA may contact the STC Financial Aid Office.

AmeriCorps

The AmeriCorps program provides full-time educational awards in return for work in community service. You can work before; during, or after your post secondary education and you can use the funds either to pay current educational expenses or to repay federal student loans. For more information on this program, call 1-800-942-2677 or write to: The Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

VAMOS-Valley Alliance of Mentors for Opportunities & Scholarships

VAMOS is 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 Scholarship

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

Lifetime Learning tax credit

This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college juniors, seniors, and graduate and professional degree students. A family will receive a 20 percent tax credit for the first \$5,000 of tuition and required fees paid each year through 2002, and for the first \$10,000 thereafter. Just like the "HOPE Scholarship" tax credit, the Lifetime Learning tax credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance; families may claim the credit for amounts paid on or after July 1, 1998, for college or vocational school enrollment beginning on or after July 1998. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-

secondary students in the family, and is phased out at the same income levels as the "HOPE Scholarship" tax credit. Families will be able to claim the Lifetime Learning tax credit for some members of their family and the "HOPE Scholarship" tax credit for others who qualify in the same year. Students needing more information on the Lifetime Learning tax credit may contact the STC Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS

Financial Aid Satisfactory Academic Progress Policy

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

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

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

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

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards Section of the STC 2005 - 2006 Catalog. STC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 average after each semester.

Quantitative Standard

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

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

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

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

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

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

Hours required to graduate	Times	Equals the maximum of credit hours that the student may have and be eligible to receive financial aid for while in that program
120 Credit Hours	150%	180
60 Credit Hours	150%	90
42 Credit Hours	150%	63

In the first example, the program of study requires 120 credit hours to graduate. Therefore, 180 credit hours would be 150 percent. ($120 \times 1.5 = 180$). In the second example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit hours would be 150 percent. ($60 \times 1.5 = 90$). In the third example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 ($42 \times 1.5 = 63$) credit hours attempted at STC in that program they would reach Maximum Time Frame.

Up to 30 credit hours of developmental credit hours are not counted in Maximum Time Frame calculations. Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

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

- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of "A", "B", "C", "D" and "P" will be considered credit hours attempted and earned.
- Grades of "F", "W", "NP", "WP", "WF", "DP", "DF", "IP" or "I" will not be considered as credit hours earned for the 67 percent rule

and Maximum Time Frame rule, but will be considered as hours attempted for the semester.

- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

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

Following the first semester in which the student does not meet the standards of the Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared major-program of study), the student will be placed on Financial Aid Probation for the next semester of enrollment. The student may be allowed to receive financial aid funds while on probation as long as they are otherwise eligible for the funds.

- Students who are on probation and who improve their academic performance as defined by the Qualitative and Quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid or following semesters.
- Students who are on probation who fail to meet the standards of the Satisfactory Academic Progress Policy will be placed on Financial Aid Suspension and denied further funding until he/she meets Qualitative and Quantitative standards again.
- A student who exhausts the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.

APPEAL PROCESS

Students who fail to meet STC's Financial Aid Satisfactory Academic Progress Policy because of unusual circumstances, such as illness, death in the family, accidents, etc., have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a Financial Aid Suspension.

- A Financial Aid Appeal form must be obtained and submitted to the STC Financial Aid Office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved/disapproved by the Financial Aid Committee.
- All decisions made by the Financial Aid Committee are final.
- It is the student's responsibility to follow up with the Financial Aid Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

Students who withdraw from the college must still maintain satisfactory academic progress. A complete withdrawal will always have a negative effect on a student's standing under the policy. If a student withdraws from school during the semester, his/her grades for the semester will be all W's. These grades are not passing therefore the student did not meet the 67 percent completion rate requirement and will be placed either on Financial Aid Probation or Suspension depending on what their status was before the semester began.

Change of Major for Maximum Time Frame calculation

Students will be allowed to change their declared major once and have some credits excluded from the Maximum Time Frame calculation. All developmental courses and academic courses where the student earned grades of "F", "W", "I", "IP", "NP", "WP", "WF", "DP" or "DF" will be excluded from the Maximum Time Frame calculation.

Academic Probation and Suspension

Students on academic probation or academic suspension will automatically be placed on Financial Aid Probation or Financial Aid Suspension. If a student successfully appeals his

academic probation or suspension, that appeal has no effect on his standing with the Financial Aid Satisfactory Academic Progress Policy; he will still be on Financial Aid Suspension. Please reference to the Appeals Process Section for information on it.

Students who graduate and return to STC for a second degree

If a student graduates from STC and re-enrolls at STC to pursue another program, all developmental courses and academic courses where the student earned grades of “F”, “W”, “I”, “IP”, “NP”, “WP”, “WF”, “DP” or “DF” will be included from the Maximum Time Frame calculation. Students may request an additional review by providing a degree plan furnished by the Office of Counseling and Advising, to our Financial Aid Office. The degree plan will be reviewed by a Financial Aid Professional to determine exactly which credit hours from the graduated program apply to the student’s new program of study. Classes from the program the student graduated from, which do not count toward graduation for the student’s new program, will be eliminated from the total. These reviews are done on a first come first serve basis.

Notification of status under the FAO Satisfactory Academic Progress Policy

Students placed on FA Probation or FA Suspension will be notified in writing of their status after grades are available on STC’s computer system.

The Effect of Developmental Course Work on the MTF Calculation

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

The Effect of Dropping a Course

Students who reduce their course load by dropping a course after the semester has begun risk non-compliance under the 67 percent

completion rate requirements.

Transfer Hours and Maximum Time Frame

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review by providing a degree plan furnished by the Office of Counseling and Advising, to our Financial Aid Office. These reviews are done on a first come first serve basis.

The Effect of Financial Aid Suspension on Financial Aid Awards

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

Consortium Agreements and the Satisfactory Academic Progress Policy

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

The Effect of Repeating Courses

There is no specific limitation on the number of times a student may attempt a course under the Financial Aid Satisfactory Academic Progress Policy. All course attempts, even repeated courses will count against the student’s Maximum Time Frame limit. Please refer to the Maximum Time Frame Section of this catalog.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is STC’s Tuition Refunds Policy, which is located in the Financial Information Section of this catalog. The second policy is the U.S. Department of Education’s Return of Title IV

Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at (956) 872-8375, and the Cashier's Office may be reached at (956) 872-3475 or both may be reached at 1-800-742-7822.

Policy Summary

There are three 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, and Federal LEAP Grant.

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

When a student fails to earn at least one passing grade

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

The Financial Aid Office is required to re-calculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing both South Texas College and the U.S. Department of Education hundreds of dollars.

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

Process for students who withdraw themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws. The percentage of the period completed is determined by dividing the number of calendar days completed in the semester as of the day the student withdrew, by the total number of calendar days in the semester. The total number of calendar days in a semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the

student reaches the 60 percent point in a semester, they have earned 100 percent of their Federal aid and no adjustment is required.

The process for students who are withdrawn or dropped by STC

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. The withdrawal date for students who have withdrawn after beginning attendance is the date that the student was withdrawn up to the 50 percent point of the semester. The percentage of aid earned by the student is determined by the withdrawal date 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. For example, if a student is withdrawn for THEA non-compliance at the 20 percent point of the semester then the calculation will be done using 20 percent as the percentage of aid earned. If another student is withdrawn because of THEA non-compliance at the 85 percent point of the semester, the percentage for the calculation will be 50 percent.

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.

Return of Title IV Funds calculation resulting in money owed to the U.S.

Department of Education

Students who receive Title IV funds in excess of the costs of tuition and fees, accept the excess funds, and then withdraw or are withdrawn, may be responsible to repay some of those funds. This is a debt that is separate from any amount that a student may owe STC as a result of their withdrawal from the semester. When a student owes money to the Department of Education, he or she has 45 days from the date STC notifies them of the debt to pay the Department of Education through STC. Students who want to repay the Department of Education through STC should make a payment to the Cashier's office and then notify the Financial Aid office that payment was made to be sure that it is sent to the Department of Education.

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

Three Examples of Return of Title IV funds calculations:

Example #1

Jane Student enrolled for 16 credit hours in the Spring semester at STC. She withdrew from her classes 55 days into the semester. Her bill for tuition and fees was \$1385. There are a total of 110 calendar days in the semester, so Jane earned 50.4 percent of her Title IV aid. Jane received a total of \$1875 in Federal Pell Grant for the Fall semester. She received a check for the balance of Pell Grant funds in excess of the cost of school after census day.

To determine the amount of Pell Grant funds that Jane earned, we must multiply the

percentage earned by the amount she was eligible to receive.

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

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

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

Example #2

Joe Student enrolled for 12 credit hours in the Fall semester, attended a few weeks of his classes and decided to leave school. He was eligible for \$400.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was \$630.00. He did not inform 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 35 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.

$$35.0\% \times \$400.00 = \$140.00$$

Since Joe was enrolled for 35.0 percent of the Fall semester, according to U.S. Department of Education regulations, he has earned \$140.00 of her Pell Grant. The Department of Education requires that STC return \$260.00 of the unearned funds from the funds that Joe used to pay for his tuition and fees. Because Joe withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Joe will be responsible to repay STC \$260.00 because he was withdrawn and the funds are no longer available to cover the cost of his tuition and fees.

Example #3

Sarah Student was enrolled in 12 credit hours for the Spring semester, was not withdrawn and did not initiate the withdrawal process. She earned all Fs for the Spring Semester. The 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.

Per U.S. Department of Education regulations Sarah is entitled to 50 percent of her \$2,000.00 Pell Grant award. Sarah will be responsible to repay STC \$315.00 because STC will be required to return \$315.00 to the U.S. Department of Education. Sarah will also be responsible to pay \$342.50 to the U.S. Department of Education. She will have 45 days from the day that the STC Financial Aid Office notifies her of her debt to repay the Department of Education through STC. If she chooses not to repay the debt within 45 days, STC will refer her to the Department of Education for collection. The Department of Education will suspend her financial aid eligibility until she makes satisfactory repayment arrangements.

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 on this catalog only pertains to the developmental coursework limitation and a student must satisfy all U. S. Department of Education, State of Texas and South Texas College eligibility requirements to be eligible for Financial Assistance).

A student may receive Federal Aid for up to one academic year's worth of developmental coursework. At community colleges, the limit is 30 semester hours.

The Financial Aid Office complies with this requirement by reviewing all student records after the Census day of each semester to see if any students are scheduled to receive financial aid for a developmental course when they have already attempted 10 or more courses.

Any Pell Grant award made to a student who is scheduled to receive aid for the 11th or greater developmental course attempt will be recalculated without considering the developmental course in the student's enrollment status.

Example:

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

CAMPUS PARKING

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

CAMPUS SECURITY

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis. The following are statistics concerning numbers and types of crimes committed at all STC centers for the period from 2000-2003.

CRIME	2000	2001	2002	2003
Murder	0	0	0	0
Sexual Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	1	0
Burglary	9	10	6	0
Motor Vehicle Theft	4	2	5	0
Liquor Law Violations	1	3	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	0	0	0	0

To report crimes, please call 1-911 from Pecan Campus line, or 872-2589 for Campus Dispatch then follow established Safety & Emergency Plan Procedures.

STUDENT LIFE

The Office 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 Student Activities Office endeavors to cultivate a campus community where students can achieve success, acquire social skills and develop a personal standard of ethics and values through leadership, educational, cultural, recreational and civic programs, opportunities and services which support and enhance student's collegiate experience and their education outside the classroom.

STUDENT ORGANIZATIONS

Student Organizations assist students in developing a connection and commitment to South Texas College while promoting leadership development, self-confidence and effective group participation.

Student Organizations provide students with the opportunity to supplement classroom work with activities that meet personal needs for recognition, growth, companionship, civic involvement and creative effort.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association provides a forum for free and open discussion of matters affecting students at South Texas College.

The Student Government Association promotes the general welfare of the student body by serving as an advocate for student issues and presenting the student perspective to campus administration, faculty and college committees.

INTRAMURAL AND RECREATIONAL SPORTS

The Intramural and Recreational Sports Department develops and provides opportunities for individuals to engage in recreational sports and activities in a supportive and safe environment that enhances personal development, increases physical and mental health and encourages social interaction.

The Intramural and Recreational Sports Department provides diverse programs and services designed to be responsive to the needs of students and educates participants on practices associated with physical, mental, social, and emotional well-being and the development of lifetime patterns for healthful living and positive use of leisure time.

JUDICIAL AFFAIRS

The Office of Judicial Affairs develops, influences and enforces South Texas College policies to promote a safe and supportive learning environment that treats each student fairly, equally, and with respect.

The Office of Judicial Affairs nurtures student learning and growth by encouraging student accountability, academic integrity and responsible decision-making.

VETERAN AFFAIRS

The Office of Veterans 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 Department of Veterans Affairs Educational Assistance Programs.

OMBUDSPERSON

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

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 Center, Mid-Valley Campus, Dr. Ramiro R. Casso Nursing/Allied Health Center, Pecan Campus, and Starr County Campus. Librarian assistance is available at these sites.

STC libraries hold over 114,000 cataloged items in its collection, including books, video, and au-

dio recordings. The Library catalogs its collections using SIRSI's *Unicorn* library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 450 print periodicals and over 30 web-based on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases allows direct retrieval of the full-text of the contents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers. Distance learning students have remote access through a proxy server.

Library Services is a member of the Amigos Library Services, TexShare, and OCLC. Every member of these organizations has made inter-library loan agreements to share resources with other member libraries. Thus, the STC community has access to the collections of several hundred academic and public libraries across the United States. STC Library patrons can borrow materials directly from participating TexShare libraries with their current STC ID card and a TexShare card available from the STC library.

Participating TexShare libraries in the region include: University of Texas Pan American, University of Texas at Brownsville/TSC, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

Student-access computers are available at all library facilities

STUDENT SUCCESS CENTERS

The purpose of the Student Success Centers is to help students acquire the independent

learning skills they need to be successful in college.

In the Student Success Centers, students receive assistance in most subject areas from trained tutors. Student Success Centers are at all STC campuses and instructional sites.

The Student Success Centers provide Plato and Peachtree Courseware, Microsoft Office 2003 Software, and Internet access. In addition, the Success Centers offer students an ideal setting to study in groups with classmates.

Check the Success Center website at <http://www.southtexascollege.edu/develop/successCenter> for up-to-date information on tutor schedules and hours of operation.

PLACEMENT OFFICE

The Placement Office assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment.

Services include: resume preparation, writing job search letters, interviewing techniques, job fairs and job referrals.

The Placement Office serves the community by providing skilled applicants to employers in Hidalgo and Starr Counties.

JUMPING OVER BARRIERS (JOB) PROGRAM

The JOB Program assists disabled students and alumni by providing them with a four-week workforce preparation program, which includes workshops on interviewing skills, resume writing skills, and worksite learning experiences.

Once participants have completed the job preparation curriculum, they are matched with an employer who has agreed to provide an unpaid six-week internship for the disabled participant, which may lead to a long-term career in their field of study.

OUTREACH DEPARTMENT

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 coordinate new student orientations at all three campuses.

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

Outreach Specialists maintain a unique relationship with community agency representatives, high school counselors and other school district personnel to ensure that they are providing the most efficient and effective service possible.

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

STUDENT INFORMATION CENTERS

The Student Information and Welcome Centers serve as "One-Stop Shops" for accurate and up-to-date information about the college's programs and services.

Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr campuses. Student Information Centers are located at all STC campus/centers throughout the college district.

Prospective students are encouraged to visit an STC Welcome Center to obtain an application for admission as well as an admissions checklist that will facilitate their transition into STC.

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

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

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

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

DISTANCE EDUCATION

South Texas College Distance Education offers students flexible and convenient opportunities to achieve an education.

STC offers Online, Hybrid, Web-Enhanced, Telecourses, Videoconferencing, and VCT classes.

- ▶ Online coursework may be completed from any computer that has Internet access.
- ▶ Hybrid classes divide class meeting time between the Internet and on-campus locations. Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.

- ▶ Telecourses are available on DVD. Students check out the DVD's at the Campus Libraries on a semester basis and meet with their instructors about once a month. Some Telecourses have required online/web components.
- ▶ Videoconferencing classes allow the college to offer classes that might not make at separate locations due to low enrollment. By using two-way interactive technology, students can attend classes at their 'home' campuses while receiving instruction and communicating with instructors and classmates from different locations.
- ▶ STC is part of the Virtual College of Texas consortium. This partnership allows our students to take online classes from different colleges throughout the state if they cannot find the courses they need here. VCT allows students to enroll in and receive credit for these courses through their own college while receiving instruction from a partner institution.

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

THE OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

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

THE PARTNERSHIP FOR WORKFORCE TRAINING AND CONTINUING EDUCATION

The Partnership for Workforce Training and Continuing Education at South Texas College offers customized training to area business, industry and the community.

Training programs and Continuing Education classes are tailored to clients' needs in content, schedule, and location.

The Partnership for Workforce Training and Continuing Education's programs are designed for lifelong learners who want to upgrade their skills, change careers, or seek personal enrichment.

The Division offers a diverse assortment of courses that satisfy employer needs for customized training to upgrade current employees and prepare new employees.

Also, mandatory Continuing Education Units meeting licensing requirements are available for certified professionals.

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties.

Courses can be scheduled in response to community demand where twelve or more students register for the class.

The Partnership offers ongoing continuing education courses through the following training institutes:

Arts/Language Institute

- ▶ English for the Workplace (Workplace ESL)
- ▶ High School Equivalency Review (GED)

- ▶ T.H.E.A. Review
- ▶ Conversational Sign Language
- ▶ Fresh Floral Design
- ▶ Spanish for Beginners (Travel Spanish)
- ▶ Cake Decorating I
- ▶ Fundamentals of Photography
- ▶ Creative Arts for Early Childhood
- ▶ Applied Music: Commercial Guitar

Substitute Teacher Certification Program

- ▶ Certification Program

Transportation Institute

- ▶ Professional Truck Driving*

Building Trades Institute

- ▶ Master Electrician Review
- ▶ Journeyman Electrician Review
- ▶ Technician's Refrigerant Certification Examination
- ▶ Basic Blueprint Reading for Plumbers
- ▶ Introduction to Electrical Safety and Tools
- ▶ Introduction to Welding Fundamentals
- ▶ Basic Plumbing Skills
- ▶ Introduction to Gas Tungsten Arc (GTAW) Welding
- ▶ Introduction to Pipe Welding

Computer/Information Technology Institute

- ▶ Computers for Beginners
- ▶ Introduction to Windows
- ▶ Introduction to Microsoft Word
- ▶ Intermediate Microsoft Word
- ▶ Introduction to Microsoft Excel
- ▶ Intermediate Microsoft Excel
- ▶ Introduction to Microsoft Access
- ▶ Intermediate Microsoft Access
- ▶ Introduction to the Internet
- ▶ Web Page Design I
- ▶ Introduction to Microsoft Outlook
- ▶ Introduction to Microsoft Publisher

Health Institute

- ▶ CPR Basic Life Support
- ▶ Basic Medical Terminology

- ▶ Therapeutic Recreation Leadership I & II
- ▶ Activity Director Basic Education Course
- ▶ Activity Director, Practicum
- ▶ Activity Director, Update
- ▶ Food Management Certification
- ▶ Medication Administration for the Nurse Aide
- ▶ Emergency Care Attendant
- ▶ Pharmacy Technician/Assistant (Review)
- ▶ Child Development Associate

Real Estate Courses

- ▶ Principles of Real Estate I (Texas specific)
- ▶ Principles of Real Estate II
- ▶ Real Estate Law of Agency (Texas Specific)
- ▶ Real Estate Mathematics (Texas Specific)
- ▶ Real Estate Finance (Texas Specific)
- ▶ Real Estate Appraisal (Texas Specific)
- ▶ Real Estate Law of Contracts
- ▶ Real Estate Marketing
- ▶ Property Management

Manufacturing Technology/ Apprenticeship Institute

- ▶ Forklift Operations
- ▶ Statistical Process Control
- ▶ Paulson
- ▶ Geometric Dimensioning and Tolerance
- ▶ Blueprint Reading
- ▶ Auto CAD I
- ▶ Architectural Auto CAD
- ▶ Basic Machine Shop I
- ▶ Welding for Tool and Die
- ▶ Basic Electricity
- ▶ Mini Tab
- ▶ Failure mode and effective analysis (FMEA)
- ▶ Workplace Safety
- ▶ Lock Out/Tag Out (Control of Hazardous Energy)
- ▶ Computer Assisted Drafting and Design I

Business Institute

- ▶ Strategies for Successful Retirement
- ▶ Introduction to Computerized Accounting
- ▶ Invest in Advertising that Works
- ▶ Leadership Academy
- ▶ Help Desk: Customer Service Skills

- ▶ Basic Supervision-Level I
- ▶ Leadership Skills for Supervisors/Managers-Level II

Bank Teller

- ▶ Principles of Bank Operations
- ▶ Bank Tellers
- ▶ Customer Relations
- ▶ Business Office Machines

WIA Youth Career Institute

- ▶ Occupational skills training for Workforce Investment Act eligible youth

***Professional Driver Training**

This 200-hour program is designed to prepare the participant to obtain a commercial driver's license (CDL) with all endorsement in the State of Texas to become an over-the-road (OTR) driver.

The participant will acquire general truck driving knowledge with hands-on skill development and instruction coordinated with the Department of Transportation 956-872-2738 or 956-872-2736.

Also available through Workforce Solutions under the ITA (Individual Training Agreement) program.

For more information call the Partnership at 956-872-2753 or 956-872-2758.

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

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 speaking process through invention, organization, drafting, revision, editing, and presentation;
- 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;
- apply principles of writing as a process and the analysis of audience and purpose to writing assignments;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;
- apply critical analysis to a piece of literature;
- develop the ability to research and write an MLA/APA style documented paper and give an oral presentation;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

MATHEMATICS

4 credits

MATH 1414 College Algebra

MATH 2412 Precalculus Algebra &
Trigonometry

MATH 2413 Calculus I

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

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

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world solutions;
- access and evaluate basic mathematical information verbally, numerically, graphically, and symbolically;
- demonstrate mathematical reasoning skills and formal logic to develop convincing mathematical arguments;
- use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and justify the results;
- interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them;
- determine the limitations of mathematical and statistical models;
- develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

NATURAL SCIENCES

8 credits

BIOL 1408 General Biology I

BIOL 1409 General Biology II

CHEM 1411 General Chemistry I

CHEM 1412 General Chemistry II

GEOL 1403 Physical Geology

GEOL 1404 Historical Geology

GEOL 1447 Meteorology

PHYS 1401 College Physics I

PHYS 1402 College Physics II

PHYS 1411 Introductory Astronomy I

PHYS 1412 Introductory Astronomy II

PHYS 2425 University Physics I

PHYS 2426 University Physics II

PHYS 1415 Physical Science I

PHYS 1417 Physical Science II

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

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

- relate and apply method and appropriate technology to the study of natural sciences;
- identify scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing;
- 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 History

ARTS 1304 Art History II

DRAM 1310 Introduction to Theatre

HUMA 1315 Fine Arts Appreciation

MUSI 1306 Music Appreciation

MUSI 1308 Music Literature I

MUSI 1309 Music Literature II

Humanities

3 credits

ENGL 2341 Introduction to Literature
ENGL 2321 British Literature
ENGL 2326 American Literature
ENGL 2331 World Literature
HUMA1301 Introduction to Humanities I
HUMA 2319 American Minority Studies
HUMA 2323 World Cultures
PHIL 1301 Introduction to Philosophy
PHIL 2303 Introduction to Logic
PHIL 2306 Introduction to Ethics
PHIL 2307 Introduction to Social & Political
Philosophy
SGNL 2301 Intermediate American Sign
Language I
SPAN 2311 Intermediate Spanish I
SPAN 2313 Spanish for Spanish Speakers I
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 study of the Visual and Performing Arts Component of the Core Curriculum is to enable the student to understand and employ creative processes in the production of visual arts, the production of performing arts and to develop an aesthetic awareness and appreciation of the arts.

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

Through the Humanities and Visual and Performing Arts Component of the Core Curriculum, competencies the student will be

able to demonstrate are to:

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within an historical and social context.
- To respond critically to works in the arts and humanities.
- 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.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- To 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
HIST 1302 U. S. History II

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

- interpret and appraise different types of historical evidence (documentary and

scientific) and differing historical points of view;

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

Political Science 6 credits

GOVT 2301 American Government I

GOVT 2302 American Government II

Social & Behavioral Sciences Electives

3 credits

ANTH 2301 Physical Anthropology

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 2389 Academic Cooperative in Government

PSYC 2301 General Psychology

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

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

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

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

- Apply the appropriate application and systems software to produce documents, reports, spreadsheets, presentations, and databases for educational and workplace environments.
- Demonstrate an understanding of various computer concepts/ issues such as e-mail technologies, file management, viruses, data backup, networking, and web technologies and development.
- Locate various computer hardware components and describe their functions.
- Demonstrate the use of effective data mining techniques to search the Internet and analyze and evaluate relevant data.

Total credits: 45

HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

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

HUMANITIES & VISUAL AND PERFORMING ARTS

Literature*

ENGL 2321 British Literature

ENGL 2326 American Literature

ENGL 2331 World Literature

ENGL 2341 Introduction to Literature

Foreign Language*

SGNL 2301 Intermediate American Sign Language I

SPAN 2313 Spanish for Spanish Speakers I

SPAN 2315 Spanish for Spanish Speakers II

SPAN 2311 Intermediate Spanish I

SPAN 2316 Career Spanish I

SPAN 2321 Introduction to Spanish Literature I

SPAN 2323 Introduction to Latin American Literature

SPAN 2324 Spanish Culture

Drama

DRAM 1310 Drama Appreciation

Art

ARTS 1301 Art Appreciation

ARTS 1303 Art History

ARTS 1304 Art History II

Music

MUSI 1306 Music Appreciation

MUSI 1308 Music Literature I

MUSI 1309 Music Literature II

Philosophy

PHIL 1301 Introduction to Philosophy

PHIL 2303 Introduction to Logic

PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction to Social and Political Philosophy

Humanities

HUMA1301 Introduction the to Humanities I

HUMA1302 Introduction the to Humanities I

HUMA1315 Fine Arts Appreciation

HUMA2319 American Minority Studies

HUMA2323 World Cultures

**Check catalog for course pre-requisites.*

Baccalaureate Degrees

Technology Management	109
Technology Management	Bachelor of Applied Technology

Technology Management

Technology Management, **Bachelor of Applied Technology**

The Bachelor of Applied Technology Degree (B.A.T.) 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.

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. Pass all sections of an Alternative Exam – Students must have demonstrated proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), with no exemptions.

- C. Applicants are eligible for admission if they meet one of the following criteria:
 - a. An ACT Composite of 17 or above (SAT 830 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.

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- Completion of **sixty (60) credit hours** from a regionally accredited institution with at least **fifteen (15) credit hours** in transferable general education coursework and thirty-six (36) credits in an approved technical specialty where faculty hold appropriate credentials.

Technical Specialty courses must be drawn from the following areas:
Business Administration-Management Specialization or Paralegal Studies.

-Students entering the program under the Business Administration-Management Technical Specialty Area must complete MATH 1414, ENGL 1301, ENGL 1302, and ECON 2301 from the General Education Core Curriculum before beginning coursework for the upper-division requirements.)

- Students entering the program under the Business Administration-Management Technical Specialty Area must complete MATH 1414, ENGL 1301, ENGL 1302, and ECON 2301 from the General Education Core Curriculum before beginning coursework for the upper-division requirements. Students entering from the Paralegal Studies Technical Support Area must also complete the following **leveling courses** before beginning upper-division coursework: ECON 2302, ACCT 2401, and BUSI 1301.

or

▶ Completion of an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree from a regionally accredited institution.

- Students admitted to upper-level coursework with an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree must complete **twenty-one (21) credit hours** from the Business Administration - Management technical specialty areas in addition to the completion of the A.A. or A.S. degree. Students must complete ACCT 2401, ECON 2302 and BUSI 1301 before beginning coursework for the upper-division requirements. Students must also take ECON 2301, if ECON 2301 was not taken as part of the completed General Education Core Curriculum.

and

▶ A minimum GPA of 2.5 in previous coursework.

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- ▶ Satisfactory completion of a minimum of 127 semester credit hours;
- ▶ Completion of at least 46 credit hours in 3000 level courses or above 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	45-48 SCH
Technical Support Areas	36-45 SCH
Technology Management Required Courses	34 SCH
Technology Management Electives	12 SCH

LOWER DIVISION REQUIREMENTS

General Education Requirements (45 Semester Credit Hours)

Students admitted to upper-level coursework upon completion of sixty (60) credits with at least fifteen (15) credit hours in transferable general education coursework and thirty (36) credits from an approved technical specialty area where faculty hold the appropriate credentials must complete an additional 30 general education credit hours in order to fulfill the forty-five (45) credit hour general education requirement for the Bachelor of Applied Technology 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. Students must take ECON 2301, if ECON 2301 was not taken as part of the completed General Education Core Curriculum.

TECHNICAL SUPPORT AREAS (36 Semester Credit Hours)

Business Administration Technical Support Area

The Business Administration technical support area curriculum with an emphasis on Management helps students acquire the knowledge and skills to hold various managerial positions in business, industry and governmental sectors. These courses prepare students with the communication skills, marketing, accounting, human resource management, supervision, multimedia, problem solving and decision-making skills required for managerial positions.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Credit Hours</u>
BUSI 1301	Business Principles		3
BMGT 1301	Supervision		3
ECON 2302	Principles of Economics II-Micro		3
ACCT 2401	Principles of Financial Accounting		4
HRPO 2301	Human Resources Management		3
ACNT 2309	Cost Accounting		3
BUSI 2301	Business Law		3
ACCT 2402	Principles of Managerial Accounting		4
BUSG 2309	Small Business Management		3
BMGT 2303	Problem Solving and Decision Making		3
MRKG 1311	Principles of Marketing		3
BMGT 2168	Business Administration Practicum		1

Through the Business Administration Technical Support area with an emphasis on Management, outcomes the student will be able to demonstrate are to:

- ▶ Understand the contemporary business environment and the different types of business organizations. (BUSI 1301)
- ▶ Comprehend the financial accounting systems and learn about the role of accounting in business decision making. (ACCT 2401)
- ▶ Use a systematic approach to solve organizational problems and making managerial decisions in the workplace. (BMGT 2303)
- ▶ Explain the role, characteristics, and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level; (BMGT 1301).
- ▶ Explain the role of cost accounting in management decision making. (ACNT 2309)
- ▶ Apply the principles of managerial accounting that encompass cost and strategic management system designs. (ACCT 2402).
- ▶ Discuss the process of recruiting, interviewing, selecting, training, and promoting employees within an organization. (HRPO 2301)
- ▶ To apply the basic concepts of supply and demand theory in economic managerial decisions. (ECON 2302).

- ▶ Explain the basic principles of law which form the legal framework for business activities. (BUSI 2301).
- ▶ Learn the principles of contemporary business marketing activities including product, price, promotion and distribution. (MRKG 1311).
- ▶ Understand the fundamentals of starting and operating a small business. (BUSG 2309). Obtain hands-on training and apply concepts and theories in a workplace setting. (BMGT 2168)

Paralegal Studies Technical Support Area

The Paralegal technical support courses provide students with the knowledge and skills necessary for employment as a paralegal. The educational component involves learning legal terminology and provides knowledge of the legal system, law office management, litigation, civil law, and legal ethics. These courses emphasize strong communication and critical thinking skills focusing on research, writing, and analytical skills. Students not only learn to do case management and legal research manually, but also have extensive training in the latest computer software programs being utilized in the workplace today. Students use computers to manage information and develop skills in using Prodoc and multimedia software. In the more advanced courses, students learn administrative law, real estate practices, principles of management and the role of technology in law office management.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Credit Hours</u>
LGLA 1307	Introduction to Law & Legal Professions		3
LGLA 1303	Legal Research		3
LGLA 1346	Civil Litigation I		3
LGLA 1347	Civil Litigation II		3
LGLA 1353	Wills, Trusts & Probate Administration		3
LGLA 2303	Torts & Personal Injury Law		3
LGLA 2313	Criminal Law and Procedure		3
LGLA 1305	Legal Writing		3
LGLA 1355	Family Law		3
LGLA 2307	Law Office Management		3

LGLA 2311 Business Organizations 3
 LGLA 2309 Real Property 3

Through the Paralegal Studies Technical Support area, outcomes the student will be able to demonstrate are to:

- ▶ develop a legal vocabulary; explain fundamental legal concepts and systems;
- ▶ define and properly use terminology relating to various areas of legal practice including, civil, criminal, family, probate and estate, property, tort, and business organizations;
- ▶ explain the ethical obligations of the legal professions with particular emphasis on the paralegal's role;
- ▶ explain ethical issues relating to law office operations.
- ▶ write clear, concise memoranda and briefs based on legal analysis;
- ▶ locate, read, and understand primary and secondary legal authority;
- ▶ design and implement effective research strategies;
- ▶ utilize computer assisted legal research tools and demonstrate the proper role of these tools;
- ▶ locate and analyze cases and statutes relating to various areas of legal practice;
- ▶ draft documents commonly used in various areas of legal practice;
- ▶ Identify and explain the fundamental principles of management and administrative and substantive systems of the law office;
- ▶ explain the role of technology in the management and administration of the law office.

Students entering from the Paralegal Studies Technical Support Area must also complete the following leveling courses before beginning upper-division coursework: ECON 2302, ACCT 2401, and BUSI 1301.

UPPER DIVISION REQUIREMENTS

Required Technology Management Major Courses
(34 hours)

The upper-division Technology Management major courses are to 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.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Credit Hours</u>
TMGT3302	Business and Economic Statistics	3	3
TMGT3303	Communications for Technical Managers		3
TMGT3336	Legal Issues for Technical Managers		3
TMGT3310	Decision Making		3
TMGT3411	Technology in Enterprise Management		4
TMGT3312	Resource Management		3
TMGT3305	Organizational Theory and Practice		3
TMGT4304	Risk Management		3
TMGT3337	Economics for Technical Managers		3
TMGT3338	Accounting for Technical Managers		3
TMGT4320	Organizational Management and Design Seminar		3

Technology Management Elective Courses
(12 hours selected from the following list)

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Credit Hours</u>
TMGT3353	International Business		3
TMGT3358	Network Security Management .		3
TMGT4303	Electronic Commerce Systems ..		3
TMGT4351	Database Administration and Integration		3
TMGT4341	Purchasing and Supply Management		3
TMGT3340	Quality Assurance, Management and Improvement		3
TMGT4347	CAPSTONE: Production & Inventory Planning and Control		3
TMGT4396	CAPSTONE: Managing Technology Projects.....		3

(Note: From the list of elective courses, students must take either TMGT 4396 or TMGT 4347 in order to fulfill the CAPSTONE requirement.)

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.

BACHELOR OF APPLIED TECHNOLOGY MANAGEMENT TECHNOLOGY			
B.A.T. DEGREE ENTRANCE ROUTES INTO THE B.A.T. DEGREE			
Route #1		Route #2	
Completed Minimum of 60 semester Credit Hours Regionally Accredited Institution		Completed Requirements of an Associate of Arts or Associate of Science Degree	
General Education hours taken as part of the AAS degree	15	Core Curriculum hours taken as part of the AA and AS degree <i>Students must take ECON 2301, if ECON 2301 was not taken as part of the completed General Education Core Curriculum</i>	45-48
Technical Support hours Management or Paralegal Studies Taken as part of the AAS degree <i>Students entering from the Paralegal Studies Technical Support Area must also complete the following leveling courses before beginning upper-division coursework: ECON 2302, ACCT 2401, and BUSI 1301.</i>	36-45	Field of study hours Taken as part of the AA and AS degree	15
Required lower-division courses			
Completion of STC General Education Core Curriculum <i>Students must take ECON 2301, to fulfill the Social/Behavioral Science Elective in the General Education Core Curriculum.</i> MINIMUM REQUIREMENTS to be eligible to take upper division courses: Students must have completed the following core curriculum & technical support area courses:	30	Completion of Technical Support hours from the Business Administration - Management Technical Support Area. MINIMUM REQUIREMENTS to be eligible to take upper division courses: Students must have completed the following technical support area courses:	21
Core Curriculum	Business Administration Management	Business Administration Management	
ENGL 1301	ECON 2302	ECON 2302	
ENGL 1302	BUSI 1301	BUSI 1301	
ECON 2301	ACCT 2401	ACCT 2401	
MATH 1414			

Eligible to take upper-division courses			
B.A.T. Degree Upper-Division Completion Requirements			
Upper Division Required Courses	34	Upper Division Required Courses	34
Upper Division Elective Courses	12	Upper Division Elective Courses	12
BAT	127-136	BAT	127-130

TECHNOLOGY MANAGEMENT
BACHELOR OF APPLIED TECHNOLOGY

Upper Division Course Sequence and Prerequisites

FALL SEMESTER

First Year		Credit Hours	Prerequisites
TMGT 3302	Business and Economic Statistics	3	Junior Standing: and MATH 1414, or MATH 1442
TMGT 3303	Communications for Technical Managers	3	Junior Standing
TMGT 3305	Organizational Theory and Practice	3	Junior Standing
TMGT 3336	Legal Issues for Technical Managers	3	Junior Standing

SPRING SEMESTER

First Year

TMGT 3310	Decision Making	3	Junior Standing
TMGT 3411	Technology in Enterprise Management	4	Junior Standing
TMGT 3312	Resource Management	3	Junior Standing
TMGT 3337	Economics for Technical Managers	3	Junior Standing

FALL SEMESTER

Second Year

TMGT 3338	Accounting for Technical Managers	3	Junior Standing
TMGT 4304	Risk Management	3	Junior Standing
TMGT 4320	Organizational Design and Management Seminar	3	Senior Standing
TMGT 3353	International Business (Elective Group I)	3	Senior Standing
TMGT 4303	Electronic Commerce Systems (Elective Group II)	3	Senior Standing

SPRING SEMESTER (Students will select either Group I or Group II)

Second Year

Elective Group I

TMGT 3340	Quality Assurance, Management and Improvement	3	Senior Standing
TMGT 4341	Purchasing and Supply Management	3	Senior Standing
TMGT 4347	CAPSTONE: Production and Inventory Planning and Control ...	3	Senior Standing

Elective Group II

TMGT 3358	Network Security Management	3	Senior Standing
TMGT 4351	Database Administration and Integration	3	Senior Standing
TMGT 4396	CAPSTONE: Managing Technology Projects	3	Senior Standing

Junior Standing: Completion of 60 credit hours and minimum required Technical Support/Core Curriculum courses

Senior Standing : Completion of 18 upper-division credit hours

Certificate and Associate Degrees

DIVISION OF BUSINESS, MATH, SCIENCES AND TECHNOLOGY

Administrative Office Careers	119
Legal Office Specialist	Certificate
Office Specialist	Certificate
Legal Office Management	Associate of Applied Science
Office Management	Associate of Applied Science
Automotive Technology	122
Automotive Technology	Certificate
Ford Maintenance and Light Repair	Certificate
Automotive Technology	Associate of Applied Science
Automotive Technology	Associate of Applied Science
Specialization: GM-Automotive Service Education Program	
Biology	125
Biology, Field of Study	Associate of Science
Business Administration	127
Accounting Clerk	Certificate
Banking	Certificate
Import/Export	Certificate
Logistics	Certificate
Management	Certificate
Marketing	Certificate
Business Administration	Associate of Applied Science
Specialization: Accounting	
Specialization: Banking	
Specialization: Import/Export/Logistics	
Specialization: Management	
Specialization: Management for the Bachelor of Applied Technology Degree (BAT)	
Specialization: Marketing	
Business Administration (Transfer Plan), Field of Study	Associate of Arts
Business Computer Systems	136
Technology Support Specialist	Certificate
Business Computer Systems	Associate of Applied Science
Specialization: Computer Specialist	
Specialization: Database Administrator	
Specialization: Information Security Specialist	
Specialization: Internet Development Specialist	
Specialization: Multimedia Specialist	
Specialization: Networking Specialist	
Specialization: Webmaster Specialist	
Chemistry	145
Chemistry, Field of Study	Associate of Science

Computer Aided Drafting and Design	147
Architectural Drafting	Certificate
Civil Drafting	Certificate
Digital Imaging	Certificate
Geographic Information Systems	Certificate
Computer Aided Drafting and Design	Associate of Applied Science
Specialization: Architectural Drafting	
Specialization: Civil Drafting	
Specialization: Digital Imaging	
Specialization: Geographic Information Systems	
Computer Science	152
Computer Information Systems, Field of Study	Associate of Science
Computer Science, Field of Study	Associate of Science
Culinary Arts	155
Commercial Cooking	Certificate
Culinary Arts	Associate of Applied Science
Culinary Arts	Associate of Applied Science
Specialization: Restaurant Management	
Diesel Technology	158
Diesel Technology	Certificate
Diesel Technology	Associate of Applied Science
Electronic and Computer Maintenance Technology	160
Computer Maintenance Specialist	Certificate
Computer Support Specialist	Certificate
Electronics Technology Specialist	Certificate
Electronic and Computer Maintenance Technology	Associate of Applied Science
Specialization: Computer Maintenance Technology	
Specialization: Computer Support Specialist	
Specialization: Electronics Technology Specialist	
Engineering	164
Engineering, Field of Study	Associate of Science
Environmental Management	166
Environmental Management	Associate of Applied Science
Heating, Ventilation, Air Conditioning and Refrigeration Technology	168
Heating, Ventilation, Air Conditioning & Refrigeration Technology	Certificate
Heating, Ventilation, Air Conditioning & Refrigeration Technology	Associate of Applied Science
Manufacturing Technology	170
Industrial Systems Maintenance Technology	Certificate
Precision Manufacturing Technology	Certificate
Precision Manufacturing Technology	Associate of Applied Science
Mathematics	174
Mathematics, Field of Study	Associate of Science
Paralegal	174
Paralegal	Associate of Applied Science
Physics	175
Physics, Field of Study	Associate of Science

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

Richard Irizarry, Rio Grande City CISD; *Pat Blum*, Events by Pat Blum; *Toni Flores*, Mercedes High School; *Robert V. Garcia*, Donna High School; *Leticia Vacek*, City of McAllen; *Michelle Reyes*, Options at Lamar Academy; *Amanda Elizondo*, City of Weslaco; *Julia Ramon*, City of La Joya; *Maria M. Villarreal*, Edinburg Childcare, Inc.; *Mary Munoz*, City of Pharr; *Bob Elliott*, Boggus Ford; *Holly Guerrero*, City of Rio Grande; *Josie Hinojosa*, City of Roma; *Vicki Ramirez*, City of San Juan; *Clarita Cardenas*, City of La Grulla

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	Keyboarding and Document Formatting	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 and Professional Presentations	3
POFT 2312	Business Correspondence & 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 (TP)	3
POFT 1329	Keyboarding and Document Formatting	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business and Professional Presentations	3
POFT 1349	Administrative Office Procedures II	3
POFT 2312	Business Correspondence and Communication	3

SUMMER SESSION

POFI 1349	Spreadsheets	3
POFT 2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

Automotive Technology

Automotive Technology, Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for employment in the high technology automotive service industry. Students will gain knowledge in automotive air conditioning, electrical systems, fuel injection, transmissions and transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures. Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

Ford Maintenance and Light Repair, Certificate

Ford Certified Maintenance and Light Repair technicians know the skills required to perform regular maintenance, light repairs and parts installation on all types of Ford, Lincoln and Mercury automobiles and light trucks. Successful students in this program will achieve Ford Motor Company's Maintenance and Light Repair certification, which includes:

- 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 Community College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry level

GM dealership technician. The curriculum reflects current GM technology.

ASEP provides classroom and laboratory training that is reinforced by on-the-job experience in a GM dealership. It is a comprehensive, two-year program

ADVISORY COMMITTEES

AUTOMOTIVE TECHNOLOGY

Carl Wiesban, Specialist, Hunter, *Jerry Angulo*, Sales Representative, Napa/Minyard Auto Supply, *Bill Seawell*, Factory Rep., Vetronix Sales Corp., *Jorge Longoria*, Asst. Service Manager, Charles Clark Chevrolet, *Armando Garza*, Auto Instructor, La Joya High School, *Rick Dube*, Owner, Dube Auto Parts & Service, *Daniel Moroles*, Area Manager, Car Quest Parts Center

GM-ASEP TECHNOLOGY

Pete Garza, Service Manager, Bert Odgen-Mission, *Chris Hatzold*, Service Manager, Bert Odgen-Edinburg, *Joe Ochoa*, Service Manager, Clark Chevrolet, *Carlos Yáñez*, Service Manager, Kent Biel Buick GMC, *Jim Murer*, Service Manager, Roberts Chevrolet, *Pasqual Rodriguez*, Service Manager, Tipotex Chevrolet Brownsville, *Tommy Taylor*, Service Manager, Weslaco Motors, *Chris Cisneros*, Service Manager, Luke Fruia Brownsville

FORD-MLR TECHNOLOGY

Larry Emanuel, Service Manager, Boggus Ford, *Noe Guerra*, Service Mgr/Shop Foreman, Spikes Ford, *Rolando Garza*, Service Manager, Spikes Ford, *Doug Plank*, Shop Foreman, Payne Weslaco Ford, *Warren Barber*, Foreman/Technician, Hacienda Ford, *Tony Aguirre*, Service Manager, Mid-Valley Ford, *Baylor Vaughn*, Service Manager, Payne Weslaco Ford

AUTOMOTIVE TECHNOLOGY CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems ..	4
AUMT 1416	Suspension & Steering	4
AUMT 1410	Automotive Brake Systems	4

SECOND SEMESTER

AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Engine Performance Analysis I ..	4
TECM 1303	Technical Mathematics	3

THIRD SEMESTER

AUMT 2425	Automatic Transmission and Transaxle	4
AUMT 2313	Manual Drive Train & Axles	3
AUMT 2434	Engine Performance Analysis II ..	4
AUMT 1266	CAPSTONE: Practicum	2

Total Credit Hours: 42

FORD MAINTENANCE AND LIGHT REPAIR CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Suspension & Steering	4
AUMT 2437	Automotive Electronics	4

SECOND SEMESTER

TECM 1303	Technical Mathematics	3
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 2417	Engine Performance Analysis I ..	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
CSIR 1355	Industry Certification	3

THIRD SEMESTER

AUMT 2366	Practicum I-Ford MLR	3
AUMT 2367	CAPSTONE: Practicum II- Ford MLR	3

Total Credit Hours: 38

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	Suspension & Steering	4
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3

SECOND SEMESTER

AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Engine Performance Analysis I .	4
TECM 1303	Technical Mathematics	3

SUMMER SESSION

<u>ENGL 1301</u>	<u>Composition</u>	3
	<u>Humanities Elective</u>	3

THIRD SEMESTER

AUMT 2425	Automotive Automatic Transmission & Transaxle	4
AUMT 2313	Automotive Drive Train & Axles	3
AUMT 2434	Automotive Engine Performance Analysis II	4
<u>PSYC 2301</u>	<u>General Psychology</u>	3

FOURTH SEMESTER

CSIR 1355	Industry Certifications	3
AUMT 2301	Automotive Management	3
AUMT 2421	Automotive Electrical Lighting and Accessories	4
<u>PHYS 1415</u>	<u>Physical Science I</u>	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 (TP)	3
AUMT 1407	Automotive Electrical Systems ..	4
TECM 1303	Technical Mathematics	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3

SECOND SEMESTER

AUMT 1345	Automotive Heating & Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
	<u>Humanities Elective</u>	3
AUMT 1266	Practicum I	2

SUMMER SESSION I

AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4
<u>PSYC 2301</u>	<u>General Psychology</u>	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
<u>PHYS 1415</u>	<u>Physical Science I</u>	4
<u>ENGL 1301</u>	<u>Composition</u>	3
AUMT 2267	CAPSTONE: Practicum IV	2

SUMMER SESSION II

AUMT 1416	Suspension & Steering	4
AUMT 2434	Automotive Engine Performance Analysis II	4

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Biology

Biology, Field of Study

Associate of Science

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology. Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post-graduate degree.

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

**BIOLOGY,
FIELD OF STUDY**
ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 15-17 Credits minimum

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

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

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

- *BIOL 1411 General Botany
- *BIOL 1413 General Zoology
- *BIOL 2306 Environmental Biology
- *BIOL 2389 Academic Cooperative in the Biological Life Sciences
- *BIOL 2401 Anatomy & Physiology I
- *BIOL 2402 Anatomy & Physiology II
- *BIOL 2416 Genetics
- *BIOL 2421 Microbiology
- *BIOL 2428 Comparative Vertebrate Anatomy

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 pages 103-107 of the catalog.

Biology majors must take CHEM 1411 - General Chemistry I and CHEM 1412 - General Chemistry II in order to satisfy the Natural Sciences requirements of the core curriculum.

FIELD OF STUDY: 15-17

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60-62

Biology
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

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

*Course to be chosen from Field of Study

Business Administration

Accounting Clerk Certificate

This program is designed to prepare students for an entry-level position in the field of Accounting. Graduates of this program will have the skills, knowledge, and abilities to perform general accounting duties.

Banking Certificate

The Banking Certificate is designed to prepare students in the field of financial services industry. Graduates of this program will have the basic knowledge to perform general banking duties.

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: Management for the Bachelor of Applied Technology Degree, Associate of Applied Science

This program will prepare students for a various entry level managerial positions. The program will prepare students in areas such as communication skills, accounting, human resource management, marketing, problem solving and decision-making.

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 Merville*, UTPA College of Business, *Virginia Garza*, McAllen Housing Authority, *David Garcia*, McAllen ISD, *Guillermo Garza*, Garza & Morales, *Rey Jaquez*, McAllen Affordable Homes

BANKING

Craig Lewis, Chair, Texas State Bank, *Robert Almendarez*, Texas State Bank, *Roy Cantu*, International Bank of Commerce, *Elias Longoria Jr.*, International Bank of Commerce, *Jose Rangel* First National Bank, *Elena Gonzalez*, International Bank of Commerce/First Data

IMPORT / EXPORT / LOGISTICS

Dean Kleven, Chair, C.K. & Associates, *Ruben Garza*, Daniel B. Hastings Inc., *Matilde Gutierrez*, Vanity Fair Intimates, Inc., *Randy O. Main*, Dulces Famosos de Mexico/Famous Candy, Ltd., *Dianne Vlasik*, US Customs & Border Protection, *Sylvia Garces Soria*, Socios En Ekcelencia, *Jose A. Andrade*, RGCX Rio Grande Chemical, Ltd.

MANAGEMENT & MANAGEMENT FOR BACHELOR OF APPLIED TECHNOLOGY

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, *Vicky Gomez*, Univision Radio/KGBT Radio, *Dee Silva*, GAP Store, *Rita Harrison Torres*, Office Depot, *Norma Campos*, South Texas College, *Marc Fantich*, The Fantich Media Group, *Isabel Torres*, Sears Roebuck

**ACCOUNTING CLERK
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

ACNT 1304	Introduction to Accounting II (TP) or ACCT 2401	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll and Business Tax Accounting	3
BMGT1301	Supervision	3

THIRD SEMESTER

BMGT2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 28

**BANKING
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

BMGT1391	Business Conduct	3
BMGT1305	Communication in Management	3
ENGL 1312	Business Writing	3
BNKG 1347	Bank Marketing	3
BMGT2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

IMPORT / EXPORT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I (TP)	3
ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT1391	Business Conduct	3
IBUS 1301	Principles of Imports - Exports I	3

SECOND SEMESTER

BMGT1305	Communications in Management	3
BNKG 1301	Money and Banking (TP)	3
IBUS 1305	Introduction to International Business/Trade (TP)	3
IBUS 2345	Import Customs Regulations I ..	3

THIRD SEMESTER

IBUS 2371	Import Customs Regulations II .	3
BMGT2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

LOGISTICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I (TP)	3
ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT1391	Business Conduct	3
LMGT 1319	Introduction to Business Logistics	3

SECOND SEMESTER

BNKG 1301	Money and Banking (TP)	3
BMGT1305	Communications in Management	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

SUMMER SESSION

BMGT2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 25

MANAGEMENT
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
ACNT 1303 Introduction to Accounting I (TP)	3
ITSC 1309 Integrated Software Applications I (TP) or COSC 1301	3
BUSI 1301 Business Principles	3
BMGT1301 Supervision	3
BMGT1391 Business Conduct	3

SECOND SEMESTER	
POFI 2301 Word Processing	3
BMGT1305 Communications in Management	3
ACNT 1329 Payroll and Business Tax Accounting	3
HRPO 2301 Human Resources Management	3
BUSG 2309 Small Business Management	3
BMGT2168 CAPSTONE: Business Administration Practicum	1
Total Credit Hours:	31

MARKETING
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
ACNT 1303 Introduction to Accounting I (TP)	3
ITSC 1309 Integrated Software Applications I (TP) or COSC 1301	3
BMGT1301 Supervision	3
BMGT1391 Business Conduct	3
MRKG1311 Principles of Marketing	3

SECOND SEMESTER	
BUSI 1301 Business Principles	3
BMGT1305 Communications in Management	3
MRKG 1301 Customer Service	3
POFI 2331 Desktop Publishing for the Office	3
BMGT2168 CAPSTONE: Business Administration Practicum	1
Total Credit Hours:	28

Business Administration

SPECIALIZATION:

ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition	3
BNKG 1301	Money and Banking (TP)	3
ACNT 1303	Introduction to Accounting I (TP)	3
ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT 1301	Supervision	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

ACNT 2303	Intermediate Accounting I	3
	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 2304	Intermediate Accounting II	3
ECON 2301	Principles of Economics I-Macro	3
BUSI 2301	Business Law	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

###ACCOUNTING ELECTIVES

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

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration

SPECIALIZATION:

BANKING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition	3
ITSC 1309	Integrated Software Applications I (TP) or COSC 1301	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
BNKG 1301	Money & Banking (TP)	3
BNKG 1303	Principles of Bank Operation	3

SECOND SEMESTER

SPCH 1321	Business & Professional Speaking	3
ACNT 1303	Introduction to Accounting I (TP)	3
BUSI 1301	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 Service	3
	Mathematics/Natural Sciences Elective	4
BNKG 1345	Consumer Lending	3
BUSG 1303	Principles of Finance	3

FOURTH SEMESTER

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

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration
SPECIALIZATION:
MANAGEMENT FOR THE
BACHELOR OF APPLIED
TECHNOLOGY DEGREE (BAT)
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
<u>ENGL 1301</u> Composition	3
ITSC 1309 Integrated Software Applications I (TP) or COSC 1301	3
BUSI 1301 Business Principles	3
BMGT1301 Supervision	3
<u>Humanities Elective</u>	3

SECOND SEMESTER

SPCH 1321 Business & Professional Speaking	3
ACCT 2401 Principles of Financial Accounting	4
BMGT1305 Communications in Management	3
HRPO 2301 Human Resources Management	3
<u>ECON 2301</u> Principles of Economics I-Macro	3

THIRD SEMESTER

POFI 2301 Word Processing	3
<u>MATH 1414</u> College Algebra	4
BUSI 2301 Business Law	3
ACCT 2402 Principles of Managerial Accounting	4
BUSG2309 Small Business Management	3

FOURTH SEMESTER

MATH1442 Statistics	4
MRKG1311 Principles of Marketing	3
BMGT2303 Problem Solving & Decision Making	3
ACNT 2309 Cost Accounting	3
<u>Social/Behavioral Sciences Elective</u>	3
ECON 2302 Principles of Economics I-Micro	3
BMGT2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 68

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 1309 Integrated Software Applications I (TP) or COSC 1301	3
BMGT1301 Supervision	3
BMGT1391 Business Conduct	3
MRKG1311 Principles of Marketing	3

SECOND SEMESTER

ACNT 1303 Introduction to Accounting I (TP)	3
SPCH 1321 Business and Professional Speaking	3
BMGT1305 Communications in Management	3
BNKG 1301 Money and Banking (TP)	3
MRKG1301 Customer Service	3
MRKG2333 Principles of Selling	3

THIRD SEMESTER

BUSI 1301 Business Principles	3
<u>Math/ Natural Sciences Elective</u>	4
MRKG2349 Advertising and Sales Promotion	3
BUSG 2309 Small Business Management	3

FOURTH SEMESTER

POFI 2331 Desktop Publishing for the Office	3
<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences Elective</u>	3
MRKG1313 Public Relations	3
<u>ECON 2301</u> Principles of Economics I-Macro	3
BMGT2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

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 45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 103-107 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: 45
TOTAL CREDIT HOURS: 63

**BUSINESS ADMINISTRATION -
TRANSFER PLAN**

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

- GOVT 2302 American Government II 3
Natural Sciences Elective -
Core Curriculum 4
- ECON 2302 Principles of Economics II -MICRO3
- MATH 1425 Business Calculus 4
Humanities Elective -
Core Curriculum 3

Business Computer Systems

Technology Support Specialist, Certificate

In this program, the student will learn business applications including spreadsheets, word processing and database. The student will also receive technical training in networking technologies and operating systems as well as server administration. At the end of this program, the student will be required to complete a Capstone course which will allow the student to acquire industry experience. This Certificate will allow the student to transfer the credits to the Associate of Applied Science degree for Networking Specialist or Computer Specialist.

Specialization: Computer Specialist Associate of Applied Science

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

Specialization: Database Administrator Associate of Applied Science

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

Specialization: Information Security Specialist

Associate of Applied Science

This specialization will prepare students for a career in information systems security. It will prepare students to be certified by Cisco, System Administration, Networking and Security) Institute (SANS), or Computer Emergency Response Team (CERT) as an information security technician or manager.

Specialization: Internet Development Specialist

Associate of Applied Science

This program will prepare the students to install, upgrade, and maintain the "back-end" of an Internet site. Graduates of this program will apply their knowledge of relational databases, application servers, Internet programming languages, and Internet protocols to connect the company's databases with web pages to retrieve and receive information.

Specialization: Multimedia Specialist Associate of Applied Science

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

**Specialization: Networking Specialist
Associate of Applied Science**

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

**Specialization: Webmaster Specialist
Associate of Applied Science**

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

ADVISORY COMMITTEE

Matt Crocker, New Media Manager, The Monitor, *Ward Price*, Webmaster, University of Texas-Pan American, *Lynde Roberts*, Web Designer, The Monitor, *Jeff Shoosbtari*, CEO, TWIN Wireless, Inc., *Diana Berger*, Director of Technology, Region One, *Tomas Perez*, Director of Technology, McAllen I.S.D., *Less Rydl*, Ph.D., Chairman CIS, School of Business Administration University of Texas-Pan American, *Sonia Mata-Lozano*, Data Processing Manager, McAllen I.S.D., *Steve Winger*, Production Manager, The Monitor, *Adrian Garcia*, Director of Technology Support, Region One, *Hector Gonzalez*, MIS Director, City of McAllen, *Hector Reyna*, Technology Director, Sharyland I.S.D., *Joe Gonzalez*, Main Programmer, Region One, *John Willars*, MIS Director, Mission Hospital, *Luis Bazan*, Director of Business Development, McAllen Chamber of Commerce, *Mike Crews*, Ph.D., Associate Professor, School of Business Administration, University of Texas-Pan American

**TECHNOLOGY SUPPORT
SPECIALIST
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

COSC	1301	Microcomputer Applications	3
ITSC	1309	Integrated Software Applications I (TP)	3
ITSC	1305	Introduction to PC Operating Systems	3
ITNW	1325	Fundamentals of Networking Technologies (TP)	3

SECOND SEMESTER

ITNW	2321	Networking with TCP/IP	3
ITNW	2301	Administering Servers	3
ITSW	2334	Advanced Spreadsheets	3
ITSE	2309	Database Programming	3

SUMMER SESSION I

ITNW	2335	Network Troubleshooting and Support	3
ITSC	1165	CAPSTONE: Technology Support Practicum	1

Total Credit Hours: 28

Business Computer Systems

SPECIALIZATION:

COMPUTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

COSC 1301	Microcomputer Applications	3
ENGL 1301	Composition	3
ITSC 1305	Introduction to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies (TP)	3
ITSC 1301	Introduction to Computers (TP)		3

SECOND SEMESTER

Mathematics / Natural Sciences Elective 4

ITSC 1309	Integrated Software Applications I (TP)	3
ITNW 2321	Networking with TCP/IP	3
ITSC 1325	Personal Computer Hardware (TP)		3
ITNW 2301	Administering Servers	3

SUMMER SESSION I

Social / Behavioral Sciences Elective 3
#Computer Specialist Elective .. 3

THIRD SEMESTER

ACNT 1303	Introduction to Accounting I (TP)	3
SPCH 1311	Introduction to Speech Communication	3
ITSW 1310	Introduction to Presentation Graphics Software (TP)	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITNW 2335	Network Troubleshooting and Support	3

FOURTH SEMESTER Credit Hours

	Humanities Elective	3
ITSW 2334	Advanced Spreadsheets	3
ITSE 2309	Database Programming	3
ITSC 2339	Personal Computer Help Desk		3
ITSC 2165	CAPSTONE: Systems Administration Practicum	1

Total Credit Hours:..... 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

#Electives for Computer Specialist

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

Social/Behavioral Sciences Electives

SOCI 1301	Introductory Sociology	3
SOCI 1306	Contemporary Social Problems		3
PSYC 2301	General Psychology	3

Humanities Elective

Literature

ENGL 2341	Introduction to Literature	3
ENGL 2321	British Literature	3
ENGL 2326	American Literature	3
ENGL 2331	World Literature	3

Drama

DRAM 1310	Drama Appreciation	3
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Art

ARTS 1301	Art Appreciation	3
ARTS 1303	Art History I	3
ARTS 1304	Art History II	3

Business Computer Systems
SPECIALIZATION:
DATABASE ADMINISTRATOR
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

MATH 1414	<u>College Algebra</u>	4
ITNW 2321	Networking with TCP/IP	3
ITSC 1313	Internet/Web Page Development (TP)	3
ITSE 1302	Computer Programming (TP) ...	3
ITSC 1309	Integrated Software Applications I (TP)	3

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u> .	3
ITSE 2309	Database Programming.....	3

THIRD SEMESTER

ITSE 1331	Introduction to Visual Basic Programming	3
ITSY 1342	Information Technology Security	3
ITNW 2354	Internet/Intranet Server	3
ITSE 1345	Introduction to Oracle SQL	3
ITNW 2301	Administering Servers	3

FOURTH SEMESTER **Credit Hours**

	<u>Humanities Elective</u>	3
ITSW 2337	Advanced Database	3
ITSE 2356	Oracle Database Administration	3
INEW 2334	Advanced Web Page Programming	3
ITSE 2333	Implementing a Database on Microsoft SQL Server	3
ITSC 2165	Capstone: Systems Administration Practicum	1

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities Elective

Literature

ENGL 2341	<u>Introduction to Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	<u>Drama Appreciation</u>	3
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Art

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

Business Computer Systems

SPECIALIZATION:

INFORMATION SECURITY

SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

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

SECOND SEMESTER

<u>MATH 1414</u>	<u>College Algebra</u>	4
ITSC 1309	Integrated Software Applications I (TP)	3
ITNW 2321	Networking with TCP/IP	3
ITNW 2305	Network Administration	3
ITNW 2301	Administering Servers	3

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u>	3
ITSY 1300	Fundamentals of Information Security	3

THIRD SEMESTER

ITSY 2343	Computer System Forensics	3
ITSY 2341	Security Management Practices	3
ITNW 1354	Implementing and Supporting Servers	3
ITNW 2309	Network Administration for Intranet	3
ITSC 1307	UNIX Operating Systems I	3

FOURTH SEMESTER Credit Hours

	<u>Humanities Elective</u>	3
ITNW 2346	Designing a Secure Network	3
ITSC 2346	Computer Center Management	3
ITNW 2354	Internet / Intranet Server	3
ITSC 1164	CAPSTONE: Information Security Practicum	1

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities Electives

Literature

<u>ENGL 2341</u>	<u>Introduction to Literature</u>	3
<u>ENGL 2321</u>	<u>British Literature</u>	3
<u>ENGL 2326</u>	<u>American Literature</u>	3
<u>ENGL 2331</u>	<u>World Literature</u>	3

Drama

<u>DRAM 1310</u>	<u>Drama Appreciation</u>	3
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Art

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

Business Computer Systems
SPECIALIZATION:
INTERNET DEVELOPMENT
SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

Mathematics/Natural Sciences Elective 4

ITSY 1300	Fundamentals of Information Security 3
ITSE 1302	Computer Programming (TP)	... 3
ACNT 1303	Introduction to Accounting I (TP) 3
ITNW 2321	Networking with TCP/IP 3

SUMMER SESSION I

ITSE 2309	Database Programming 3
ITNW 1354	Implementing and Supporting Servers 3

SUMMER SESSION II

Social/Behavioral Sciences Elective . 3

THIRD SEMESTER

ITNW 1353	Supporting Network Server Infrastructure 3
ITSE 1311	Web Page Programming 3
ITNW 2358	Designing and Implementing Mail Servers 3
ACNT 1311	Introduction to Computerized Accounting 3
ITSE 1345	Introduction to Oracle SQL 3

FOURTH SEMESTER **Credit Hours**

	<u>Humanities Elective</u> 3
ITNW 2346	Designing a Secure Network 3
ITNW 2330	Fundamentals of Internetworking 3
ITSE 2333	Implementing a Database on Microsoft SQL Server 3
ITNW 2165	CAPSTONE: Internet Development Practicum 1

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301	Introductory Sociology 3
SOCI 1306	Contemporary Social Problems	. 3
PSYC 2301	General Psychology 3

Humanities Electives

Literature

ENGL 2341	Introduction to Literature 3
ENGL 2321	British Literature 3
ENGL 2326	American Literature 3
ENGL 2331	World Literature 3

Drama

DRAM 1310	Drama Appreciation 3
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Art

ARTS 1301	Art Appreciation 3
ARTS 1303	Art History I 3
ARTS 1304	Art History II 3

Business Computer Systems

SPECIALIZATION:

MULTIMEDIA SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

SPCH 1311	Introduction to Speech Communication	3
COSC 1301	<u>Microcomputer Applications</u>	3
ENGL 1301	<u>Composition</u>	3
MATH 1414	<u>College Algebra</u>	4
ITSC 1309	Integrated Software Applications I (TP)	3

SECOND SEMESTER

ITSE 1302	Computer Programming (TP) ...	3
ITSW 1310	Introduction to Presentation Graphics Software (TP)	3
ARTC 1313	Digital Publishing I (TP)	3
ARTC 1345	3-D Modeling and Rendering	3
ITSC 1313	Internet/Web Page Development (TP)	3

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u>	3
ARTS 1316	Drawing I	3

THIRD SEMESTER

FLMC 2331	Computers in Video Production II	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITSE 2309	Database Programming	3
ARTV 1301	Animation 2-D	3
IMED 1345	Interactive Multimedia I	3

FOURTH SEMESTER Credit Hours

	<u>Humanities Elective</u>	3
IMED 2315	Web Page Design II	3
ITSE 2317	JAVA Programming	3
IMED 2305	Multimedia Courseware Development II	3
IMED 2166	Capstone: Multimedia Practicum .	1

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities Elective

Literature

ENGL 2341	<u>Introduction to Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	<u>Drama Appreciation</u>	3
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Art

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

Business Computer Systems
SPECIALIZATION:
NETWORKING SPECIALIST
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

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

SECOND SEMESTER	
<u>Mathematics/Natural Sciences Elective</u>	4
ITSC 1309 Integrated Software Applications I (TP)	3
ITNW 2321 Networking with TCP/IP	3
ITNW 2305 Network Administration	3
ITNW 2301 Administering Servers	3

SUMMER SESSION I	
<u>Social/Behavioral Sciences Elective</u> ..	3
#Networking Specialist Elective ..	3

THIRD SEMESTER	
ACNT 1303 Introduction to Accounting I (TP)	3
ITSC 1313 Internet/Web Page Development (TP)	3
ITSW 1310 Introduction to Presentation Graphics Software (TP)	3
ITNW 2335 Network Troubleshooting and Support	3
ITSY 1342 Information Technology Security	3

FOURTH SEMESTER	Credit Hours
<u>Humanities Elective</u>	3
ITSE 2309 Database Programming	3
ITNW 2306 Advanced Network Administration for Intra-Network	3
ITSC 2346 Computer Center Management	3
ITNW 2164 CAPSTONE: Network Practicum ..	1

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

#Electives for Networking Specialist	
ITSW 2334 Advanced Spreadsheets	3
ITNW 2354 Internet/Intranet Server	3

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

Humanities Electives	
Literature	
<u>ENGL 2341 Introduction to Literature</u>	3
<u>ENGL 2321 British Literature</u>	3
<u>ENGL 2326 American Literature</u>	3
<u>ENGL 2331 World Literature</u>	3
Drama	
<u>DRAM 1310 Drama Appreciation</u>	3
Art	
<u>ARTS 1301 Art Appreciation</u>	3
<u>ARTS 1303 Art History I</u>	3
<u>ARTS 1304 Art History II</u>	3

Business Computer Systems

SPECIALIZATION:

WEBMASTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

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

SECOND SEMESTER

	<u>Mathematics/Natural Sciences Elective</u>	4
ITNW 2321	Networking with TCP/IP	3
ITNW 1314	Network Network Essentials	3
ITSC 1313	Internet/Web Page Development (TP)	3
ITSE 1302	Computer Programming (TP) ...	3

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u>	3
ITSE 2309	Database Programming	3

THIRD SEMESTER

MRKG 1311	Principles of Marketing	3
ITSY 1342	Information Technology Security	3
ITNW 1353	Supporting Network Server Infrastructure	3
IMED 2315	Web Page Design II	3
ITSE 1331	Introduction to Visual BASIC Programming	3

FOURTH SEMESTER Credit Hours

	<u>Humanities Elective</u>	3
ITNW 2359	Web Server Support and Maintenance	3
ITSE 2317	JAVA Programming	3
ITSE 2347	Advanced Database Programming	3
ITSE 2302	Intermediate Web Programming	3
ITSE 2286	Internship - Computer Programming	2

Total Credit Hours: 69

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Sciences Electives

SOCI 1301	Introductory Sociology	3
SOCI 1306	Contemporary Social Problems	3
PSYC 2301	General Psychology	3

Humanities Elective

Literature

ENGL 2341	<u>Introduction to Literature</u>	3
ENGL 2321	<u>British Literature</u>	3
ENGL 2326	<u>American Literature</u>	3
ENGL 2331	<u>World Literature</u>	3

Drama

DRAM 1310	<u>Drama Appreciation</u>	3
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Art

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

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

CHEMISTRY, FIELD OF STUDY

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 16 Credits

CHEM1411 General Chemistry I
CHEM1412 General Chemistry II
CHEM2423 Organic Chemistry I
CHEM2425 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 pages 103-107 of the catalog.

Chemistry majors must take the sequence PHYS 1401 - College Physics I and PHYS 1402 - College Physics II or the sequence BIOL 1408 - General Biology I and BIOL 1409 - General Biology II in order to satisfy the natural sciences requirement of the core curriculum.

FIELD OF STUDY: 16

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
MATH1414 College Algebra or MATH 2412
or MATH 2413 4
CHEM1411 General Chemistry I 4

SECOND SEMESTER

HIST 1301 United States History I 3
ENGL 1302 Composition II - Rhetoric 3
Social & Behavioral Science
Elective - Core Curriculum 3
CHEM1412 General Chemistry II 4
SPCH 1311 Introduction to
Speech Communication or
SPCH 1315 or SPCH 1318 or
SPCH 1321 3

THIRD SEMESTER

Visual & Performing Arts Elective -
Core Curriculum 3
HIST 1302 United States History II 3
GOVT 2301 American Government I 3
PHYS 1401 College Physics I or BIOL 1408 . 4
CHEM2423 Organic Chemistry I 4

FOURTH SEMESTER

GOVT 2302 American Government II 3
PHYS 1402 College Physics II or BIOL 1409 4
Humanities Elective -
Core Curriculum 3
CHEM2425 Organic Chemistry II 4

Computer Aided Drafting and Design

Specialization: Architectural Drafting

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

Specialization: Civil Drafting

A Civil Drafting prepares a student in producing drawings related to the civil engineering profession. Such drawings can include: Topographical Maps, Property Boundary Maps & Surveys, Utility Design Maps (water distribution and sanitary sewer collection), Drainage Plans, and Grading Plans. These drawings/plans play an important role in the preparation of a site for the construction of highways, roads, bridges, buildings, parks, lakes, homes, and many other developments.

Specialization: Digital Imaging

Students with a Digital Imaging degree are trained to create, manipulate, or enhance computerized images. The technician will prepare the imaging needs for architects, engineers, contractors, and publication agencies. These images may be applied in every day marketing, communication, and design production. Students can utilize their skills not only for the creation of technical documents but also for the creation of computer renderings and animations, digital photographs and video for presentation purposes.

Specialization: Geographic Information Systems

A Geographic Information System (GIS) degree prepares a student to combine layers of information about a geographic location to create a “smart” map. The layers of information depend on the purpose, for example: finding the best location for a new store, projecting environmental changes, detecting crime patterns, analyzing emergency response routes. At the completion of this program, the training will provide the appropriate skills for employment in an entry-level position with national, state, and local government agencies, as well in the private sector.

Prior to completion of the Associate of Applied Science program, the student is expected to have completed 320 hours of an external learning experience.

ADVISORY COMMITTEE

Hugo Avila, Project Manager, Unitech Engineering, Inc.; *Jesus Bustos*, AIA, Principal, IDEA Group; *Ruben Chapa*, P.E., Project Manager, Melden & Hunt, Inc.; *David Flores*, Project Manager, GIS Coordinator, J.E. Saenz & Associates, Inc.; *Andres Mata*, Project Manager, CKNR Architects; *George Mendoza*, Principal, Structural Design Services; *Jesse Salinas*, Digital Imaging Teacher, Edinburg High School; *Efrain Silva*, Job Captain, Milnet Architectural Services; *Dora Vela*, UTPA, Hidalgo Education Center

ARCHITECTURAL DRAFTING CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG 1325	Technical Reading & Sketching	3
DFTG 2328	Architectural Drafting-Commercial Program Elective	3
DFTG 1317	Architectural Drafting - Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3

SUMMER SESSION

DFTG 2332	CAPSTONE: Advanced Computer- Aided Drafting	3
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Total Credit Hours: 34

PROGRAM ELECTIVES

HALT 1322	Site Planning/Landscape Design	3
CNBT 1346	Construction Estimating I.....	3

CIVIL DRAFTING CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG 1325	Technical Reading & Sketching	3
SRVY 1341	Land Surveying	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
SRVY 1319	Introduction to GIS	3
SRVY 1315	Surveying Calculations I.....	3

SUMMER SESSION

SRVY 1380	CAPSTONE: Cooperative Education	3
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Total Credit Hours: 34

DIGITAL IMAGING CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

ARTC 1313	Digital Publishing I	3
ARTC 1325	Introduction to Computer Graphics	3
ARTS 1311	Design I	3
	Program Elective	3
DFTG 2319	Intermediate Computer - Aided Drafting	3

SUMMER SESSION

DFTG 2340	Solid Modeling/Design	3
ARTC 1302	CAPSTONE: Digital Imaging I	3

Total Credit Hours: 37

PROGRAM ELECTIVES

ARTS 1316	Drawing I	3
ARTC 2313	Digital Publishing II	3
ARTC 2331	Illustration Concepts	3

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

DFTG 1171	Introduction to the Drafting Profession	1
ENGL 1312	Business Writing	3
TECM 1303	Technical Mathematics	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

CRTG 1321	Introduction to Raster-Based GIS3	
CRTG 1301	Cartography & Geography in GIS and GPS	3
SRVY 1319	Introduction to GIS	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
	Program Elective	3

SUMMER SESSION

CRTG 1364	CAPSTONE: GIS Practicum	3
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Total Credit Hours: 34

PROGRAM ELECTIVES

SRVY 1342	GPS Techniques for Surveying and Mapping	3
ITSE 1331	Introduction to Visual Basic Programming	3

Computer Aided Drafting and Design Technology
SPECIALIZATION:
ARCHITECTURAL DRAFTING
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

DFTG 1171	Introduction to the Drafting Profession	1
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>MATH 1414</u>	<u>College Algebra</u>	4
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG 1325	Technical Reading & Sketching	3
MATH 2412	Precalculus Algebra & Trigonometry	4
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
DFTG 1317	Architectural Drafting-Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3

THIRD SEMESTER

<u>PSYC 2301</u>	<u>General Psychology or SOCI 1301</u>	3
DFTG 2328	Architectural Drafting - Commercial	3
ARCT 1302	Architectural Materials & Methods of Construction	3
DFTG 2321	Topographical Drafting	3
DFTG 2317	Descriptive Geometry	3

FOURTH SEMESTER

DFTG 1321	Architectural Illustration	3
DFTG 2310	Structural Drafting	3
	<u>Humanities Elective</u>	3
DFTG 2332	Advanced Computer-Aided Drafting	3
DFTG 2340	Solid Modeling/Design	3

SUMMER SESSION

DFTG 1380	CAPSTONE: Cooperative Education	3
DFTG 2352	Mechanical & Electrical Systems	3
	Program Elective	3

Total Credit Hours: 72

PROGRAM ELECTIVES

HALT 1322	Site Planning/Landscape Design	3
CNBT 1346	Construction Estimating I	3
DFTG 2330	Civil Drafting	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Computer Aided Drafting and Design Technology
SPECIALIZATION:
CIVIL DRAFTING
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

DFTG 1171	Introduction to the Drafting Profession	1
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>MATH 1414</u>	<u>College Algebra</u>	4
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG 1325	Technical Reading & Sketching	3
MATH 2412	Precalculus Algebra & Trigonometry	4
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
SRVY 1313	Plane Surveying	3

THIRD SEMESTER

<u>PSYC 2301</u>	<u>General Psychology or SOCI 1301</u>	3
SRVY 1380	Cooperative Education	3
DFTG 2317	Descriptive Geometry	3
	<u>Humanities Elective</u>	3
DFTG 2330	Civil Drafting	3

FOURTH SEMESTER

SRVY 1341	Land Surveying	3
SRVY 1315	Surveying Calculations I	3
SRVY 2309	Computer-Aided Mapping	3
HALT 1322	Site Planning/Landscape Design	3
SRVY 2342	Global Positioning System Tech. for Survey/Mapping	3

SUMMER SESSION

DFTG 2354	CAPSTONE: Final Project-Civil Drafting	3
	Program Elective	3
	Program Elective	3

Total Credit Hours: 72

PROGRAM ELECTIVES

SRVY 2313	Control Surveying	3
DFTG 1317	Architectural Drafting-Residential	3
SRVY 1319	Introduction to GIS	3
SRVY 1349	Surveying Calculations II	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

Computer Science

Computer Information Systems, Field of Study

Associate of Science

This program is designed for students who plan to specialize in Business Computer Applications at a four-year college or university. In addition to completing the General Education requirements as outlined in this catalog, students take business classes in accounting, economics and business programming languages which will fulfill the Computer Information Systems degree. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Field of Study

Associate of Science

This program is designed for students who plan to specialize in Computer Software Engineering and Computer Science at a four-year college or university. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities

Computer Science

The Bureau of Labor Statistics estimates that through the year 2012 some computer-related occupations will be some of the fastest growing occupations increasing by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent technical talent to fulfill their needs. Some disciplines under Computer Science include:

- Computer Programmer
- Programmer Analyst
- Software Engineers
- Computer and Information Scientist
- Computer Hardware Engineers

Computer Information Systems

The Bureau of Labor Statistics estimates that through the year 2012, computer-related employment in such areas as Computer Systems Analysts, Database Administrators, and Computer and Information Systems Managers will increase by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent talent to fulfill their needs. Some disciplines under Computer Information Systems include the above mentioned as well as:

- Applications Programmers
- Computer Support Specialist
- Information Security Coordinator
- Network and Computer Systems Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

Academic Advisement

Students are assigned to an advisor in the department upon declaring a major in Computer Science. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

**COMPUTER INFORMATION
SYSTEMS,
FIELD OF STUDY**

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 17 Credits

COSC 1315 Fundamentals of Programming

COSC 1430 Variable Topic Programming
Language

BCIS 1332 Cobol Programming

BCIS 2332 Advanced Cobol Programming

ACCT 2401 Principles of Financial Accounting

STC CORE CURRICULUM 45 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STC Core Curriculum listed on pages 103-107 in the catalog. **Computer Information Systems majors must take ECON 2301 - Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.**

FIELD OF STUDY: 17

STC CORE CURRICULUM: 45

Total Credit Hours: 62

***Computer Information Systems
Recommended Course Sequence***

FIRST SEMESTER **Credit Hours**

SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH1414	College Algebra or MATH 2412 or MATH 2413	4

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
ACCT 2401	Principles of Financial Accounting	4
COSC 1430	Variable Topic Programming Language	4

THIRD SEMESTER

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

FOURTH SEMESTER

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

COMPUTER SCIENCE

FIELD OF STUDY

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 16 credits

- COSC 1309 Logic Design
- COSC 1420 C Programming
- COSC 2315 Data Structures
- COSC 2325 Computer Organization & Machine Language
- COSC 2330 Advanced Computer Science Programming

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 pages 103-107 of the catalog.

FIELD OF STUDY: 16

STC CORE CURRICULUM: 45

Total Credit Hours: 61

Computer Science

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

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

THIRD SEMESTER

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

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- COSC 2330 Advanced Computer Science Programming 3
- COSC 2325 Computer Organization & Machine Language 3
- Visual & Performing Arts Elective - Core Curriculum 3
- Humanities Elective - Core Curriculum 3

Culinary Arts

Commercial Cooking,

Certificate

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

Culinary Arts,

Associate of Applied Science

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

ADVISORY COMMITTEE

Joe Demarino, Salvation Army Foodservice Program; *Dr. Babram (Bob) Faraji*, The University of Texas Pan American, Biology Dept. *Marcel Fortuin*, Food & Beverage Manager, Casa Del Palmas; *Maion Miller*, Weslaco HS Foodservice Program; *Jeffery Sabadi*, La Bistro Restaurant Owner; *Diane Shea*, Shea Catering; *Dago Rivera*, Food & Beverage Manager, Cimmaron Country Club; *Mario Roman*, Executive Chef, Cimmaron Country Club; *Luis Zambrano*, Food & Beverage Manager, Embassy Suites Hotel; *Ruben Flores*, Executive Chef, Embassy Suites Hotel; *Eva Pascal*, Food & Beverage Manager, McAllen Country Club; *Michael Matz*, Executive Chef, McAllen Country Club; *Russell Walker*, General Manager, Tower Club; *Tim Berg*, Executive Chef, Tower Club

COMMERCIAL COOKING

CERTIFICATE

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 & 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 1305	Sanitation and Safety	3
CHEF 1301	Basic Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>SOCI 1301</u>	<u>Introductory Sociology</u>	3

SECOND SEMESTER

CHEF 2301	Intermediate Food Preparation	3
RSTO 2307	Catering	3
RSTO 2301	Principles of Food & Beverage Controls	3
HAMG1324	Hospitality Human Resources Management	3
TECM 1303	Technical Mathematics	3
	<u>Humanities Elective</u>	3

THIRD SEMESTER

CHEF 1345	International Cuisine	3
<u>BIOL 2320</u>	<u>Microbiology for Food Service</u> ..	3
<u>BIOL 1322</u>	<u>Nutrition and Diet Therapy</u>	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
ACNT 1303	Introduction to Accounting I or MRKG 1311	3

FOURTH SEMESTER

PSTR 2331	Advanced Pastry Shop	3
CHEF 2331	Advanced Food Preparation	3
RSTO 1301	Beverage Management	3
BUSG 2309	Small Business Management	3
SPCH 1311	Introduction to Speech Communication or SPCH 1321	3
CHEF 2264	CAPSTONE: Practicum II	2

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Culinary Arts

SPECIALIZATION:

RESTAURANT MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

RSTO 1306	Facilities Layout & Design	3
RSTO 1325	Purchasing for Hospitality Operations	3
CHEF 1305	Sanitation and Safety	3
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>SOCL 1301</u>	<u>Introductory Sociology</u>	3

SECOND SEMESTER

RSTO 1301	Beverage Management	3
RSTO 1304	Dining Room Service	3
HAMG 1324	Hospitality Human Resources Management	3
<u>MATH 1324</u>	<u>Finite Mathematics</u>	3
SPCH 1311	Introduction to Speech Communication or SPCH 1321 .	3
	<u>Humanities Elective</u>	3

THIRD SEMESTER

HAMG2307	Hospitality Marketing and Sales	3
RSTO 1321	Menu Management	3
<u>BIOL 1322</u>	<u>Nutrition and Diet Therapy</u>	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
ACNT 1303	Introduction to Accounting I ...	3

FOURTH SEMESTER

RSTO 2405	Management of Food Production & Services	4
RSTO 2431	Food Service Management	4
RSTO 2301	Principles of Food & Beverage Controls	3
RSTO 2307	Catering	3
BUSG 2309	Small Business Management	3
RSTO 2264	CAPSTONE: Restaurant Management Practicum	2

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 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

Howard Winston, Service Manager, Rush Truck Center, *Chad Godfrey*, Service Manager, Holt Company, *Richard Estevanes*, Service Manager, Valley Volvo Truck, *Ted Ackerman*, Thermo King Foreman, Stewart & Stevenson, *Jerry Billecek*, General Manager, Pioneer Equipment, *Sam Martinez*, Shop Foreman, Valley Caliche Products, Inc., *Danny Cuellar Jr.*, Service Manager, French-Ellison Truck Center

DIESEL TECHNOLOGY
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
DEMR 1401 Diesel Shop Safety and Procedures	4
DEMR 1416 Basic Hydraulics	4
DEMR 1410 Diesel Engine Testing & Repair I (TP)	4
TECM 1303 Technical Mathematics	3

SECOND SEMESTER

AUMT 1345 Automotive Heating & Air Conditioning	3
DEMR 1317 Basic Brake Systems	3
DEMR 1405 Basic Electrical Systems	4
DEMR 1442 Power Train Applications I	4

THIRD SEMESTER

WLDG1421 Introduction to Welding Fundamentals for Diesel Technicians	4
DEMR 2432 Electronic Controls	4
DEMR 1230 Steering & 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 & Procedures	4
DEMR 1416 Basic Hydraulics	4
DEMR 1410 Diesel Engine Testing and Repair I (TP)	4
<u>Math/Natural Sciences Elective</u> ..	4

SECOND SEMESTER

AUMT 1345 Automotive Heating and Air Conditioning	3
DEMR 1317 Basic Brake Systems	3
DEMR 1230 Steering & Suspension I	2
DEMR 1405 Basic Electrical Systems	4
DEMR 1442 Power Train Applications I	4

SUMMER SESSION

<u>Social/Behavioral Sciences Elective</u> ..	3
<u>Humanities Elective</u>	3

THIRD SEMESTER

WLDG1421 Introduction to Welding Fundamentals for Diesel Technicians	4
DEMR 2432 Electronic Controls	4
DEMR 1229 Preventative Maintenance	2
<u>SPCH 1318 Interpersonal Communication</u> ..	3
<u>ENGL 1301 Composition or ENGL 1312</u>	3

FOURTH SEMESTER

DEMR 1449 Diesel Engines II	4
DEMR 1435 Automatic Power Shift & Hydrostatic Transmissions I	4
DEMR 2448 Failure Analysis	4
DEMR 1266 CAPSTONE: Practicum	2

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Electronic and Computer Maintenance Technology

Specialization: Computer Maintenance Technology

Certificate and Associate of Applied Science

Students who graduate from this specialization will learn the skills necessary to compete in the computer maintenance industry. They will learn skills such as computer repair, maintenance, peripheral installation and troubleshooting, as well as provide hardware and software support for users within their organization.

Specialization: Computer Support Specialist

Certificate and Associate of Applied Science

In this specialization, students will learn computer support skills which include repair, maintenance, and support for computer systems and networks. Students will take courses to learn how to properly install and troubleshoot computer systems, software, peripherals, and networks as well as provide technical support for users within their organization.

Specialization: Electronics Technology Specialist

Certificate and Associate of Applied Science

This specialization covers basic and advanced electronics to prepare students with the hands-on training they need to work in the electronics industry. Graduates may find employment in occupations requiring electronics troubleshooting such as bench technicians in service centers, performing repairs for office equipment and other electronic related companies.

ADVISORY COMMITTEE

Hugo De Leon, Weslaco ISD; *Greg Futrelle*, Senior Systems Analyst, Symbol Technologies, McAllen; *George Garcia*, Computer Technician, STC; *Jaime Hinojosa*, IT Manager, Starr Camargo Bridge Company, Rio Grande City; *Eric Rodriguez*, Owner, PC Station, Rio Grande City; *Edi Sanjoto*, Advanced Manufacturing Engineering Manager, Alps Automotive Company, McAllen; *David Wampole*, Senior Buyer, Symbol Technologies, McAllen

**ELECTRONICS TECHNOLOGY
SPECIALIST
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CETT 1403 DC Circuits	4
CETT 1425 Digital Fundamentals	4
CPMT 1407 Electronic and Computer Skills	4

SECOND SEMESTER

CETT 1405 AC Circuits	4
CETT 1441 Solid State Circuits	4
CETT 1449 Digital Systems	4

THIRD SEMESTER

CETT 1457 Linear Integrated Circuits	4
CETT 2439 Amplifier Analysis	4
ELMT 2435 CAPSTONE: Certified Electronics Technician Training	4

Total Credit Hours: 36

**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 (TP)	4
CPMT 1404 Microcomputer Systems Software	4
CPMT 1411 Introduction to Computer Maintenance	4
ITNW 1325 Fundamentals of Networking Technologies	3

SECOND SEMESTER

CPMT 1445 Computer Systems Maintenance .	4
CPMT 1447 Computer System Peripherals ...	4
CPMT 1449 Computer Networking Technology	4
ITCC 1409 Voice and Data Cabling	4

SUMMER SESSION

<u>Social/Behavioral Sciences Elective</u>	3
<u>Humanities Elective</u>	3

THIRD SEMESTER

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

FOURTH SEMESTER

CPMT 2350 Industry Certification Preparation	3
<u>SPCH 1311 Introduction to Speech Communication</u>	3
<u>ENGL 1301 Composition</u>	3
<u>MATH 1332 Contemporary Mathematics</u>	3
CPMT 2166 CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours: 62

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 (TP)	4
ITCC 1409	Voice and Data Cabling	4
ITNW 1325	Fundamentals of Networking Technologies (TP)	3
<u>MATH 1332</u>	<u>Cotemporary Mathematics</u>	3

SECOND SEMESTER

ITNW 2301	Administering Servers	3
CPMT 1445	Computer Systems Maintenance	4
ITNW 2321	Networking with TCP/IP	3
LOTT 1401	Introduction to Fiber Optics	4
<u>ENGL 1301</u>	<u>Composition</u>	3

THIRD SEMESTER

ITNW 2305	Network Administration	3
CPMT 1449	Computer Networking Technology	4
CPMT 2433	Computer Integration	4
ITSC 1307	UNIX Operating System I	3
	<u>Social/Behavioral Sciences Elective</u>	3

FOURTH SEMESTER

CPMT 2445	CAPSTONE: Computer System Troubleshooting	4
CPMT 2449	Advanced Computer Networking Technology	4
ITSY 1342	Information Technology Security	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
	<u>Humanities Elective</u>	3

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

**Electronic and Computer Maintenance
Technology
SPECIALIZATION:
ELECTRONICS TECHNOLOGY
SPECIALIST
ASSOCIATE OF APPLIED SCIENCE**

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CETT 1333	Introduction to Computer and CAD Operations	3
CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
CPMT 1407	Electronic and Computer Skills	4

SECOND SEMESTER

CETT 1405	AC Circuits	4
CETT 1441	Solid State Circuits	4
CETT 1449	Digital Systems	4
	**Electronics Elective	4

SUMMER SESSION

	<u>Humanities Elective</u>	3
	<u>Social/Behavioral Sciences Elective</u>	3

THIRD SEMESTER

CETT 1457	Linear Integrated Circuits	4
CETT 2439	Amplifier Analysis	4
ELMT 2435	Certified Electronics Technician Training	4
	**Electronics Elective	4

FOURTH SEMESTER

CETT 2188	CAPSTONE: Internship	1
ELMT 2437	Electronic Troubleshooting, Service & Repair	4
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
<u>MATH 1332</u>	<u>Contemporary Mathematics</u>	3

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

****ELECTRONICS ELECTIVE OPTIONS**

INTC 1457	AC/DC Motor Controls	4
CETT 1445	Microprocessor	4
CETT 2437	Microcomputer Control	4
CETT 1421	Electronic Fabrication	4

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, over two-thirds of all the technical and a large percentage of the managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in such disciplines as:

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

This listing parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline below should be closely followed if one hopes to complete the program in a timely manner.

Entering student please note that the first semester suggests Precalculus Algebra and Trigonometry (MATH 2412). Prerequisites for this course included MATH 1414 which can be completed in the summer prior to the start of the fall semester.

ENGINEERING, FIELD OF STUDY
ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 17 Credits

- MATH2413 Calculus I
- ENGR 1101 Introduction to Engineering
- ENGR 1204 Engineering Graphics
- ENGR 2301 Statics
- ENGR 2302 Dynamics
- ENGR 2430 Digital Systems Engineering 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 pages 103-107 of the catalog. **Engineering majors may take the following courses to fulfill the Natural Sciences component of the Core Curriculum: PHYS 2425-University Physics I & PHYS 2426-University Physics II. Engineering majors must take MATH 2412-Precalculus Algebra and Trigonometry to fulfill the Mathematics component of the Core Curriculum.**

FIELD OF STUDY: 17
 STC CORE CURRICULUM: 45
Total Credit Hours: 62

Engineering
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- COSC 1301 Microcomputer Applications 3
- MATH2412 Precalculus Algebra & Trigonometry** 4
- ENGR 1101 Introduction to Engineering 1

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- Visual & Performing Arts Elective - Core Curriculum 3
- ENGT 2430 Digital Systems Engineering I 4
- ENGR 1204 Engineering Graphics 2

FIRST YEAR - SUMMER

- MATH2413 Calculus I 4
- PHYS 2425 University Physics I 4

THIRD SEMESTER

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

FOURTH SEMESTER

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

*** Check catalog for course pre-requisites*

Environmental Management

Environmental Management, Associate of Applied Science

Graduates of this program will have the skills, technical knowledge, and preparation necessary for employment in the growing field of environmental management. Program emphasis lies in two different, but equally important areas: applied science and environmental studies. Employment opportunities include air monitoring/emissions technician, environmental compliance manager, environmental marketing specialist, safety and health officer, hazardous material transportation worker, wetlands inspector, and wastewater treatment operator. The Environmental Management program is multidisciplinary by nature since it combines the fields of science, engineering technology, and organizational management.

ADVISORY COMMITTEE

Juan Alcazar, Environmental Specialist, TxDOT ;
Ernesto Reyes, Environmental Projects/Ecology
Manager, USFWS; *Lorinda Gardner*, Air and Waste
Manager, TCEQ; *Mark Iglesias*, Environmental Spe-
cialist, TxDOT; *Tony Reid*, Utility Manager McAllen;
Dr. Kim Jones, Assistant Professor Environmental
Engineering, Texas A&M Kingsville; *Van Wheat*, Envi-
ronmental Management Program Co-chair; *Max
Abbassi*, Environmental Management Program Chair

ENVIRONMENTAL MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

EPCT 1211 Introduction to Environmental
Science 2
CHEM 1411 General Chemistry I 4
ENGL 1312 Business Writing 3
TECM 1303 Technical Mathematics 3
EPCT 1205 Environmental Regulations
Overview 2
Humanities Elective 3

SECOND SEMESTER

EPCT 1249 Environmental Regulations
Interpretation /Application 2
CHEM1412 General Chemistry II 4
SPCH 1311 Introduction to
Speech Communication 3
EPCT 1250 Basic Statistics & Calculations for
Environmental Technicians 2
COSC 1301 Microcomputer Applications 3
SRVY 1319 Introduction to Geographic
Information Systems 3

THIRD SEMESTER

EPCT 1217 Environmental Geology 2
BIOL 2306 Environmental Biology 3
BIOL 1411 General Botany 4
EPCT 1344 Environmental Sampling and
Analysis 3
CRTG 1321 Introduction to
Raster-Based GIS 3

FOURTH SEMESTER

EPCT 1402 Water Environments 4
EPCT 1213 Contingency Planning 2
EPCT 1441 Principles of Industrial Hygiene 4
BUSI 1301 Business Principles 3
PSYC 2301 General Psychology 3
EPCT 2266 Capstone: Practicum 2

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Heating, Ventilation, Air Conditioning and Refrigeration Technology, Certificate and Associate of Applied Science

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems. Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

ADVISORY COMMITTEE

George Castaneda, President, McAllen Sheet Metal, McAllen; *Conrado Alvarez Jr.*, Vice President, Insko Distributing, Inc., McAllen; *Rodolfo Cantu*, Secretary, Johnson Supply Co., Inc., McAllen; *Raymond Givilancz*, Member, Ray-Cal Air Conditioning Inc., Weslaco; *Rene Garza*, Member, El Tigre Stores, Edinburg; *Diamantina Reyna*, Member, Self Employed, Edinburg.

**HEATING, VENTILATION,
AIR CONDITIONING &
REFRIGERATION TECHNOLOGY**
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CETT 1402 Electricity Principles	4
HART 1407 Refrigeration Principles	4
HART 1494 Special Tools, Fittings and Braze Basics	4
SECOND SEMESTER	
MAIR 1449 Refrigerators, Freezers, and Window Air Conditioners	4
HART 2445 Air Conditioning Systems Design	4
HART 1445 Gas & Electrical Heating	4
THIRD SEMESTER	
HART 2442 Commercial Refrigeration	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning ...	4
HART 2431 Advanced Electricity	4
Total Credit Hours:	40

**HEATING, VENTILATION,
AIR CONDITIONING &
REFRIGERATION TECHNOLOGY**
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
CETT 1402 Electricity Principles	4
HART 1407 Refrigeration Principles	4
HART 1494 Special Tools, Fittings and Braze Basics	4
<u>ENGL 1301 Composition</u>	3
SECOND SEMESTER	
MAIR 1449 Refrigerators, Freezers, and Window Air Conditioners	4
HART 2445 Air Conditioning Systems Design	4
HART 1445 Gas and Electrical Heating	4
<u>MATH 1414 College Algebra</u>	4
<u>COSC 1301 Microcomputer Applications</u>	3
THIRD SEMESTER	
HART 2442 Commercial Refrigeration	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning ...	4
HART 2431 Advanced Electricity	4
FOURTH SEMESTER	
HART 2443 Industrial Air Conditioning	4
<u>Humanities Elective</u>	3
<u>Social/Behavior Sciences</u> <u>Elective</u>	3
<u>SPCH 1318 Interpersonal Communications</u> ..	3
Total Credit Hours:	63

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Manufacturing Technology

The Precision Manufacturing and Industrial Systems Maintenance Technology programs provide an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers, read and use industrial prints, and gain technical skills.

Industrial Systems Maintenance Technology, Certificate

This Certificate program includes studies in industrial electricity, electrical motor controls, programmable controllers (PLC), fluid power, and safety. This program will help prepare students to work with engineers to install industrial controls, troubleshoot hydraulic equipment problems, and reduce manufacturing downtime. This course will help prepare graduates to take leadership roles and progress into higher levels of employment opportunities.

Precision Manufacturing Technology, Certificate

This Certificate program includes studies to enable the student to specialize in machining, precision measurement, tool and die, and manufacturing processes. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

Precision Manufacturing Technology, Associate of Applied Science

This degree program provides an environment to develop technical skills. All courses are set up to simulate a working environment.

Technical coursework includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork, and workplace communication. Specialty coursework includes quality control, injection molding, tool and fixture design, and advanced machine tooling.

ADVISORY COMMITTEE

Russ Colidge, Chairman, Process Engineer Progressive Molded Products; *Dr. Mike Barrera*, Director of CATE, MISD; *Barry Goodacre*, Engineer Manager, GE Engine Services; *Mike Willis*, Director of STMA; *Julio S. Guerrero*, Tooling Engineer, Alpha XL Mold and Tool; *Keith Patridge*, VP, MEDC; *Ted Reynolds*, GM, Universal Metal Products

**INDUSTRIAL SYSTEMS
MAINTENANCE TECHNOLOGY**
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

DFTG 1325	Technical Reading & Sketching	3
COSC 1301	Microcomputer Applications 3
MCHN1343	Machining Mathematics 3
MCHN1438	Machining I 4
CETT 1402	Electricity Principles 4

SECOND SEMESTER

QCTC 1305	Teaming 3
ENGL 1312	Business Writing 3
DEMR 1301	Shop Safety and Procedures 3
IEIR 1310	Motor Controls 3
HYDR 1305	Basic Hydraulics 3
RBTC 1359	Pneumatics 3

THIRD SEMESTER

WLDG1337	Introduction to Metallurgy for Manufacturing and Precision Manufacturing 3
MCHN1382	CAPSTONE: Cooperative Education I 3
Total Credit Hours:	 41

**PRECISION MANUFACTURING
TECHNOLOGY**
CERTIFICATE

TSI EXEMPT

FALL SEMESTER **Credit Hours**

DFTG 1325	Technical Reading & Sketching	3
MCHN1343	Machining Mathematics 3
MCHN1438	Machining I (TP) 4
ENGL 1312	Business Writing 3
MCHN1320	Precision Tools and Measurement 3

SPRING SEMESTER

QCTC 1305	Teaming 3
DFTG 1313	Drafting for Specific Occupations 3
MCHN1419	Manufacturing Materials & Processes 4
MCHN1452	Intermediate Machining I 4
COSC 1301	Microcomputer Applications 3

SUMMER SESSION

WLDG1337	Introduction to Metallurgy for Manufacturing and Precision Manufacturing 3
MCHN1382	CAPSTONE: Cooperative Education I 3
Total Credit Hours:	 39

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

DFTG 1325	Technical Reading & Sketching	3
MCHN1438	Machining I (TP)	4
ENGL 1312	Business Writing	3
MCHN1343	Machining Mathematics	3
MCHN1320	Precision Tools and Measurements	3

SECOND SEMESTER

DFTG 1313	Drafting for Specific Occupations	3
MCHN 1419	Manufacturing Materials & Processes	4
MCHN 1452	Intermediate Machining I	4
QCTC 1305	Teaming	3
COSC 1301	Microcomputer Applications	3

SUMMER SESSION

MCHN1382	CAPSTONE: Cooperative Education I	3
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THIRD SEMESTER

INMT 1445	Computer Numerical Controls	4
WLDG 1337	Introduction to Metallurgy for Manufacturing and Precision Manufacturing	3
MCHN 2341	Advanced Machining I <u>Social/Behavioral Science Elective</u> <u>Math/Natural Sciences Elective</u>	3 3 4

FOURTH SEMESTER **Credit Hours**

MCHN 2547	Specialized Tools and Fixtures	5
	<u>Humanities Elective</u>	3
	<u>Program Elective</u>	3
SPCH 1311	<u>Introduction to Speech Communication</u>	3

SUMMER SESSION

MCHN 2382	CAPSTONE: Cooperative Education II	3
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Total Credit Hours: 70

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

PMTD PROGRAM ELECTIVES

MCHN2345	Advanced Machining II	3
MCHN1293	Cost Estimating	2
PLTC 1445	Plastics Processing I	4

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 15 – 16 Credits

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

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

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

- MATH 1316 Plane Trigonometry
- MATH 1324 Finite Mathematics
- MATH 1442 Statistics
- MATH 2412 Precalculus Algebra & Trigonometry (pre-requisite for MATH 2413)
- MATH 2418 Linear Algebra
- MATH 2420 Differential Equations

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 pages 103-107 of the catalog.

FIELD OF STUDY: 15-16

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60-61

Mathematics Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

HIST 1301	United States History I	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH1414	College Algebra	4
MATH1442	Statistics (Optional/Recommended)	4

SECOND SEMESTER

SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
	Visual & Performing Arts Elective - Core Curriculum	3
MATH2412	Precalculus Algebra & Trigonometry	4

SUMMER SESSION

MATH2413	Calculus I	4
	Social & Behavioral Science Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
	Natural Science Elective - Core Curriculum	4
MATH2414	Calculus II	4
MATH2418	Linear Algebra (Optional/Recommended)	4

FOURTH SEMESTER

GOVT 2302	American Government II	3
	Natural Science Elective - Core Curriculum	4
	Humanities Elective - Core Curriculum	3
MATH2415	Calculus III	4
MATH2420	Differential Equations (Optional/Recommended)	4

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, Gaytan, Garza & Castillo, L.L.P.; *David E. Cazares*, Attorney, Law Office of David E. Cazares; *Preston Henrichson*, Law Office of Preston Henrichson; *Rachal Maldonado*, Paralegal, Allstate Insurance; *Sidney Meadows*, Law Office of Sidney Meadows; *Robert Michelena*, Community Member; *Kathryn Nelson*, Griffith, Sullivan, Ochoa & Garza; *Mary Ellen Stocker*, City of McAllen; *A. Peter Thaddeus*, Thaddeus Law Office Buck Pettitt, Attorney, Flores, Casso, Romero & Pettitt; *Ruben Vargas*, Legal Assistant, Law Office of Sally M. Connet, Inc.; Joy F. Whitne, CP, Mathis & Donheiser, P.C.

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ITSC 1309	Integrated Software Applications I (TP)	3
<u>SPAN 2313</u>	<u>Spanish for Spanish Speakers I or ARTS 1301</u>	3
POFI 2301	Word Processing	3
LGLA 1307	Introduction to Law and Legal Professions	3
POFT 1301	Business English	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing	3
LGLA 1303	Legal Research	3
LGLA 1346	Civil Litigation I	3
POFT 2312	Business Correspondence and Communication	3
	<u>Mathematics/Natural Sciences Elective</u>	4

SUMMER SESSION I

LGLA 1347	Civil Litigation II	3
<u>SPCH 1321</u>	<u>Business & Professional Speaking</u>	3

THIRD SEMESTER

<u>ENGL 1301</u>	<u>Composition</u>	3
LGLA 1353	Wills, Trusts & Probate Administration	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 2313	Criminal Law and Procedures	3
LGLA 1305	Legal Writing	3

FOURTH SEMESTER

LGLA 1355	Family Law	3
LGLA 2307	Law Office Management	3
LGLA 2311	Business Organizations	3
LGLA 2309	Real Property	3
LGLA 2331	Advanced Legal Research & Writing	3

SUMMER SESSION II

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

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Physics

Physics, Field of Study

Associate of Science

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics. Physics students may select a career in a wide range of scientific and technical fields. The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Elementary or Secondary Education
- Engineering - Civil, Electrical, Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

PHYSICS, FIELD OF STUDY

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 16 Credits

MATH 2412 Precalculus Algebra & Trigonometry

MATH 2413 Calculus I

PHYS 2425 University Physics I

PHYS 2426 University Physics II

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 103-107 in the Catalog.

Students must take PHYS 1401-College Physics I and PHYS 1402-College Physics II to fulfill the Natural Sciences component of the Core Curriculum.

FIELD OF STUDY: 16

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 61

Physics

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

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

SUMMER SESSION

MATH 2413 Calculus I	4
PHYS 1402 College Physics II	4

THIRD SEMESTER

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

FOURTH SEMESTER

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

DIVISION OF LIBERAL ARTS AND SOCIAL SCIENCES

Child Care and Development	178
Child Care and Development	Certificate
Specialization: Infant and Toddler	
Specialization: Pre-school	
Early Childhood Intervention	Certificate
Child Care and Development	Associate of Applied Science
 Criminal Justice	 181
Criminal Justice, Field of Study	Associate of Arts
 Education	 183
Teaching	Associate of Arts in Teaching
• EC-4 Early Childhood	
• EC-4 (Except Early Childhood) 4-8	
• Grades 8-12	
 English	 187
English, Field of Study	Associate of Arts
 Fine Arts	 189
Fine Arts, Field of Study	Associate of Arts
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Concentration: Visual Arts	
 Health and Human Services	 192
Health and Human Services	Associate of Applied Science
 History	 193
History, Field of Study	Associate of Arts
 Interdisciplinary Studies	 196
Interdisciplinary Studies, Field of Study	Associate of Arts
 Kinesiology	 197
Kinesiology, Field of Study	Associate of Arts
 Language and Cultural Studies	 200
Language and Cultural Studies, Field of Study	Associate of Arts
Concentration: American Sign Language	
Concentration: Bilingual/Bicultural Studies	
Concentration: Mexican-American/Latin American Studies	
Concentration: Spanish	
Concentration: Spanish/English Translation	

Philosophy	206
Philosophy, Field of Study	Associate of Arts
Political Science (Government)	208
Political Science (Government), Field of Study	Associate of Arts
Social Sciences	210
Social Sciences, Field of Study	Associate of Arts
Concentration: Psychology	
Concentration: Social Work	
Concentration: Sociology	

Child Care and Development

Specialization: Infant and Toddler Certificate

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Care and Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth through age three. THEA is waived for certificate plans. Upon completion of this certificate, students are eligible to apply for direct assessment for Child Development Associate (CDA) credential. All credit hours earned under this certificate plan transfer to the Associate of Applied Science Degree in Child Care and Development.

Specialization: Pre-school Certificate

The pre-school certificate prepares students for entry-level positions in the field of Child Care and Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to age five. THEA is waived for certificate plans. Upon completion of this certificate, students are eligible to apply for direct assessment for Child Development Associate (CDA) credential. All credit hours earned under this certificate plan transfer to the Associate of Applied Science Degree in Child Care and Development.

Child Care and Development, Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Care and Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to eight years of age. Emphasis is placed on the importance and need for early childhood education and quality care of young children. Students will be prepared to work in child care

centers, preschool programs, family day homes, Head Start programs, or other early childhood programs. Prior to field site placement, students are required to have a clear felony record and record of a negative TB test.

ADVISORY COMMITTEE

Paul Hernandez, Dean, Counseling and Advising Center STC; *Raquel Olivo*, Advisory Committee Chair, Executive Director, AVANCE RGV, McAllen; *Cynthia Pena*, Director/Owner, Education Learning Center, Edinburg; *Veronica Gonzalez*, State Representative Elect; *Mary Capello*, CEO, Texas Migrant Council Head Start Program

Early Childhood Intervention Certificate

This field of study has been approved by the Texas Higher Education Coordinating Board. The completed field of study curriculum in Child Development/Early Childhood Education transfers as a block leading to a Bachelor of Science in Interdisciplinary Studies or a Bachelor of Science in Human Sciences (concentration Child and Family Studies). THEA is waived for certificate plans.

The curriculum prepares students to work in child and family services agencies. Students can find employment as teachers/center managers, and family/child advocates in the Head Start Program, nursery schools, and private childcare centers.

Child Care and Development
SPECIALIZATION: INFANT AND
TODDLER
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CDEC 1319 Child Guidance (TP)	3
CDEC 1166 Field Study I	1
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3

SECOND SEMESTER	Credit Hours
CDEC 1167 CAPSTONE: Field Study II	1
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 1321 The Infant & Toddler	3
CDEC 2326 Administration of Programs for Children I	3

Total Credit Hours: 20

** By arrangement, all Field Study will be conducted at a pre-approved site.

Child Care and Development
SPECIALIZATION: PRE-SCHOOL
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CDEC 1319 Child Guidance (TP)	3
CDEC 1166 Field Study I	1
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3
CDEC 1356 Emergent Literacy for Early Childhood	3

SECOND SEMESTER	Credit Hours
CDEC 2166 CAPSTONE: Field Study III	1
CDEC 1359 Children with Special Needs or CDEC 1340	3
CDEC 2326 Administration of Programs for Children I	3
CDEC 1313 Curriculum Resources for Early Childhood Programs (TP)	3

Total Credit Hours: 23

** By arrangement, all Field Study will be conducted at a pre-approved site.

**EARLY CHILDHOOD
INTERVENTION**
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
CDEC 2304 Child Abuse and Neglect	3
CDEC 2315 Diverse Cultural/Multilingual Education	3
TECA 1311 Educating Young Children	3
TECA 1354 Child Growth and Development	3

SECOND SEMESTER	Credit Hours
CDEC 1340 Instructional Techniques for Children with Special Needs	3
CDEC 1323 Observation and Assessment	3
CDEC 1359 Children with Special Needs	3
POFT 1309 Administrative Office Procedures I	3
CDEC 1166 CAPSTONE: Field Study I**	1

Total Credit Hours: 25

** By arrangement, all Field Study will be conducted at a pre-approved site.

CHILD CARE AND DEVELOPMENT
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
TECA 1354 Child Growth and Development	3
TECA 1311 Educating Young Children	3
<u>ENGL 1301 Composition</u>	3
<u>PSYC 2301 General Psychology</u>	3
<u>COSC 1301 Microcomputer Applications</u>	3
CDEC 1166 Field Study I**	1

SECOND SEMESTER	Credit Hours
TECA 1318 Wellness of the Young Child	3
TECA 1303 Family, School, and Community	3
SPCH 1311 Introduction to Speech Communication	3
EDUC 1325 Principles and Practices of Multi-Cultural Education	3
<u>Math/Natural Science Elective</u> ...	3
CDEC 1167 Field Study II**	1

THIRD SEMESTER	Credit Hours
CDEC 1319 Child Guidance (TP)	3
CDEC 1356 Emergent Literacy for Early Childhood	3
CDEC 2341 The School Age Child	3
CDEC 1359 Children with Special Needs or CDEC 1340	3
CDEC 2166 Field Study III**	1

FOURTH SEMESTER	Credit Hours
CDEC 1321 The Infant and Toddler	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1313 Curriculum Resources for Early Childhood Program (TP)	3
CDEC 2326 Administration of Programs for Children I	3
<u>Humanities Elective</u>	3
CDEC 2167 CAPSTONE: Field Study IV** ...	1

Total Credit Hours: 61

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

** By arrangement, all Field Study will be conducted at a pre-approved site.

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. 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 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

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 pages 103-107 in the Catalog.

Criminal Justice majors must take SOCI 1301-Introductory Sociology to fulfill to Social/Behavioral Science component of the Core Curriculum.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Criminal Justice
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications 3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- *Criminal Justice Elective -
Field of Study 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- GOVT 2301 American Government I 3
- Visual & Performing Arts Elective -
Core Curriculum 3
- *Criminal Justice Elective -
Field of Study 3

THIRD SEMESTER

- MATH1414 College Algebra or MATH 2412
or MATH 2413 4
- Natural Sciences Elective -
Core Curriculum 4
- SOCI 1301 Introductory Sociology 3
- *Criminal Justice Elective -
Field of Study 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- Natural Sciences Elective -
Core Curriculum 4
- Humanities Elective -
Core Curriculum 3
- *Criminal Justice Elective -
Field of Study 3
- *Criminal Justice Elective -
Field of Study 3

*Courses to be chosen for Field of Study

Education

Associate of Arts in Teaching

- **EC-4 Early Childhood**
- **EC-4 (Except Early Childhood) 4-8**
- **Grades 8-12**

The Associate of Arts in Teaching introduces students to the profession of teaching.

Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three require 60 credit hours of coursework including 45 hours of recommended courses from the core curriculum and 15 hours in the field of study.

Also required are the Introduction to Education EDUC 1301 and the Introduction to Special Populations EDUC 2301 courses in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The Associate of Arts Degree in Teaching gives students the opportunity to take up to 64 hours of general education courses at STC and then transfer into a four-year university's School of Education.

**EC-4 EARLY CHILDHOOD
SPECIALIZATION**

ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY 15 credits

- TECA 1354 Child Growth and Development
- TECA 1311 Educating Young Children
- TECA 1318 Wellness of the Young Child
- TECA 1303 Family, School, & Community
- MATH 1350 Fundamentals of Mathematics 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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. **The Associate of Arts in Teaching Degree (EC-4 Early Childhood Specialization) also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

- Natural Sciences 8 credits
- PHYS 1415 Physical Science I (recommended)
- PHYS 1417 Physical Science II (recommended)

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

***EC-4 Early Childhood
Specialization***

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- TECA 1354 Child Growth and Development 3
- TECA 1311 Educating Young Children 3
- ENGL 1301 Composition 3
Social & Behavioral Science
- Elective
- Core Curriculum 3
- COSC 1301 Microcomputer Applications 3

SECOND SEMESTER

- TECA 1318 Wellness of the Young Child 3
- TECA 1303 Family, School, & Community .. 3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321 3
- MATH 1414 College Algebra or MATH 2412 or
MATH 2413 4

THIRD SEMESTER

- HIST 1301 United States History I 3
- GOVT 2301 American Government I 3
- ENGL 1302 Composition II - Rhetoric 3
Visual & Performing Arts Elective -
Core Curriculum 3
- PHYS 1415 Physical Science I 4

FOURTH SEMESTER

- HIST 1302 United States History II 3
- GOVT 2302 American Government II 3
- PHYS 1417 Physical Science II 4
Humanities Elective - Core
Curriculum 3
- MATH 1350 Fundamentals of Mathematics I 3

EC-4 (EXCEPT EARLY CHILDHOOD SPECIALIZATION), 4-8
ASSOCIATE OF ARTS IN TEACHING

TSI LIABLE

FIELD OF STUDY 19 Credits

- EDUC 1301 Introduction to the Teaching Profession
- EDUC 2301 Introduction to Special Populations
- MATH 1350 Fundamentals of Mathematics I
- MATH 1351 Fundamentals of Mathematics II
- BIOL 1409 General Biology II
- BIOL 2306 Environmental Biology

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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. **The Associate of Arts in Teaching Degree (EC-4, 4-8) also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

- Natural Sciences 8 credits
- PHYS 1415 Physical Science I (recommended)
- PHYS 1417 Physical Science II (recommended)

FIELD OF STUDY: 19

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 64

EC - 4 (Except Early Childhood Specialization), 4-8
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- EDUC 1301 Introduction to the Teaching Profession 3
- COSC 1301 Microcomputer Applications 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- BIOL 1409 General Biology II 4

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- MATH 1414 College Algebra or MATH 2412 or MATH 2413 4
- BIOL 2306 Environmental Biology 3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321 3

THIRD SEMESTER

- Humanities Elective - Core Curriculum 3
- PHYS 1415 Physical Science I 4
- GOVT 2301 American Government I 3
- MATH 1350 Fundamentals of Mathematics I
- Visual & Performing Arts Elective - Core Curriculum 3

FOURTH SEMESTER

- PHYS 1417 Physical Science II 4
- GOVT 2302 American Government II 3
- MATH 1351 Fundamentals of Mathematics II 3
- EDUC 2301 Introduction to Special Populations 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 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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. **The Associate of Arts in Teaching Degree, Grades 8-12 also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

- Natural Sciences 8 Credits
PHYS 1415 Physical Science I (recommended)
PHYS 1417 Physical Science II (recommended)

OR

- BIOL 1408 General Biology I
BIOL 1409 General Biology II

**Note: Special Education and Physical Education Majors must take BIOL 2401 - Anatomy & Physiology I in place of PHYS 1417 Physical Science II or Biology 1409 General Biology II.*

FIELD OF STUDY: 18

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 63

Grades 8-12

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- EDUC 1301 Introduction to the Teaching Profession 3
SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321 3
COSC 1301 Microcomputer Applications 3
HIST 1301 United States History I 3
ENGL 1301 Composition 3

SECOND SEMESTER

- EDUC 2301 Introduction to Special Populations
Visual & Performing Arts Elective - Core Curriculum 3
HIST 1302 United States History II 3
ENGL 1302 Composition II - Rhetoric 3
MATH 1414 College Algebra or MATH 2412 or MATH 2413 4

THIRD SEMESTER

- PHYS 1415 Physical Science I (or BIOL 1408) 4
GOVT 2301 American Government I 3
Humanities Elective - Core Curriculum 3
Social & Behavioral Sciences Elective - Core Curriculum 3
Content Area Elective - Field of Study 3

FOURTH SEMESTER

- PHYS 1417 Physical Science II (or BIOL 1409) 4
GOVT 2302 American Government II 3
Content Area Elective - Field of Study 3
Content Area Elective - Field of Study 3
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, a or 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 (according to TEA regulations one must have 24 credit hours in their teaching discipline to qualify for a teaching position). Students can find employment as technical writers, editors, or teachers, and their communication and analysis skills are necessary to succeed in today's competitive job market.

ENGLISH, FIELD OF STUDY

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take a minimum of 4 courses (12 credits) from the following list of courses:

- ENGL 2307 Creative Writing I
- ENGL 2308 Creative Writing II
- ENGL 2311 Technical Writing
- ENGL 2321 British Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2341 Introduction to Literature
- ENGL 2342 Studies in Themes and Genres
- ENGL 2389 Academic Cooperative in English

Foreign Language

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

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 pages 103-107 in the Catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Within the choices of courses in the Core Curriculum the following courses must be taken:

Speech 3 credits

- SPCH 1311 Introduction to Speech Communication

Visual and Performing Arts 3 credits

- DRAM 1310 Drama Appreciation

Humanities 3 credits

- HUMA1301 Introduction to Humanities

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

English

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- ENGL 1301 Composition 3
- SPCH 1311 Introduction to Speech Communication 3
- HIST 1301 United States History I 3
- MATH1414 College Algebra or MATH 2412 or MATH 2413 4
- COSC 1301 Microcomputer Applications 3

SECOND SEMESTER

- ENGL 1302 Composition II - Rhetoric 3
- HIST 1302 United States History II 3
- HUMA1301 Introduction to the Humanities I 3
- GOVT 2301 American Government I 3
- Natural Sciences Elective - Core Curriculum 4

THIRD SEMESTER

- *English Elective - Field of Study 3
- *English Elective - Field of Study 3
- *Foreign Language Elective - Field of Study 3
- DRAM 1310 Drama Appreciation 3
- Natural Sciences Elective - Core Curriculum 4

FOURTH SEMESTER

- *English Elective - Field of Study 3
- *English Elective - Field of Study 3
- GOVT 2302 American Government II 3
- Social & Behavioral Science Elective -Core Curriculum 3

*Courses to be chosen for Field of Study

Fine Arts

***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 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.

Fine Arts

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 15 Credits

Fine Arts Foundation 12 credits

- ARTS 1311 Design I
- ARTS 1312 Design II
- ARTS 1316 Drawing I
- ARTS 1317 Drawing II

Fine Arts Elective 3 credits

The student is required to take a minimum of 3 hours from the following list of courses:

- ARTS 2316 Painting I
- ARTS 2317 Painting II
- ARTS 2323 Drawing III
- ARTS 2324 Drawing IV
- ARTS 2326 Sculpture I
- ARTS 2327 Sculpture II
- ARTS 2333 Printmaking I
- ARTS 2334 Printmaking II
- ARTS 2341 Art Metals / Jewelry Design I
- ARTS 2342 Art Metals / Jewelry Design II
- ARTS 2346 Ceramics I
- ARTS 2347 Ceramics II
- ARTS 2348 Digital Art I
- ARTS 2349 Digital Art II
- ARTS 2356 Photography I
- ARTS 2357 Photography II

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 pages 103-107 in the catalog.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Fine Arts with

Visual Arts Concentration

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- *Elective - Field of Study 3
- *Elective - Field of Study 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- Social & Behavioral Science
Elective-Core Curriculum 3
- *Elective - Field of Study 3
- *Elective - Field of Study 3

THIRD SEMESTER

- GOVT 2301 American Government I 3
- MATH 1414 College Algebra or MATH 2412 or
MATH 2413 4
- Natural Sciences Elective - Core
Curriculum 4
- COSC 1301 Microcomputer Applications 3
- *Elective - Field of Study 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- Natural Sciences Elective - Core
Curriculum 4
- Humanities Elective - Core
Curriculum 3
- Visual & Performing Arts Elective -
Core Curriculum 3

*Courses to be chosen from Field of Study

Health and Human Services

Health and Human Services, Associate of Applied Science

Health and Human Services is a two-year program of study for individuals who want to work in agencies or organizations that offer social services to individuals, families or special populations. This degree program is also ideal for human service workers who wish to make themselves more proficient in currently held employment. After completion of this degree program, the student will be prepared to work in a variety of public and private social service settings. Some examples include state and federal social welfare agencies, programs in schools, drug and alcohol treatment facilities, information and referral programs, hospices, nursing homes, home health agencies, adult day care centers, domestic violence programs, disability programs, and agencies that address many other special populations.

In addition to instruction in the skills needed for human services work, including the interview process, case documentation, and interaction with clients, the program includes courses that examine the historical evolution of social services, the development of social welfare policies and programs, and the dynamics of agencies and organizations through which services are offered. Two introductory courses focusing on the special populations of the elderly and people with chemical addictions are also included in the program. In the last semester of the program, students are required to complete a capstone designed to integrate what the student has learned with actual practice in a social service setting. This degree program also offers two introductory courses in social work and social welfare that are transferable to an undergraduate social work education program in a four-year institution.

ADVISORY COMMITTEE

Amelia Rojas, CCMS; *Estella Maldonado*, Hidalgo County Head Start; *Francisco Martinez*, Texas Rehabilitative Commission; *Javier Gonzalez*, Texas Dept. of Human Services; *Manuel A. Flores*, Community Action Council of South Texas; *Mario Garza*, Mission Hospital; *Pattie Rosenlund*, Easter Seals RGV; *Rose Marie Penzerro*, UT-Pan American, Social Work; *Tom Sbefcik*, UT-Pan American, Dept. of Rehabilitative Services; *Zita Obregon Colvin*, Rio Grande Valley Council on Alcohol and Drug Abuse

HEALTH AND HUMAN SERVICE ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>ENGL</u> 1301	Composition	3
<u>COSC</u> 1301	Microcomputer Applications	3
<u>BIOL</u> 2401	Anatomy & Physiology I	4
SCWK 1309	Interview and Counseling	3
SCWK 1371	Introduction to Human Services	3

SECOND SEMESTER

ENGL 1302	Composition II - Rhetoric	3
SCWK 2301	Assessment & Case Management	3
SOCW 2361	Introduction to Social Work	3
SOCW 2362	Social Welfare as a Social Institution	3
SPCH 1311	Introduction to Speech Communication	3

THIRD SEMESTER

BIOL 2402	Anatomy & Physiology II	4
SCWK 1321	Orientation to Social Services ...	3
SCWK 2371	Organizational Workplace	3
SCWK 2372	The Family in Contemporary Society	3
<u>PSYC</u> 2301	General Psychology	3

FOURTH SEMESTER

PSYC 2314	Lifespan Growth and Development	3
<u>PHIL</u> 2306	Introduction to Ethics	3
SPAN 2313	Spanish for Spanish Speakers I.	3
GERS 1301	Introduction to Gerontology	3
DAAC 1319	Introduction to Alcohol and Other Drug Addictions	3
SCWK 2164	CAPSTONE: Social Work Practicum	1

Total Credit: 63

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

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, law school, journalism and other related areas.

Instruction in History will promote critical thinking and writing, as well as develop an 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 15 Credits

The student is required to take the following 3 courses (9 credits):

Note: HIST 1301 & HIST 1302 must be taken prior to taking HIST 2321 & HIST 2322.

HIST 2321 World Civilizations I

HIST 2322 World Civilizations II

HIST 2380 Mexican American History

***Modern Language / Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language:

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

SPAN 1300 Beginning Spanish Conversation I

SPAN 1310 Beginning Spanish
Conversation II

SPAN 1311 Beg. Spanish I - Non-Spanish
Speakers

SPAN 1312 Beg. Spanish II - Non-Spanish
Speakers

SPAN 2313 Spanish for Spanish Speakers I

SPAN 2315 Spanish for Spanish Speakers II

SPAN 2311 Intermediate Spanish I

SPAN 2312 Intermediate Spanish II

SPAN 2316 Career Spanish I

SPAN 2317 Career Spanish II

SPAN 2321 Introduction to
Spanish Literature I

SPAN 2322 Introduction to
Spanish Literature II

SPAN 2323 Introduction to Latin American
Literature

SPAN 2324 Spanish Culture

SGNL 1301 Beg. American Sign Language I

SGNL 1302 Beg. American Sign Language II

Humanities Electives

ENGL 2321 British Literature

ENGL 2326 American Literature

ENGL 2331 World Literature

ENGL 2341 Introduction to Literature

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 pages 103-107 in the Catalog. These courses must not duplicate courses taken to fulfill field of study requirements. *Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:*

Humanities 3 credits

PHIL 1301 Introduction to Philosophy

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

History

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413	4
PHIL 1301	Introduction to Philosophy	3
	Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
HIST 2380	Mexican American History	3
HIST 2321	World Civilizations I	3
	Natural Sciences Elective - Core Curriculum	4
	*Modern Language or Humanities Elective - Field of Study	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
HIST 2322	World Civilizations II	3
	Natural Sciences Elective - Core Curriculum	4
	Social & Behavioral Science Elective - Core Curriculum	3
	*Modern Language or Humanities Elective - Field of Study	3

*Courses to be chosen for Field of Study

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 Credits**

The student is required to take a minimum of 15 credit hours (5 courses). The Field of Study courses must be chosen from two (2) or more AA or AS field of study options listed in the catalog. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

STC CORE CURRICULUM 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 pages 103-107 in the Catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Interdisciplinary Studies

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

COSC 1301	Microcomputer Applications	3
SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
	* Elective - Field of Study	3

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective - Core Curriculum	3
	* Elective - Field of Study	3

THIRD SEMESTER

MATH 1414	College Algebra or MATH 2412 or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
	Social & Behavioral Science Elective - Core Curriculum	3
	* Elective - Field of Study	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
	Natural Sciences Elective - Core Curriculum	4
	Humanities Elective - Core Curriculum	3
	* Elective - Field of Study	3
	* Elective - Field of Study	3

*Courses to be chosen for Field of Study

Kinesiology

The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology and Health lecture courses are transferable toward a B.S. degree in Kinesiology and Health at UTPA. Additionally, the department offers a diverse range of physical activity 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 2005-2006 calendar is \$55.00 per course.

Physical Activities: 4 credits from this group of courses may be awarded to a degree plan.

- KINE 1101 FITNESS AND MOTOR DEVELOPMENT I
- KINE 1102 FITNESS AND MOTOR DEVELOPMENT II
- KINE 1103 WEIGHT TRAINING & CONDITIONING I
- KINE 1104 WEIGHT TRAINING & CONDITIONING II
- KINE 1107 BASKIETBALL I
- KINE 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 RACQUET BALL 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 1143 ADAPTED PHYSICAL ACTIVITIES AND THERAPEUTIC RECREATION
- KINE 1149 TEAM SPORTS I
- KINE 1150 TEAM SPORTS II

Advanced Aquatic Activities: 2 credits from this group of courses may be awarded to a degree plan.

KINE 1253 LIFEGUARD TRAINING
KINE 2255 WATER SAFETY INSTRUCTOR
KINE 1251 BEGINNING SCUBA
KINE 1252 ADVANCED SCUBA

Recreational Dance: 8 credits from this group of courses may be awarded to a degree plan.

KINE 1210 AEROBIC DANCE I
KINE 1211 AEROBIC DANCE II
KINE 1212 AEROBIC DANCE TRAINING AND CERTIFICATION
KINE 1217 INTRODUCTION TO DANCE FORMS

Dance, Performing Arts:

DANC 1210 TAP DANCE
DANC 1245 MODERN DANCE
DANC 1241 BALLET I
DANC 1242 BALLET II
DANC 1247 JAZZ DANCE
DANC 1248 JAZZ DANCE II
DANC 1253 SPANISH BALLET I
DANC 2303 DANCE APPRECIATION

Concepts of Physical Fitness:

KINE 1338 CONCEPTS OF PHYSICAL FITNESS

Introduction to Physical Fitness and Sport:

3 credits from this group may be awarded to a degree.

KINE 1238 PERSONAL TRAINER CERTIFICATION
KINE 1301 INTRODUCTION TO KINESIOLOGY
KINE 1331 KINESIOLOGY FOR ELEMENTARY SCHOOL

First Aid: 3 credits from this group may be awarded to a degree.

KINE 1166 BASIC LIFE SUPPORT (CPR)
KINE 1306 FIRST AID & SAFETY

Sports officiating:

KINE 1308 SPORTS OFFICIATING I
KINE 1309 SPORTS OFFICIATING II

Lecture Courses:

KINE 1304 PERSONAL HEALTH & WELLNESS
KINE 1305 COMMUNITY & ENVIRONMENTAL HEALTH
KINE 1321 TECHNIQUES OF COACHING SPORTS I
KINE 1322 TECHNIQUES OF COACHING SPORTS II
KINE 1336 INTRODUCTION TO RECREATION
KINE 1346 DRUG USE & ABUSE IN SOCIETY

KINESIOLOGY FIELD OF STUDY
ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 17 Credits

The student must take the following four courses (8 credit hours):

- KINE 1301 Introduction to Kinesiology
- KINE 1306 First Aid and Safety
- KINE 1101 Fitness and Motor Development I
- KINE 1151 Fitness and Wellness I

The student must select one course (3 credit hours) from the following list:

- KINE 1321 Techniques of Coaching Sports I
- KINE 1331 Kinesiology for Elementary School
- KINE 1304 Personal Health and Wellness

Activity Courses

The student must select three courses from each of the following two areas, for a total of 6 credit hours:

Area 1: Team Sports

- KINE 1107 Basketball I
- KINE 1111 Flag Football I
- KINE 1121 Soccer I
- KINE 1129 Volleyball I
- KINE 1123 Softball

Area 2: Individual Sports

- 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 1125 Swimming I
- KINE 1127 Tennis 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 pages 103-107 of the catalog.

FIELD OF STUDY: 17

STC CORE CURRICULUM 45

TOTAL CREDIT HOURS 62

Kinesiology

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- COSC 1301 Microcomputer Applications 3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- KINE 1321 Techniques of Coaching Sports I
or KINE 1331 or KINE 1304 3
- *Kinesiology Elective Area 1 -
Field of Study 1

SECOND SEMESTER

- KINE 1306 First Aid and Safety 3
- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- GOVT 2301 American Government I 3
- Visual & Performing Arts Elective -
Core Curriculum 3
- *Kinesiology Elective Area 2 -
Field of Study 1

THIRD SEMESTER

- MATH 1414 College Algebra or MATH 2412 or
MATH 2413 4
- Natural Sciences Elective - Core
Curriculum 4
- KINE 1301 Introduction to Kinesiology 3
- KINE 1101 Fitness & Motor Development I .. 1
- *Kinesiology Elective Area 2 -
Field of Study 1
- *Kinesiology Elective Area 1 -
Field of Study 1

FOURTH SEMESTER

- KINE 1151 Fitness and Wellness I 1
- GOVT 2302 American Government II 3
- Natural Sciences Elective - Core
Curriculum 4
- Humanities Elective - Core
Curriculum 3
- Social & Behavioral Science
Elective - Core Curriculum 3
- *Kinesiology Elective Area 2 -
Field of Study 1
- *Kinesiology Elective Area 1 -
Field of Study 1

*Courses to be chosen for Field of Study

Language and Cultural Studies

Language and Cultural Studies,

Field of Study

Associate of Arts

Concentration: American Sign Language

Concentration: Bilingual/Bicultural Studies

Concentration: Mexican-American/

Latin American Studies

Concentration: Spanish

Concentration: Spanish/English Translation

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies. Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or more of the following concentrations: Spanish, Mexican-American/Latin American Studies, Bilingual/Bicultural Studies, Spanish/English Translation and American Sign Language.

Language and Cultural Studies
Field of Study
AMERICAN SIGN LANGUAGE
CONCENTRATION

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

American Sign Language Concentration:
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

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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 15
 STC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 60

American Sign Language
Concentration
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications 3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- SGNL 1301 Beginning American Sign Language I 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- GOVT 2301 American Government I 3
- Visual & Performing Arts Elective - Core Curriculum 3
- SGNL 1302 Beginning American Sign Language II 3

THIRD SEMESTER

- MATH 1414 College Algebra or MATH 2412 or MATH 2413 4
- Natural Sciences Elective - Core Curriculum 4
- Social & Behavioral Science Elective - Core Curriculum 3
- SGNL 2301 Intermediate American Sign Language I 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
- Natural Sciences Elective - Core Curriculum 4
- Humanities Elective - Core Curriculum 3
- SGNL 2302 Intermediate American Sign Language II 3
- PHIL 2306 Introduction to Ethics 3

Language and Cultural Studies

Field of Study

BILINGUAL/BICULTURAL STUDIES

CONCENTRATION

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I-Non-Spanish Speakers

SPAN 1312 Beginning Spanish II-Non-Spanish Speakers

Or

SPAN 2313 Spanish for Spanish Speakers I

SPAN 2315 Spanish for Spanish Speakers II

The student is required to take the following 2 courses (6 credits):

SPAN 2311 Intermediate Spanish I

SPAN 2312 Intermediate Spanish II

**The student is required to take 3 credits from the following list:*

EDUC 1301 Introduction to the Teaching Profession

EDUC 1325 Principles & Practices of Multicultural Education

MATH 1350 Fundamentals of Mathematics I

MATH 1351 Fundamentals of Mathematics II

PHIL 1301 Introduction to Philosophy

PHIL 2303 Introduction to Logic

PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction to Social & Political Philosophy

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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Bilingual/Bicultural Studies

Concentration

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

COSC 1301 Microcomputer Applications 3

SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321 3

HIST 1301 United States History I 3

ENGL 1301 Composition 3

SPAN 2313 Spanish for Spanish Speakers I or SPAN 1311 3

SECOND SEMESTER

HIST 1302 United States History II 3

ENGL 1302 Composition II - Rhetoric 3

GOVT 2301 American Government I 3
Visual & Performing Arts Elective - Core Curriculum 3

SPAN 2315 Spanish for Spanish Speakers II or SPAN 1312 3

THIRD SEMESTER

MATH 1414 College Algebra or MATH 2412 or MATH 2413 4

Natural Sciences Elective - Core Curriculum 4

Social & Behavioral Science Elective - Core Curriculum 3

SPAN 2311 Intermediate Spanish I 3

FOURTH SEMESTER

GOVT 2302 American Government II 3
Natural Sciences Elective - Core Curriculum 4

Humanities Elective - Core Curriculum 3

SPAN 2312 Intermediate Spanish II 3
*Elective - Field of Study 3

*Course to be chosen for Field of Study

Language and Cultural Studies
Field of Study
MEXICAN-AMERICAN /
LATIN AMERICAN STUDIES
CONCENTRATION

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

- SPAN 1311 Beginning Spanish I-Non-Spanish Speakers
- SPAN 1312 Beginning Spanish II-Non-Spanish Speakers

OR

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

The student is required to take the following 2 courses (6 credits):

- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II

**The student is required to take 3 credits from the following list:*

- HIST 2311 Western Civilizations I
- HIST 2312 Western Civilizations II
- SOCI 1301 Introductory Sociology
- SOCI 1306 Contemporary Social Problems
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction To Social & Political Philosophy

- HUMA1301 Introduction to the Humanities I
- HUMA2319 American Minority Studies
- HUMA2323 World Cultures
- ANTH 2351 Cultural Anthropology
- MUEN1131 Mariachi Ensemble
- DANC 1253 Spanish Ballet 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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Mexican-American/Latin
American Studies Concentration
Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications 3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- SPAN 2313 Spanish for Spanish Speakers I or
SPAN 1311 3

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- GOVT 2301 American Government I 3
Visual & Performing Arts Elective -
Core Curriculum 3
- SPAN 2315 Spanish for Spanish Speakers II or
SPAN 1312 3

THIRD SEMESTER

- MATH 1414 College Algebra or MATH 2412 or
MATH 2413 4
Natural Sciences Elective - Core
Curriculum 4
- Social & Behavioral Science
Elective - Core Curriculum 3
- SPAN 2311 Intermediate Spanish I 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
Natural Sciences Elective - Core
Curriculum 4
- Humanities Elective - Core
Curriculum 3
- SPAN 2312 Intermediate Spanish II 3
*Elective - Field of Study 3

*Course to be chosen for Field of Study

Language and Cultural Studies

Field of Study

SPANISH CONCENTRATION

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take 2 courses (6 credits) from the following list. Courses must be taken in the pairs listed below:

SPAN 1311 Beginning Spanish I-Non-Spanish Speakers

SPAN 1312 Beginning Spanish II-Non-Spanish Speakers

OR

SPAN 2313 Spanish for Spanish Speakers I

SPAN 2315 Spanish for Spanish Speakers II

The student is required to take the following 2 courses (6 credits):

SPAN 2311 Intermediate Spanish I

SPAN 2312 Intermediate Spanish II

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

SPAN 2321 Introduction to Spanish Literature I

SPAN 2322 Introduction to Spanish Literature II

SPAN 2323 Introduction to Latin American Literature

SPAN 2324 Spanish Culture

PHIL 1301 Introduction to Philosophy

PHIL 2303 Introduction to Logic

PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction To Social & Political Philosophy

HUMA1301 Introduction to the Humanities I

HUMA2319 American Minority Studies

HUMA2323 World Cultures

EDUC 1301 Introduction to the Teaching Profession

EDUC 1325 Principles & Practices of Multicultural Education

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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Spanish Concentration

Recommended Course Sequence

FIRST SEMESTER

Credit Hours

COSC 1301 Microcomputer Applications 3

SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321

HIST 1301 United States History I 3

ENGL 1301 Composition 3

SPAN 2313 Spanish for Spanish Speakers I or SPAN 1311 3

SECOND SEMESTER

HIST 1302 United States History II 3

ENGL 1302 Composition II - Rhetoric 3

GOVT 2301 American Government I 3
Visual & Performing Arts Elective - Core Curriculum 3

SPAN 2315 Spanish for Spanish Speakers II or SPAN 1312 3

THIRD SEMESTER

MATH 1414 College Algebra or MATH 2412 or MATH 2413 4

Natural Sciences Elective - Core Curriculum 4

Social & Behavioral Science Elective - Core Curriculum 3

SPAN 2311 Intermediate Spanish I 3

FOURTH SEMESTER

GOVT 2302 American Government II 3

Natural Sciences Elective - Core Curriculum 4

Humanities Elective - Core Curriculum 3

SPAN 2312 Intermediate Spanish II 3

*Elective - Field of Study 3

*Course to be chosen for Field of Study

Language and Cultural Studies
Field of Study
SPANISH/ENGLISH TRANSLATION
CONCENTRATION
ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 17 Credits

The student is required to take the following 5 courses: (17 credits):

- SPAN 1505 Intensive Beginning Spanish
- SPAN 2311 Intermediate Spanish (for translators)
- SPAN 2316 Career Spanish I (for translators)
- SPAN 2317 Career Spanish II (for translators)
- SPAN 2389 Academic Cooperative (for translators)

STC CORE CURRICULUM 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 pages 103-107 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

FIELD OF STUDY: 17

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 62

Spanish/English Translation
Concentration

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications 3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315 or
SPCH 1318 or SPCH 1321 3
- HIST 1301 United States History I 3
- ENGL 1301 Composition 3
- SPAN 1505 Intensive Beginning Spanish 5

SECOND SEMESTER

- HIST 1302 United States History II 3
- ENGL 1302 Composition II - Rhetoric 3
- GOVT 2301 American Government I 3
Visual & Performing Arts Elective -
Core Curriculum 3
- SPAN 2311 Intermediate Spanish I
(for translators) 3

THIRD SEMESTER

- MATH 1414 College Algebra or MATH 2412 or
MATH 2413 4
Natural Sciences Elective - Core
Curriculum 4
- Social & Behavioral Science
Elective - Core Curriculum 3
- SPAN 2316 Career Spanish I (for translators) 3

FOURTH SEMESTER

- GOVT 2302 American Government II 3
Natural Sciences Elective - Core
Curriculum 4
Humanities Elective - Core
Curriculum 3
- SPAN 2317 Career Spanish II
(for translators) 3
- SPAN 2389 Academic Cooperative
(for translators) 3

Philosophy

Philosophy, 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 Credits

The student is required to take the following 3 courses (9 credits):

- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social & Political Philosophy

***Modern Language / Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language.

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

- SPAN 1300 Beginning Spanish Conversation I
- SPAN 1310 Beginning Spanish Conversation II

- SPAN 1311 Beg. Spanish I - Non-Spanish Speakers
- SPAN 1312 Beg. Spanish II - Non-Spanish Speakers
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2316 Career Spanish I
- SPAN 2317 Career Spanish II
- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture
- SGNL 1301 Beginning American Sign Language I
- SGNL 1302 Beginning American Sign Language II

Humanities Electives

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

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 pages 103-107 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

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Philosophy

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413	4
PHIL 1301	Introduction to Philosophy	3
	Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
PHIL 2303	Introduction to Logic	3
PHIL 2306	Introduction to Ethics	3
	Natural Sciences Elective- Core Curriculum	4
	*Modern Language or Humanities Elective - Field of Study	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
PHIL 2307	Introduction to Social & Political Philosophy	3
	Natural Sciences Elective- Core Curriculum	4
	Social & Behavioral Science Elective - Core Curriculum	3
	*Modern Language or Humanities Elective - Field of Study	3

*Courses to be chosen for Field of Study

Political Science (Government)

Political Science (Government),

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.

Instruction will require academic cooperative courses to give students “hands-on” experiences in government functions. The Government program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing a Government program can expand opportunities in teaching, law school, and other related areas of public policy.

POLITICAL SCIENCE (GOVERNMENT), FIELD OF STUDY ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take the following 3 courses (9 credits):

- GOVT 2304 Introduction to Political Science
- GOVT 2389 Academic Cooperative in Government
- PSYC 2317 Statistical Methods in Psychology

***Modern Language/Humanities Elective**

The student is required to take one course (3 credit hours) of a Modern Language:

The student must take an additional three hours of either Humanities or Modern Language.

Note: If the student selects an additional 3 hours of Modern Language, it must be a continuation of the first language taken.

- SPAN 1300 Beginning Spanish Conversation I

- SPAN 1310 Beginning Spanish Conversation II
- SPAN 1311 Beg. Spanish I – Non-Spanish Speakers
- SPAN 1312 Beg. Spanish II – Non-Spanish Speakers
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2316 Career Spanish I
- SPAN 2317 Career Spanish II
- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture
- SGNL 1301 Beg. American Sign Language I
- SGNL 1302 Beg. American Sign Language II

Humanities Electives

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

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 pages 103-107 in the Catalog. These courses must not duplicate courses taken to fulfill field of study requirements. *Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:*

- Humanities 3 credits
- PHIL 2307 Introduction to Social & Political Philosophy

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Political Science

(Government)

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

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

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413	4
GOVT 2304	Introduction to Political Science Visual & Performing Arts Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
PSYC 2317	Statistical Methods in Psychology	3
PHIL 2307	Introduction to Social & Political Philosophy	3
	Natural Sciences Elective - Core Curriculum	4
	*Modern Language or Humanities Elective - Field of Study	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
GOVT 2389	Academic Cooperative in Social Science	3
	Natural Sciences Elective- Core Curriculum	4
	Social & Behavioral Science Elective - Core Curriculum	3
	*Modern Language or Humanities Elective - Field of Study	3

*Courses to be chosen for Field of Study

Social Sciences

Social Sciences, Field of Study

Associate of Arts

Concentration: Psychology

Concentration: Social Work

Concentration: Sociology

The Social Sciences investigate human behavior and interactions of humankind within both local and global environments. Students enrolling in this program will be able to choose either the Psychology, Social Work or Sociology concentration. Completion of the recommended course work for either concentration will lead to an Associate of Arts degree.

The Associate of Arts with a field of study in Social Sciences is an excellent transfer program since the core curriculum parallels the first two years of most four-year social science degrees.

Students that choose the social work concentration are interested in the application of social services within a wide variety of contexts, to include but not limited to, federal social welfare agencies, after school programs, drug and alcohol treatment facilities, hospices, nursing homes, home health agencies, adult day care centers, domestic violence programs and disability programs.

The Sociology concentration is for students interested in group behavior focusing on social, gender, and racial empowerment, marital and family counseling, and criminology.

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, human resources, and public relations.

TSI LIABLE

FIELD OF STUDY **15 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

Psychology Concentration:

The student is required to take the following 4 courses (12 credits):

- PSYC 2301 General Psychology
- PSYC 2307 Adolescent Psychology
- PSYC 2317 Statistical Methods in Psychology
- SOCI 1301 Introductory Sociology

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2314 Lifespan Growth & Development
- SOCI 2301 Marriage and the Family
- SOCI 1306 Contemporary Social Problems

Sociology Concentration:

The student is required to take the following 4 courses (12 credits):

- SOCI 1301 Introductory Sociology
- SOCI 1306 Contemporary Social Problems
- SOCI 2301 Marriage and the Family
- PSYC 2301 General Psychology

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2317 Statistical Methods in Psychology
- PSYC 2319 Social Psychology

Social Work Concentration:

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

SOCW2361 Introduction to Social Work

SOCW 2362 Social Welfare as a Social Institution

PSYC 2301 General Psychology

SOCI 1301 Introductory Sociology

PSCY 2317 Statistical Methods in Psychology

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 103-107 of the catalog. **Students in the Social Work Concentration must take SOCI 2301 - Marriage and the Family to fulfill the Social/Behavioral Sciences Elective Option in the Core Curriculum.**

FIELD OF STUDY: 15

STC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Social Sciences

PSYCHOLOGY CONCENTRATION

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
PSYC 2301	General Psychology	3

SECOND SEMESTER

HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
SOCI 1301	Introductory Sociology	3
	Visual & Performing Arts Elective - Core Curriculum	3
	Social & Behavioral Science Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
MATH1414	College Algebra or MATH 2412 or MATH 2413	4
PSYC 2307	Adolescent Psychology	3
	Natural Sciences Elective - Core Curriculum	4

FOURTH SEMESTER

GOVT 2302	American Government II	3
PSYC 2317	Statistical Methods in Psychology	3
	*Psychology Elective - Field of Study	3
	Natural Sciences Elective - Core Curriculum	4
	Humanities Elective - Core Curriculum	3

*Course to be chosen from the Field of Study

Social Sciences

SOCIAL WORK CONCENTRATION

Recommended Course Sequence

FIRST SEMESTER	Credit Hours
SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301 United States History I	3
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2301 General Psychology	3

SECOND SEMESTER

HIST 1302 United States History II	3
ENGL 1302 Composition II - Rhetoric	3
Humanities Elective - Core Curriculum	3
Visual & Performing Arts Elective - Core Curriculum	3
SOCI 1301 Introductory Sociology	3

THIRD SEMESTER

GOVT 2301 American Government I	3
MATH 1414 College Algebra or MATH 2412 or MATH 2413	4
SOCW 2361 Introduction to Social Work	3
SOCI 2301 Marriage and the Family	3
Natural Sciences Elective - Core Curriculum	4

FOURTH SEMESTER

GOVT 2302 American Government II	3
PSYC 2317 Statistical Methods in Psychology	3
SOCW 2362 Social Welfare as a Social Institution Natural Sciences Elective - Core Curriculum	4

Social Sciences

SOCIOLOGY CONCENTRATION

Recommended Course Sequence

FIRST SEMESTER	Credit Hours
SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301 United States History I	3
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
SOCI 1301 Introductory Sociology	3

SECOND SEMESTER

HIST 1302 United States History II	3
ENGL 1302 Composition II - Rhetoric	3
PSYC 2301 General Psychology	3
Visual & Performing Arts Elective - Core Curriculum	3
Social & Behavioral Science Elective - Core Curriculum	3

THIRD SEMESTER

GOVT 2301 American Government I	3
MATH 1414 College Algebra or MATH 2412 or MATH 2413	4
SOCI 1306 Contemporary Social Problems . Natural Sciences Elective - Core Curriculum	4

FOURTH SEMESTER

GOVT 2302 American Government II	3
SOCI 2301 Marriage and the Family	3
*Sociology elective - Field of Study . Natural Sciences Elective - Core Curriculum	4
Humanities Elective - Core Curriculum	3

*Course to be chosen from the Field of Study

DIVISION OF NURSING AND ALLIED HEALTH

Associate Degree Nursing	214
Associate Degree Nursing	Associate of Applied Science
Associate Degree Nursing (LVN-RN Transition Option)	Associate of Applied Science
Associate Degree Nursing (Paramedic to RN Track)	Associate of Applied Science
 Emergency Medical Technology	 219
EMT-Basic	Certificate
EMT-Intermediate	Certificate
EMT-Paramedic	Certificate
EMT-Paramedic	Associate of Applied Science
 Health and Medical Administrative Services	 223
Medical Coding Specialist	Certificate
Medical Information Specialist	Certificate
Medical Transcription Specialist	Certificate
Health Information Technology	Associate of Applied Science
 Medical Assistant Technology	 227
Medical Assistant Technology	Certificate
Medical Assistant Technology	Associate of Applied Science
 Occupational Therapy Assistant	 230
Occupational Therapy Assistant	Associate of Applied Science
 Patient Care Assistant	 232
Patient Care Assistant	Certificate
 Pharmacy Technology	 234
Pharmacy Technology	Certificate
 Physical Therapist Assistant	 236
Physical Therapist Assistant	Associate of Applied Science
 Radiologic Technology	 238
Radiologic Technology	Associate of Applied Science
 Vocational Nursing	 240
Vocational Nursing	Certificate

Associate Degree Nursing

Associate Degree Nursing, Associate of Applied Science

The Associate Degree Nursing (ADN) program is accredited by the Board of Nurse Examiners for the State of Texas (BNE). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council License Examination for Registered Nurses (NCLEX-RN) administered by the Board of Nurse Examiners (BNE) for the State of Texas. After successful completion of this exam, the individual will be a Registered Nurse.

The two-year program prepares the graduate to begin practice as a staff nurse in a hospital or other health care setting. Through assessment of an individual, the nurse graduate plans, implements and evaluates direct nursing care for individuals and/or groups and is able to monitor and direct peers and ancillary workers in coordination and technical aspects of nursing care.

Students seeking entry in the Associate Degree Nursing Program (ADN) must attend an advisement, complete the *Introduction to Nursing* with a grade of “B” or better, and complete an application for consideration for the program. Students must be THEA complete for entry into the *Introduction to Nursing*, and have a GPA score of 2.5 or higher. Students must see an ADN faculty advisor to register for the *Introduction to Nursing* course.

Program Admission Requirements

- All applicants must meet general admission requirements to South Texas College.
- Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.
- Achieve a minimum composite score on the ACT of 18, and scores of 17 on the Math, Reading and English, and 19 on Science. Scores must be within the past five years.
- Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
- Complete all prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- Satisfy program specific requirements for clinical practice.
- Submit a completed ADN program on-line application for fall or spring admission.

Selection Criteria

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores (application points are automatically calculated by the online application). All information requested on the application must be on-file with the college and accessible on-line to be accepted for the application.

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 admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment.

Application deadlines are the 2nd Friday in May for fall semester and the first Friday in November for the spring semester.

Applications are to be completed on-line at www.southtexascollege.edu/nah.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at www.southtexascollege.edu/nah.

Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must maintain a minimum grade point average of 2.0 in all nursing courses and achieve a minimum grade of “C” in all academic/support courses in the degree plan. Students must achieve a minimum score of 75 percent to pass all nursing courses. Students must pass the senior level exit exam to successfully complete the senior level semester.

Licensures of Persons with Criminal Convictions

According to the Nurse Practice Act (Section 301.257) the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see an ADN Faculty advisor, ADN Program Director, or the Dean of Nursing and Allied Health division. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barreiro, MSN, RN, Chief Nurse Executive, Weslaco Rehabilitation Hospital; *Pamela Bond*, RN, BSN, Education Director, Rio Grande Regional Hospital; *Bruce Wilson*, PhD, RN, B.C., BSN/MSN Faculty, University of Texas-Pan American; *Elma Lopez*, RN, Starr County Memorial Hospital; *Sally Roach*, MSN, RN, BSN Faculty, UTB/TSC; *Elva Rodriguez*, RNC, Nurse Recruiter, Knapp Medical Center; *Katherine Dassler*, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR	Credit Hours
Prerequisites	
BIOL 1408 General Biology I	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth & Development	3
RNSG 1209 Introduction to Nursing	2

FALL SEMESTER

BIOL 2401 Anatomy & Physiology I	4
RNSG 1413 Foundations for Nursing Practice	4
RNSG 1362 Clinical I	3
RNSG 1205 Nursing Skills I	2
RNSG 1201 Pharmacology for Professional Nursing	2

SPRING SEMESTER

BIOL 2402 Anatomy & Physiology II	4
RNSG 2213 Mental Health Nursing	2
RNSG 1341 Common Concepts of Adult Health	3
RNSG 2262 Clinical-Mental Health (8 weeks)	2
RNSG 2263 Clinical-Medical/Surgical (8 weeks)	2
RNSG 1244 Nursing Skills II	2

SECOND YEAR

SUMMER SESSION

BIOL 2421 Microbiology	4
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FALL SEMESTER

RNSG 2201 Care of Children and Families ...	2
RNSG 1251 Care of the Childbearing Family	2
RNSG 2260 Clinical-Pediatrics (8 weeks)	2
RNSG 2261 Clinical-Maternal Child Health (8 weeks)	2
##SPCH1311Introduction to Speech Communication	3

SPRING SEMESTER

Humanities Elective	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR	Credit Hours
Prerequisites:	
BIOL 1408 General Biology I	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth & Development	3
RNSG 1209 Introduction to Nursing	2

SPRING SEMESTER

BIOL 2401 Anatomy & Physiology I	4
RNSG 1413 Foundations for Nursing Practice	4
RNSG 1362 Clinical I	3
RNSG 1205 Nursing Skills I	2
RNSG 1201 Pharmacology for Professional Nursing	2

SUMMER SESSION

BIOL 2402 Anatomy & Physiology II	4
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FALL SEMESTER

RNSG 2213 Mental Health Nursing	2
RNSG 1341 Common Concepts of Adult Health	3
RNSG 2262 Clinical-Mental Health (8 weeks)	2
RNSG 2263 Clinical-Medical/Surgical (8 weeks)	2
RNSG 1244 Nursing Skills II	2
BIOL 2421 Microbiology	4

SECOND YEAR

SPRING SEMESTER

RNSG 2201 Care of Children and Families ...	2
RNSG 1251 Care of the Childbearing Family	2
RNSG 2260 Clinical-Pediatrics (8 weeks)	2
RNSG 2261 Clinical-Maternal Child Health (8 weeks)	2
##SPCH1311Introduction to Speech Communication	3

FALL SEMESTER

Humanities Elective	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

Associate Degree Nursing
LVN/RN TRANSITION OPTION
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1144, RNSG 1327 and RNSG 1162.

SUMMER ADMISSION Credit Hours

Prerequisites:

<u>BIOL 2401 Anatomy & Physiology I</u>	4
<u>BIOL 2402 Anatomy & Physiology II</u>	4
<u>BIOL 2421 Microbiology</u>	4
<u>ENGL 1301 Composition</u>	3
<u>COSC 1301 Microcomputer Applications</u>	3
<u>PSYC 2314 Lifespan Growth & Development</u> ...	3

SECOND YEAR

SUMMER SESSION

RNSG 1201 Pharmacology for Professional Nursing++	2
RNSG 1144 Transition Skills	1
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1162 Transition Clinical	1

FALL SEMESTER

RNSG 2213 Mental Health Nursing	2
RNSG 1341 Common Concepts of Adult Health	3
RNSG 2262 Clinical-Mental Health (8 weeks)	2
RNSG 2263 Clinical-Medical/Surgical (8 weeks)	2
<u>##SPCH1311 Introduction to Speech Communication*</u> 3	

SPRING SEMESTER

<u>Humanities Elective*</u>	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health ..	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours:..... 70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327, 1144, and 1162, the student earns 19 semester credit hours.

++RNSG 1201-Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

Associate Degree Nursing
LVN/RN TRANSITION OPTION
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1144, RNSG 1327 and RNSG 1162.

SPRING ADMISSION Credit Hours

Prerequisites:

<u>BIOL 2401 Anatomy & Physiology I</u>	4
<u>BIOL 2402 Anatomy & Physiology II</u>	4
<u>BIOL 2421 Microbiology</u>	4
<u>ENGL 1301 Composition</u>	3
<u>COSC 1301 Microcomputer Applications</u>	3
<u>PSYC 2314 Lifespan Growth & Development</u> ...	3

SECOND YEAR

SPRING SEMESTER

RNSG 1201 Pharmacology for Professional Nursing++	2
RNSG 1144 Transition Skills	1
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1162 Transition Clinical	1
RNSG 1341 Common Concept of Adult Health..	3
RNSG 2263 Clinical- Medical/Surgical (8 weeks)	2

SUMMER SESSION

RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)	2
<u>##SPCH1311 Introduction to Speech Communication*</u> 3	

FALL SEMESTER

<u>Humanities Elective*</u>	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health ..	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours:..... 70

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327, 1144, and 1162, the student earns 19 semester credit hours.

++RNSG 1201-Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

Associate Degree Nursing
PARAMEDIC TO RN TRACK
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR	Credit Hours
Prerequisites:	
BIOL 2401 Anatomy & Physiology I	4
BIOL 2402 Anatomy & Physiology II	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth and Development	3

FALL SEMESTER

RNSG 1201 Pharmacology for Professional Nursing	2
RNSG 1517 Concepts of Nursing Practice I for Articulating Students (1 st 8 weeks)	5
RNSG 1163 Clinical - Paramedic to RN (1 st 8 weeks)	1
RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)	2

SPRING SEMESTER

BIOL 2421 Microbiology	4
RNSG 1251 Care of the Childbearing Family	2
RNSG 2261 Clinical - Maternal Child Health (8 weeks)	2
RNSG 2201 Care of Children and Families (2 nd 8 weeks)	2
RNSG 2260 Clinical-Pediatrics (2 nd 8 weeks) ..	2

SECOND YEAR **Credit Hours**

SUMMER SESSION

RNSG 1341 Common Concepts of Adult Health (8 weeks)	3
RNSG 2263 Clinical - Medical / Surgical (8 weeks)	2
##SPCH1311 Introduction to Speech Communication	3

FALL SEMESTER

Humanities Elective	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Escrow of 8 credit will be given for RNSG 1423, RNSG1205,
RNSG 1244 upon completion of RNSG 1517, RNSG 1163.
##SPCH 1315 or SPCH 1318 may be substituted for the
SPCH 1311 requirement.

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 Health State Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health.

Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

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

- All applicants must meet general admission requirements to South Texas College.
- High School graduation or GED equivalent.
- Be 18-years of age for clinical/practicum experience.
- 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.
- Hold a valid Texas Driver’s License.
- Satisfy program specific requirements for clinical practice.
- Submit a completed EMT program application.
- Participate in mandatory EMT Program advisement prior to registration
- 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://www.southtexascollege.edu/nah/emttest.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; *James Cardoza*, EMT-I, South Star EMS; *Sally Carpenter*, RN, Rio Grande Regional Hospital; *Horacio Cantu*, Administrator EMS Director, Preferred Ambulance; *Chris Sanchez*, Training Officer, Weslaco Fire Department/EMS; *Lee Garcia*, EMT-P, Director, Valley EMS; *Noel Garcia*, EMT-P, EMS Director, Starr County EMS; *Roberto M. Gonzalez*, MD, EMT Program Starr County Medical Director, Private Practice; *Candelario Ontiveros*, EMT-P, Director, MedCare Ambulance; *Terry Posluszny*, MD, FACC, EMT Program Medical Director, Private Practice; *Javier Quiroga*, EMT-P, Brownsville Fire Department; *Noemi Sanchez*, EMT-I, TDH EMS Program Director; *Jaime Solis*, EMT-P, Director of Operations, Pro-Medic; *Dr. Javier Cortinas*, MD, EMT Program Medical Director, Private Practice TDH EMS Specialist; *Rick Vaiz*, EMT-P CEO, A.C.T. Ambulance

Emergency Medical Technology

BASIC

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
EMSP 1501 EMT-Basic	5
EMSP 1160 CAPSTONE: EMT - Basic Clinical	1
EMSP 1166 CAPSTONE: EMT - Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations	2
EMSP 1371 EMS Documentation	3
EMSP 1358 Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

Total Credit Hours: 15

Emergency Medical Technology

INTERMEDIATE

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
EMSP 1501 EMT-Basic	5
EMSP 1160 EMT-Basic Clinical	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations	2
EMSP 1371 EMS Documentation	3
EMSP 1358 Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice	4
EMSP 1356 Patient Assessment 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: 27

Emergency Medical Technology

PARAMEDIC

CERTIFICATE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

EMSP 1501 EMT-Basic	5
EMSP 1160 EMT-Basic Clinical	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations .	2
EMSP 1371 EMS Documentation	3
EMSP 1358 Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice ..	4
EMSP 1356 Patient Assessment and Airway Management	3
EMSP 1355 Trauma Management	3
EMSP 1161 EMT-Intermediate Hospital Clinical	1
EMSP 1167 EMS EMTI Practicum	1

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION I

VNSG 1420 Anatomy & Physiology for Allied Health	4
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THIRD SEMESTER

EMSP 2444 Cardiology	4
EMSP 2160 Paramedic Clinical I	1
EMSP 2338 EMS Operations	3
EMSP 2243 Assessment Based Management	2

FOURTH SEMESTER

EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations	3
EMSP 2161 Paramedic Clinical II	1
EMSP 2266 CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

Total Credit Hours: 51

EMERGENCY MEDICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

EMSP 1501 EMT-Basic	5
EMSP 1160 EMT-Basic Clinical	1
EMSP 1166 EMT-Basic Practicum	1
EMSP 1208 Emergency Vehicle Operations .	2
EMSP 1371 EMS Documentation	3
EMSP 1358 Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic.

SECOND SEMESTER

EMSP 1438 Introduction to Advanced Practice ..	4
EMSP 1356 Patient Assessment 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: 70

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Health and Medical Administrative Services

Medical Coding Specialist, Certificate

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association.

Medical coding specialists pursue a lifelong program of continuing education.

**Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS).*

Medical Information Specialist, Certificate

The Medical Information Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency. These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office. Medical information management specialists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per

minute, as determined by the department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

Medical Transcription Specialist, Certificate

The Medical Information Transcriptionist Certificate prepares students to type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for medical transcriptionists. Transcriptionists may pursue a certified medical transcriptionist rating by passing the national certification examination administered by the American Association of Medical Transcriptionists. Medical transcriptionists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship 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 of Allied Health Educational Programs (CAAHEP) has accredited the program in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as a Registered Health Information Technician (RHIT).*

Program Entry Requirements

- All applicants must meet general admission requirements to South Texas College.
- Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.
- 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.
- Satisfy program specific requirements for clinical practice.
- Submit a completed Health and Medical

Administrative Services program application.

- Participate in individual student advisement with Health and Medical Administrative Services faculty prior to registration.

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) 872-3116.

NOTE: For up-to-date program information, admission requirements and registration see: <http://www.southtexascollege.edu/nah/hit.html>

Graduation Requirements

To earn the Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of “C.”

ADVISORY COMMITTEE

*Cesario Avila, CCS, Coder, HIM Dept., McAllen Medical Center, Mary Lou Cavazos, Office Manager, Jose E. Igoa, MD, PA, Hugo Garcia, RHIA, HIM Director, Rio Grande Regional Hospital, Karen Geneves, State-wide Articulation Professional, Valley View High School, Minerva Lamar Martinez, Director, HIM Dept., Starr County Hospital, Amado Lara, HIM Dept, McAllen Medical Center, Laura Lorenzo de Solis, Director, HIM Dept., Renaissance Day Surgery, 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, *Martina F. Smith Held, RHIT, HIM Director, Weslaco Rehab. Hospital, Toni Vaura, RHIA, HIM Director, Knapp Medical Center*

**Advisory Committee Chair*

**MEDICAL CODING SPECIALIST
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology (TP)	3
ENGL 1312	Business Writing	3
HITT 1301	Health Data Content and Structure	3
NURA 1407	Nurse Aide for Health Organizations II or VNSG 1420 .	4
MRMT1203	Medical Office Procedures	2

SECOND SEMESTER

HITT 1341	Coding & Classification Systems	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
MRMT1211	Computers in Health Care	2
HPRS 2301	Pathophysiology	3
HITT 2331	Advanced Medical Terminology	3
HITT 1349	Pharmacology for Health Information	3

THIRD SEMESTER

HITT 2372	Advanced CPT Coding-CPT4	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1166	CAPSTONE: Coding Practicum ..	1

Total Credit Hours: 39

**MEDICAL INFORMATION
SPECIALIST
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology	3
HITT 1301	Health Data Content & Structure	3
NURA 1407	Nurse Aid for Health Organizations II or VNSG 1420 .	4
MRMT1203	Medical Office Procedures	2
ENGL 1312	Business Writing	3

SECOND SEMESTER

MRMT1211	Computers in Health Care	2
HPRS 2301	Pathophysiology	3
HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
ITSC 1309	Integrated Software Applications I (TP)	3

THIRD SEMESTER

MRMT1307	Medical Transcription Fundamentals	3
MRMT2166	CAPSTONE: Practicum	1

Total Credit Hours: 33

**MEDICAL TRANSCRIPTION
SPECIALIST
CERTIFICATE**

TSI EXEMPT

FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology	3
HITT 1301	Health Data Content & Structure	3
NURA 1407	Nurse Aide for Health Organizations II or VNSG 1420 .	4
MRMT1307	Medical Transcription Fundamentals	3
ENGL 1312	Business Writing	3

SECOND SEMESTER

MRMT 2333	Advanced Medical Transcription I	3
HPRS 2301	Pathophysiology	3
HITT 1349	Pharmacology for Health Information	3
HITT 2331	Advanced Medical Terminology	3

THIRD SEMESTER

MRMT 1203	Medical Office Procedures	2
MRMT 2167	CAPSTONE: Practicum	1

Total Credit Hours: 31

**HEALTH INFORMATION
TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TSI LIABLE

FIRST YEAR (SUMMER) Credit Hours

COSC 1301	Microcomputer Applications	3
HITT 1305	Medical Terminology (TP)	3

FIRST SEMESTER

ENGL 1301	Composition	3
BIOL 2401	Anatomy & Physiology I	4
HITT 1301	Health Data Content and Structure .	3
ITSC 1305	Introduction to PC Operating Systems	3

SECOND SEMESTER

BIOL 2402	Anatomy & Physiology II	4
HPRS 2301	Pathophysiology	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1341	Coding & Classification Systems	3
HITT 1349	Pharmacology for Health Information	3

THIRD SEMESTER

HITT 2166	Practicum I	1
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1345	Health Care Delivery Systems ...	3
SPCH 1321	Business & Professional Speaking ...	3
PSYC 2301	General Psychology	3
MATH 1414	College Algebra	4

FOURTH SEMESTER

HITT 2371	Current Procedural Terminology Coding-CPT4	3
	* <u>Humanities Elective</u>	3
HITT 1255	Health Care Statistics	2
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2339	Health Information Organization & Supervision	3
HITT 2167	CAPSTONE: Practicum II	1

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Recommended Humanities Electives

PHIL 2306	Introduction to Ethics
PHIL 2303	Introduction to Logic
HUMA1301	Introduction to the Humanities I

Medical Assistant Technology

Medical Assistant Technology, **Certificate and Associate of Applied** **Science**

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT). Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), Nationally Certified Phlebotomy Technician (NCPT), National Certified ECG Technician (NCET), and the National Certified Insurance & Coding Specialist (NCICS).

Program Admission Requirements

- All applicants must meet general admission requirements to South Texas College.
- High School graduation or GED Equivalent
- Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.
- 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
- Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STCC
- Satisfy program specific requirements for clinical practice.
- Submit a completed Medical Assisting program application.
- Participate in individual student advisement with Medical Assisting faculty prior to registration.

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) 872-3116 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://www.southtexascollege.edu/nah>.

Graduation Requirements

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of “C”.

ADVISORY COMMITTEE

Cindy Chavez, Medical Technologist and Educator, La Joya ISD; *Melinda Cruz*, Planned Parenthood Association of Hidalgo County; *Cindy Duran*, Office Manager, *Alberto D. Duran*, M.D./Obstetrics & Gynecology; *Martin Garza*, MD, DLC Pediatric Center, Edinburg; *Dr. Dario Juarez*, DCH, La Senda Family Health Care, McAllen; *Emmalou Keyes*, RN FNP, Department of Health and Human Services, Hidalgo County; *Grace Lawson*, Clinic Administrator, El Milagro Clinic, McAllen; *Mary LeBlanc*, MD, La Senda Family Health Care, McAllen; *Cecilia Kief*, LVN, Landrum & Chester OB GYN & Assoc., McAllen; *Maty Mery*, MA, Dr. Canales Family Practice & Obstetrics; *Sandra Perez*, MA, Dr. Samuel Garcia & Assoc., McAllen; *Becky Rankin*, RN FNP, Planned Parenthood Association of Hidalgo County; *Linda Rasmussen*, PAC, Family Health Center of Mission; *Martha Salinas*, MA, Dr. Samuel Garcia & Assoc., McAllen; *Michael Shawn*, MD, Mission Hospital & Knapp Medical Center

Occupational Therapy Assistant

Occupational Therapy Assistant, Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders.

Students seeking entry to the OTA Program must complete a program specific application. A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone

courses listed in the sixth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

Program Admission Requirements

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

Selection Criteria

The OTA Program selection criteria are based upon a point system (number of support courses completed multiplied by the grade point average of degree plan courses). Due to program size limitations, applicants may also be required to complete additional selection criteria such as an interview or essay-writing. 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; McAllen; Ruth Garza, COTA, Harlingen; Celeste Salamanca, OTR, Mission; Jennifer Ybarra, OTR, McAllen; Tim Ryan, OTR, Harlingen

OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF APPLIED SCIENCE

Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the other underlined general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

TSI LIABLE

PRE-REQUISITES Credit Hours

HITT 1305	Medical Terminology	3
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	3
<u>BIOL 1408</u>	<u>General Biology I</u>	4
SPCH 1318	Interpersonal Communications	3
<u>ENGL 1301</u>	<u>Composition</u>	3

FIRST SEMESTER

<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
OTHA 1405	Principles of Occupational Therapy	4
OTHA 1409	Human Structure & Function in OT	4
OTHA 1415	Therapeutic Media I in OT	4

SECOND SEMESTER

<u>BIOL 2402</u>	<u>Anatomy and Physiology II</u>	4
OTHA 1341	Life Skills Performance of Childhood in OT	3
OTHA 2301	Pathophysiology in OT	3
OTHA 2309	Mental Health in Occupational Therapy	3

THIRD SEMESTER (SUMMER SESSION I)

OTHA 1460	Clinical-OTA	4
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FOURTH SEMESTER

	<u>Humanities Elective</u>	3
OTHA 1349	Life Skills Performance of Maturity in OT	3
OTHA 1419	Therapeutic Modalities I in OT	4
OTHA 2335	Health Care Management in OT	3

FIFTH SEMESTER

OTHA 2366	CAPSTONE: Practicum-OTA (A)	3
OTHA 2367	CAPSTONE: Practicum-OTA (B)	3

SIXTH SEMESTER (SUMMER SESSION I)

OTHA 2371	CAPSTONE: OT Seminar	3
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Total Credit Hours: 71

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

Patient Care Assistant

Patient Care Assistant, Certificate

This is a 21 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly.

The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. The second semester focuses on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

Students completing the first semester are qualified to take their State Competency exam Nurse Assistant Competency Evaluation Services (NACES). After completing the two semester program requirements, students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. Students are also prepared to take the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

Program Entry Requirements

- All applicants must meet general admission requirements to South Texas College.
- 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.

- Satisfy program specific requirements for clinical practice.
- Participate in a student advisement session with PCA program faculty prior to registration.
- Submit a completed PCA program application.

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from PCA faculty and will be discussed and completed during advisement prior to registration. Please contact the PCA Program office at (956) 872-3116 for additional information or appointment with program faculty.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://www.southtexascollege.edu/nah>

Graduation Requirements

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Virginia Garcia, Education Coordinator, Edinburg Regional Medical Center; *Teresa Johnson*, Education Coordinator, McAllen Medical Center; *Andrea Lerma*, Lisc Practitioner, Tropical Texas MHMR; *Carl Lueg*, Administrator (owner), Twinbrooke South Nursing Center; *Kathleen Mowery*, Education Coordinator, Mission Hospital; *Joe Rios*, Career and Technology Director, Edcouch-Elsa Career and Technology Center; *Frank Saldivar*, Vocational Counselor, Edcouch-Elsa Career and Technology Center

PATIENT CARE ASSISTANT
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

NURA 1401	Nurse Aide for Health Organizations I	4
NURA 1160	Clinical I	1
NURA 1407	Nurse Aide for Health Organizations II or VNSG 1420	4
HITT 1305	Medical Terminology	3

SECOND SEMESTER

NUPC 1320	Patient Care Technician	3
NUPC 1171	Phlebotomy for Patient Care Technicians	1
NUPC 1172	EKG and Monitoring for Patient Care Technicians	1
NUPC 1260	CAPSTONE: Clinical II-A	2
NUPC 1261	CAPSTONE: Clinical II-B	2

Total Credit Hours: 21

Pharmacy Technology

Pharmacy Technology Program, Certificate

The Pharmacy Technology program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and retail settings. Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records. They assist and support licensed pharmacists in providing health care and medications to patients. Graduates are eligible to take the national certification exam that measures proficiency and competency in the standards set by the American Society of Health-System Pharmacists and the Texas Board of Pharmacy. After successful completion of this exam, the individual will be a Certified Pharmacy Technician.

Admission Requirements

- All applicants must meet general admission requirements to South Texas College
- High School graduation or GED Equivalent
- 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.
- Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- Complete program specific requirements for clinical practice
- Submit a completed Pharmacy Technology program application.
- Participate in individual student advisement with Pharmacy Technician program faculty prior to registration.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://www.southtexascollege.edu/nah/pharm.html>

Selection Process

Selection criteria of the pharmacy technology program is based on an application process and ranking of applicants on the basis of a point system. The point system is based on grade point average, TSI scores, Ranking of students with the same score is prioritized according to date and time application is submitted.

Program Application

Program applications are available from Pharmacy Technology program faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872-3116 for additional information or appointment with program faculty.

Application Deadline:

Fall admission is August 1st

Spring admission is November 15th

Graduation Requirements

To earn a Certificate in Pharmacy Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of “C”.

ADVISORY COMMITTEE

Susanna Corona, Pharmacy Technician, Lee’s Pharmacy; *Elsa Garcia*, Pharmacy Technician, HEB Pharmacy; *Leonel Guerrero*, RPh, Director of Pharmacy, Nuestra Clinica Del Valle; *Dr. Theresa Langlass-Garza*, RPh, Edinburg Regional Hospital; *Keith Olsen*, Pharmacy Technician, Walgreen’s Pharmacy

PHARMACY TECHNOLOGY
CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

COSC 1301	Microcomputer Applications	3
SPCH 1311	Introduction to Speech Communication	3
PHRA 1301	Introduction to Pharmacy	3
PHRA 1205	Drug Classification	2
PHRA 1309	Pharmaceutical Mathematics I...	3
PHRA 1313	Community Pharmacy Practice .	3

SECOND SEMESTER

PHRA 1206	Computerized Drug Delivery Systems I	2
PHRA 1345	Intravenous Admixture and Sterile Compounding	3
PHRA 1349	Institutional Pharmacy Practice .	3
PHRA 1202	Pharmacy Law	2
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1166	Practicum I	1

SUMMER SESSION

PHRA 1243	Capstone: Pharmacy Technician Certification Review	2
PHRA 1267	Capstone: Practicum II	2

Total Credit Hours: 36

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 administer a variety of services such as therapeutic modalities (for example: heat, cold, ultrasound), gait training, therapeutic exercise, and training in activities of daily living. PTAs work with patients or clients in a variety of areas such as hospitals, nursing homes, and outpatient clinics, as well as in the home, in schools, and on the job. The main goal in physical therapy is helping people help themselves. Because of the humanitarian nature of this profession, PTAs must have a genuine interest in caring for others. The 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 Admission Requirements

- All applicants must meet general admission requirements to South Texas College.
- High School graduation or GED Equivalent.
- Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.
- Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
- 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 (25 hours in each setting).
- Complete all prerequisite courses with a minimum grade of "C" as listed in the degree plan.
- Satisfy program specific requirements for clinical practice.
- Submit a completed PTA program application.

- Participate in a student advisement session with PTA faculty prior to registration.

Selection Process

The PTA Program selection process includes two phases. Initial phase criteria are based on a point system (number of support courses completed times grade point average of degree plan courses) and "Experience Form" scores. The top scoring applicants then complete the second phase, which may include a written assignment and group activity.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall class. Applications will be available from PTA faculty advisors to students meeting admission requirements. The deadline for submission of completed applications is the first Monday in May. Applicants will be notified of their status by the end of June. Please contact the PTA program's office at (956) 872-3161 for additional information.

NOTE: For up-to-date program information, *application procedures, admission requirements and selection process see:*
<http://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."

ADVISORY COMMITTEE

Kilo Alaniz, PTA, Knapp Medical Center; *Cynthia A. Garcia*, MD, Rio Physical Medical Center; *Efrain Guzman*, PT, Valley Baptist Medical Center; *Bertha Puig*, PT (Committee Chair), Puig Rehabilitation; *Javier Rocha*, PT, San Miguel Medical Supply; *Sylvia Rodriguez*, PTA, Milestone Therapeutic; *Robert Puig*, DPT, STHS/McAllen Medical Center; *Eloisa Hernandez-Cabrera*, PT, McAllen Nursing Center; *Iris Duran*, PTA, Apts Therapy Services

PHYSICAL THERAPIST ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

PRE-REQUISITES **Credit Hours**

BIOL 2401	Anatomy and Physiology I	4
HITT 1305	Medical Terminology	3
SPCH 1318	Interpersonal Communications	3
ENGL 1301	Composition	3

FIRST SEMESTER

BIOL 2402	Anatomy and Physiology II	4
PTHA 1405	Basic Patient Care Skills	4
PTHA 1409	Introduction to Physical Therapy	4
PTHA 1513	Functional Anatomy	5

SECOND SEMESTER

PSYC 2314	Lifespan Growth and Development	3
PTHA 1321	(Clinical) Pathophysiology	3
PTHA 1531	Physical Agents	5
PTHA 2201	Assessment Skills	2

SUMMER SESSION

PTHA 1266	Practicum I	2
	* <u>Humanities Elective</u>	3

THIRD SEMESTER

PTHA 2509	Therapeutic Exercise	5
PTHA 2431	Management of Neurological Disorders	4
PTHA 2435	Rehabilitation Techniques	4

FOURTH SEMESTER

PTHA 2266	Practicum II (6 weeks)	2
PTHA 2267	Practicum III (6 weeks)	2
PTHA 2339	CAPSTONE: Professional Issues	3

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*HUMANITIES ELECTIVE: Departmental Approval
Required

Radiologic Technology

Radiologic Technology, Associate of Applied Science

The Radiologic Technology Program at South Texas College has received approval from the Texas Higher Education Coordinating Board and falls under the Southern Association of Colleges and Schools Accreditation Guidelines. Upon completion of the program, graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer). Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and treat injury. The radiographer is trained in the use of state-of-the-art specialized equipment; radiologic pharmaceuticals and contrast media; radiographic procedures/positioning for the diagnosis of broken bones, tumors, disease, and malfunction of organs, and the development and critique of radiographs.

Program Admission Requirements

- All applicants must meet general admission requirements to South Texas College
- High School graduation or GED equivalent.
- Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted.

- Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).
- Achieve a minimum composite score of 19 on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- Complete all prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
- Submit a completed Radiologic Technology program application.
- Participate in individual student advisement with RADT faculty prior to registration.

Selection Criteria

The RADT program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the **last Friday in May**. Applications are available from RADT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment (956) 872-3116.

Note: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at www.southtexascollege.edu.

Graduation Criteria

To earn an Associate of Applied Science in the Radiologic Technology Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of “C” in didactic courses and minimum grade of “B” in the clinical/practicum courses.

ADVISORY COMMITTEE

Rafael C. Acosta, PhD, Physicist, South Texas Cancer Center, *Joe Martinez*, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital, *Richard Mendez*, RN, BSN, Nursing Supervisor, Cornerstone Regional Hospital, *Carlos Pena*, BS, RT (R), Assistant Director of Radiology, Edinburg Regional Medical Center, *Armaro Salinas, Jr.*, B.S.M.T. (ASCP), Assistant Hospital Administrator, Starr County Memorial Hospital, *Rachel Sarabia*, Manager, Texas Attorney General’s Office, *Roy Castillo*, MBA, RT (R) System Director for Imaging Services, STHS, *Eddy Rodriguez*, BS, RT (R) Director of Radiology, Mission Hospital

RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

PRE-REQUISITE TERM	Credit Hours
BIOL 2401 <u>Anatomy & Physiology I</u>	4
MATH 1414 <u>College Algebra</u>	4
ENGL 1301 <u>Composition</u>	3
HITT 1305 <u>Medical Terminology</u>	3

FIRST SEMESTER

BIOL 2402 <u>Anatomy & Physiology II</u>	4
RADR 1409 <u>Introduction to Radiography & Patient Care</u>	4
RADR 1311 <u>Basic Radiographic Procedures</u> .	3
RADR 1360 <u>Clinical</u>	3

SECOND SEMESTER

PSYC 2301 <u>General Psychology</u>	3
RADR 1313 <u>Principles of Radiographic Imaging I</u> ..	3
RADR 2301 <u>Intermediate Radiographic Procedures</u>	3
RADR 1266 <u>Practicum I</u>	2

SUMMER SESSION

SPCH 1318 <u>Interpersonal Communications</u> .	3
RADR 2305 <u>Principles of Radiographic Imaging II</u> ...	3
RADR 1267 <u>Practicum II</u>	2

THIRD SEMESTER

RADR 2331 <u>Advanced Radiographic Procedures</u> ...	3
RADR 2309 <u>Radiographic Imaging Equipment</u> ...	3
RADR 2213 <u>Radiation Biology & Protection</u> .	2
RADR 2266 <u>Practicum III</u>	2

FOURTH SEMESTER

<u>*Humanities Elective</u>	3
RADR 2217 <u>Radiographic Pathology</u>	2
RADR 2267 <u>Practicum IV</u>	2

SUMMER SESSION

RADR 2235 <u>CAPSTONE: Radiologic Technology Seminar</u>	2
RADR 2166 <u>CAPSTONE: Practicum V</u>	1

Total Credits Hours: 67

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Humanities Elective:

PHIL 2306 <u>Introduction to Ethics</u>
PHIL 2303 <u>Introduction to Logic</u>
HUMA1301 <u>Introduction to the Humanities I</u>

Vocational Nursing

Vocational Nursing, Certificate

This intensive three or four-semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a specific program on-line application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

Program Admission Requirements

- All applicants must meet general admission requirements to South Texas College
- High School graduation or GED Equivalent
- Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA) with program specific exemptions accepted
- Satisfy program specific requirements for clinical practice
- Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the VN degree plan
- Submit a completed Vocational Nursing program application
- Participate in individual student advisement with VN faculty prior to registration

Selection Process

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field. Qualified applications are ranked from highest to lowest points.

Ranking of students with the same scores will be in the following priority:

- First priority: Alternates to previous year's applicant pool.
- Second priority: Date and time application submitted.
- Third priority: Number of courses completed.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program.

Site Selection: Site placement (Starr, Midvalley, and Pecan) is determined following group ranking of the applicant pool. Students are given the opportunity to select a program site in the acceptance letter.

If more accepted applicants are given for a particular site, preference is given to the home address in ranking order. Students that cannot be accommodated at their home site will be given a second site preference according to ranking.

Program Application

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply for the next available class.

Applications are available annually on-line for designated class admissions. A class is selected every fall and a spring class is accepted every even year. See program chair for schedule of traditional 3-semester option, extended 4-semester option, and program availability at McAllen, Starr Co., and Mid-valley campus sites.

Complete application on-line at www.southtexascollege.edu/nah.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at www.southtexascollege.edu/nah.

Graduation Requirements

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of “C.”

Licensure of Persons with Criminal Convictions

According to the Nurse Practice Act (Rule 239.12), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see a VN Faculty advisor, VN Program Director, or the Dean of Nursing and Allied Health division. All consultations are confidential.

ADVISORY COMMITTEE

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; *Roger Albach*, P.H.D., Community representative; *Maggie Barriero*, RN, Weslaco Rehabilitation Hospital; *Cynthia Cardona*, LVN, Staff Nurse; *John Cuellar*, Community representative; *Carl Lueg*, President/Owner, Twinbrooke South Nursing Home; *Betty Martinez*, LVN, Staff Nurse, McAllen Medical Center; *Kathleen Mowery*, RN, Director of Education, Mission Hospital; *Thalia Munoz*, RN, Administrator, Starr County Memorial Hospital; *Elva Rodriguez*, RN, Nurse Manager of Medical Department, Knapp Medical Center; *Macario Villarreal*, RN, Director of Nursing, Retama Nursing Center, Rio Grande City

VOCATIONAL NURSING
CERTIFICATE

TSI LIABLE

THREE SEMESTER OPTION

FIRST SEMESTER	Credit Hours
VNSG 1420 Anatomy and Physiology for Allied Health	4
HITT 1305 Medical Terminology	3
VNSG 1115 Disease Control and Prevention	1
VNSG 1116 Nutrition	1
VNSG 1122 Vocational Nursing Concepts ...	1
VNSG 1133 Growth and Development	1
VNSG 1323 Basic Nursing Skills	3
VNSG 1160 Clinical I-A	1
VNSG 1226 Gerontology	2
VNSG 1161 Clinical I-B	1

SECOND SEMESTER

VNSG 1331 Pharmacology for Vocational Nursing	3
VNSG 1429 Medical-Surgical Nursing I	4
VNSG 1162 Clinical II-A	1
VNSG 2331 Advanced Nursing Skills	3
VNSG 1330 Maternal-Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1261 Clinical II-B	2

THIRD SEMESTER (SUMMER SESSION)

VNSG 1136 Mental Health	1
VNSG 1138 Mental Illness	1
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 1362 Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours: 46

VOCATIONAL NURSING
CERTIFICATE

TSI LIABLE

FOUR SEMESTER OPTION

FIRST SEMESTER	Credit Hours
VNSG 1420 Anatomy and Physiology for Allied Health	4
HITT 1305 Medical Terminology	3
VNSG 1115 Disease Control and Prevention	1
VNSG 1116 Nutrition	1
VNSG 1122 Vocational Nursing Concepts	1
VNSG 1133 Growth and Development	1
VNSG 1160 Clinical I-A	1
VNSG 1323 Basic Nursing Skills	3

SECOND SEMESTER

VNSG 1226 Gerontology	2
VNSG 1161 Clinical I-B	1
VNSG 1331 Pharmacology for Vocational Nursing	3
VNSG 1429 Medical-Surgical Nursing I	4
VNSG 1162 Clinical II-A	1
VNSG 2331 Advanced Nursing Skills	3

THIRD SEMESTER (SUMMER SESSION)

VNSG 1330 Maternal-Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1261 Clinical II-B	2

FOURTH SEMESTER

VNSG 1136 Mental Health	1
VNSG 1138 Mental Illness	1
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 1362 Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

Total Credit Hours: 46

COURSE DESCRIPTIONS

ACCOUNTING

◆**ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.

Prerequisite: ACNT 1303, or MATH 85 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: READ 80 and MATH 80 or equivalent.

ACNT 1304 INTRODUCTION TO ACCOUNTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303, ITSC 1309 or COSC 1301.

ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.

Prerequisite: ACNT 1303.

ACNT 2303 INTERMEDIATE ACCOUNTING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the critical analysis of generally accepted accounting principles, concepts and theory underlying the preparation of financial statements. Emphasis is placed on current theory and practice.

Prerequisite: ACCT 2401.

ACNT 2304 INTERMEDIATE ACCOUNTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow.

Prerequisite: ACCT 2401.

ACNT 2309 COST ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of budgeting and cost control systems, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

Prerequisite: ACCT 2401.

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.

◆ = DENOTES COLLEGE TRANSFERABLE COURSES

**ACNT 2331 INTERNAL CONTROL AND
AUDITING**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the study of internal control and auditing standards and processing used by internal auditors, managers, and independent accountants.

Prerequisite: ACNT1303.

ADMINISTRATIVE OFFICE CAREERS

POFI 1349 SPREADSHEETS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides in-depth coverage in the use of spreadsheet software 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 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 applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.

Prerequisite: POFI 2301.

**POFL 1303 LEGAL OFFICE
PROCEDURES I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.

Prerequisite: POFT 1329 or permission from the department.

POFL 1305 LEGAL TERMINOLOGY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.

Prerequisite: None.

**POFL 1340 LEGAL OFFICE
PROCEDURES II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of Texas law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

**POFL 1355 LEGAL ISSUES FOR MEDICAL
DOCUMENTS**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the legal implications regarding medical documents.

Prerequisite: POFT 1329 and POFL 1305.

POFL 1359 LEGAL TRANSCRIPTION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office.

Prerequisite: POFT 1329 and POFT 1301.

POFL 2264 CAPSTONE: PRACTICUM

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

**POFL 2301 LEGAL DOCUMENT
PROCESSING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in the production of legal documents used in the legal and court systems.

Prerequisite: POFT 1329.

**POFT 1227 INTRODUCTION TO
KEYBOARDING**

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course will teach the student skill development in keyboarding with emphasis on alphabet, number, 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 & INFORMATION MANAGEMENT I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

Prerequisite: None.

POFT 1321 BUSINESS MATH

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

Prerequisite: None.

POFT 1328 BUSINESS & PROFESSIONAL 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 KEYBOARDING AND DOCUMENT FORMATTING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

Prerequisite: POFT 1227, 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 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 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.

Prerequisite: POFT 1349 or POFL 1340.

ANTHROPOLOGY

◆ANTH 2301 PHYSICAL ANTHROPOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces the field of archaeology. It emphasizes methods of

data collection, and a world review of major events in the development of past human civilizations.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "A or B," or THEA exemption via SAT, ACT, or TAKS scores.

◆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: None.

◆ANTH 2351 CULTURAL ANTHROPOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "A or B," or THEA exemption via SAT, ACT or TAKS scores.

ART

◆ARTS 1301 ART APPRECIATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.

Prerequisite: READ 80 or equivalent.

◆ARTS 1303 ART HISTORY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of painting, sculpture, architecture, and other arts from prehistory through the Middle Ages.

Prerequisite: READ 80 or equivalent.

◆ARTS 1304 ART HISTORY II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of painting, sculpture,

architecture, and other arts from the Middle Ages to the present day.

Prerequisite: READ 90 or equivalent.

◆ARTS 1311 DESIGN I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: None.

◆ARTS 1312 DESIGN II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: ARTS 1311 or approval of the instructor.

◆ARTS 1316 DRAWING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: None.

◆ARTS 1317 DRAWING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.

Prerequisite: ARTS 1316 or approval of instructor.

◆ARTS 2316 PAINTING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

Prerequisite: None.

◆ARTS 2317 PAINTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of the instructor.

♦ARTS 2323 DRAWING III

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course 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, knowledge of chemistry, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

Prerequisite: None.

♦ **ARTS 2357 PHOTOGRAPHY II**
(Fine Arts Emphasis)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. The course can be repeated once for an additional three credit hours as a study in Advanced Problems and Techniques.

Prerequisite: ARTS 2356 or approval of instructor.

ASSOCIATE DEGREE NURSING

RNSG 1144 TRANSITION SKILLS

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course provides the LVN to RN Transition student the opportunity to study the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: Administrative approval; admission to the Professional Nursing Transition Track.

RNSG 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 occupational 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 Tract with a non-encumbered paramedic license; or Administrative Approval.

**RNSG 1201 PHARMACOLOGY FOR
PROFESSIONAL NURSING**

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1205 NURSING SKILLS I

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

**RNSG 1209 INTRODUCTION TO
NURSING**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course offers an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: Approval of the ADN faculty only.

RNSG 1244 NURSING SKILLS II

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201, or administrative approval.

**RNSG 1251 CARE OF THE
CHILDBEARING FAMILY**

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course is the study of concepts related to the provision of nursing care for childbearing families. Topics include selected complications of mother and infant. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

Preparation for role transition from vocational to associate degree nursing is included in this course. Study of health promotion, legal/ethical issues, expanded assessment, analysis of data, nursing process, critical thinking, pharmacology, multi-disciplinary teamwork, and communication are addressed. Concurrent clinical placement is required.

Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1341 COMMON CONCEPTS OF ADULT HEALTH

CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course, students will study the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201, 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 1413 FOUNDATIONS FOR NURSING PRACTICE

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course provides an introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, beginning development of critical-thinking skills, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the ADN program and RNSG 1209.

RNSG 1517 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS

CRT HRS:05 LEC HRS:04 LAB HRS:02

This course provides the articulating student paramedic the opportunity to examine the role of the associate degree professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; Administrative approval.

Concurrent enrollment in RNSG 1163 and RNSG 1201.

RNSG 2121 MANAGEMENT OF CLIENT CARE

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an exploration of leadership and management principles and current issues applicable to the role of the nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or Administrative approval.

RNSG 2163 CLINICAL IV

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, and SPCH 1311.

RNSG 2201 CARE OF CHILDREN AND FAMILIES

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is the study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2213 MENTAL HEALTH NURSING
CRT HRS:02 LEC HRS:02 LAB HRS:01

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1201, 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 1201, 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 1201, or Administrative approval.

RNSG 2331 ADVANCED CONCEPTS OF
ADULT HEALTH

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis will be placed on knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or Administrative approval.

RNSG 2363 CAPSTONE: CLINICAL V
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.

AUTOMOTIVE TECHNOLOGY

AUMT 1266 PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1267 PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1305 INTRODUCTION TO
AUTOMOTIVE TECHNOLOGY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service

publications, fasteners, professional responsibilities, and automobile maintenance.

Prerequisite: None.

AUMT 1345 AUTOMOTIVE HEATING & AIR CONDITIONING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the theory of automotive air conditioning and heating systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

Prerequisite: 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 SUSPENSION & STEERING

CRT HRS:04 LEC HRS:02 LAB HRS:08

This course covers the theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.

Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1419 AUTOMOTIVE ENGINE REPAIR

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on

overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and re-assembly of the engine.

Prerequisite: AUMT 1407.

AUMT 2266 PRACTICUM III

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 2267 CAPSTONE: PRACTICUM IV

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department.

AUMT 2301 AUTOMOTIVE MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.

Prerequisite: SPCH 1311 and PSYC 2301. AUMT 2301 may only be taken in final semester of program.

AUMT 2313 AUTOMOTIVE DRIVE TRAIN AND AXLES

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of automotive clutches, clutch operation devices, standard transmission, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.

Prerequisite: AUMT 1419.

AUMT 2366 PRACTICUM I - FORD MLR

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department.

AUMT 2367 PRACTICUM II - FORD MLR

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed

by the employer, college, and the student.
Prerequisite: Permission from the department.

**AUMT 2417 AUTOMOTIVE ENGINE
PERFORMANCE ANALYSIS I**

This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.

**AUMT 2421 AUTOMOTIVE ELECTRICAL
LIGHTING & ACCESSORIES**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.

Prerequisite: AUMT 1407.

**AUMT 2425 AUTOMOTIVE AUTOMATIC
TRANSMISSION AND
TRANSAXLE**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

Prerequisite: AUMT 1407.

**AUMT 2434 AUTOMOTIVE ENGINE
PERFORMANCE ANALYSIS II**

CRT HRS:04 LEC HRS:02 LAB HRS:08

This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

CSIR 1355 INDUSTRY CERTIFICATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course prepares the student for the certifications required by industry.

Prerequisite: None.

BIOLOGY

**◆BIOL 1322 NUTRITION AND DIET
THERAPY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

◆BIOL 1408 GENERAL BIOLOGY I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.

Prerequisite: Passage of the reading section of the THEA test or completion of READ 90 with a grade of "C" or better or equivalent.

◆BIOL 1409 GENERAL BIOLOGY II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 1411 GENERAL BOTANY

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: Passage of the Reading section of the THEA test or completion of READ 90 with a grade of "C" or better or equivalent.

◆BIOL 1413 GENERAL ZOOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03
This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

Prerequisite: Passage of the reading section of the THEA test or completion of READ 90 with a grade of "C" or better or equivalent.

**◆BIOL 2306 ENVIRONMENTAL BIOLOGY
(formerly BIOL 2406)**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed. The lecture will include hands-on laboratory activities.

Prerequisite: None.

**◆BIOL 2320 MICROBIOLOGY FOR THE
FOOD SERVICES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the consideration of metazoa, protozoa, fungi, bacteria and viruses in intoxication and the transmission of diseases by food and beverage; and the role of microorganisms in the quality and control of microbial populations. Production of foods by microbial fermentations; laws, regulations and performances standards; and microorganisms as food are also covered. This course is designed for hotel restaurant management, merchandising and hospitality management, and health education majors.

Prerequisite: None.

**◆BIOL 2389 ACADEMIC COOPERATIVE IN
THE BIOLOGICAL LIFE
SCIENCES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

Prerequisite: Permission from the department.

◆BIOL 2401 ANATOMY & PHYSIOLOGY I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

Prerequisite: Passage of the Reading section of the THEA test or completion of READ 90 with a grade of "C" or better or equivalent.

◆BIOL 2402 ANATOMY & PHYSIOLOGY II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte

and fluid balance, and human development.

Prerequisite: BIOL 2401 with a grade of "C" or better.

◆BIOL 2416 GENETICS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 2421 MICROBIOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2401 with a grade of "C" or better.

Recommended: CHEM 1411 and CHEM 1412.

**◆BIOL 2428 COMPARATIVE VERTEBRATE
ANATOMY**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.

Prerequisite: BIOL 1408 and BIOL 1409 or BIOL 1413 with a grade of "C" or better.

BUSINESS ADMINISTRATION

BMGT 1301 SUPERVISION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Prerequisite: None.

**BMGT 1305 COMMUNICATIONS IN
MANAGEMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.

Prerequisite: ITSC 1309 or COSC 1301.

BMGT 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 1301 MONEY AND BANKING

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 relate consumer credit to the lending process.

Prerequisite: None.

BNKG 1347 BANK MARKETING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.

Prerequisite: None.

BNKG 1349 COMMERCIAL LENDING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation federal regulations, and state laws related to business and industrial lending.

Prerequisite: None.

BNKG 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

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Prerequisite: None.

◆**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: READ 80 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)

HRPO 1311 HUMAN RELATIONS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: None.

HRPO 2301 HUMAN RESOURCES MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

Prerequisite: BMGT 1301.

IBUS 1301 PRINCIPLES OF IMPORTS-EXPORTS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of export management process and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures 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

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.

Prerequisite: None.

IBUS 2371 IMPORT CUSTOMS REGULATIONS II

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a continuation of Import Customs Regulations I. Topics include the history and use of the US Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.

Prerequisite: IBUS 2345.

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 SERVICE

CRT HRS:03 LEC HRS:03 LAB HRS:00

Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

Prerequisite: None.

MRKG 1311 PRINCIPLES OF MARKETING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues. A description and analysis of the importance of marketing research is also provided.

Prerequisite: None.

MRKG 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 introduction to the selling process.

Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.

Prerequisite: None.

MRKG 2349 ADVERTISING AND SALES PROMOTION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the advertising principles, practices, and the multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

Prerequisite: None.

BUSINESS COMPUTER SYSTEMS

ARTC 1313 DIGITAL PUBLISHING I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Prerequisite: COSC 1301 or ITSC 1309.

ARTC 1345 3-D MODELING AND RENDERING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; variety of rendering techniques; use of camera light sources, texture, and surface mapping.

Prerequisite: COSC 1301 or ITSC 1309.

ARTV 1301 ANIMATION 2-D

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing and sequencing media elements to create multimedia presentations. Emphasis is placed on conceptualization, creativity and visual aesthetics.

Prerequisite: ARTC 1313 and ARTC 1345.

FLMC 2331 COMPUTERS IN VIDEO PRODUCTION II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the study of the applications of computers

to production. Topics include vector and raster graphics; rendering techniques; the design and production of three-dimensional materials; and the selection of hardware, software, and peripherals for the configuration of a studio.
Prerequisite: ARTC 1313 and ARTC 1345.

**IMED 1345 INTERACTIVE
MULTIMEDIA I**
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is the exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.
Prerequisite: ARTC 1313 and ARTC 1345.

**IMED 2166 CAPSTONE: MULTIMEDIA
PRACTICUM**
CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: FLMC 2331 and IMED 1345.

**IMED 2305 MULTIMEDIA COURSEWARE
DEVELOPMENT II**
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides in-depth coverage of programming / scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products.
Prerequisite: IMED 1345.

IMED 2315 WEB PAGE DESIGN II
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is the study of mark-up language advanced layout techniques for creating web pages. Emphasis is placed on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.
Prerequisite: ITSC 1313 or ITSE 2309, or IMED 1316.

**INEW 2334 ADVANCED WEB PAGE
PROGRAMMING**
CRT HRS:03 LEC HRS:02 LAB HRS:03

Advanced applications for Web authoring are presented in this course. Topics include Perl Scripts, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java Applets, Javascripts, tables, HTML, and / or interactive elements.
Prerequisite: ITSC 1313 and ITSE 1331.

**ITNW 1314 NETWORKING
ESSENTIALS**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides more in-depth study of networking technologies. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.
Prerequisite: ITNW 1325 and ITSC 1305.

**ITNW 1325 FUNDAMENTALS OF
NETWORKING
TECHNOLOGIES**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.
Prerequisite: None.

**ITNW 1353 SUPPORTING NETWORK
SERVER INFRASTRUCTURE**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides skills development in installing, configuring, managing, and supporting a network infrastructure.
Prerequisite: ITNW 1314 and ITNW 1321; or ITSY 1300.

**ITNW 1354 IMPLEMENTING AND
SUPPORTING SERVERS**

CRT HRS:03 LEC HRS:02 LAB HRS:03
This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment.
Prerequisite: ITSY 1300 or ITNW 2301.

**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 2335 and ITSY 1342.

**ITNW 2165 CAPSTONE: INTERNET
DEVELOPMENT 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 2358 and ITNW 1353.

ITNW 2301 ADMINISTERING SERVERS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is the study of networking technologies. Topics include pre-installation and day-to-day administration tasks of various network operating system servers.
Prerequisite: ITNW 1325.

ITNW 2305 NETWORK ADMINISTRATION
CRT HRS:03 LEC HRS:02 LAB HRS:03
Topics in this course include network components, user accounts and groups, network file systems, file system security, and network printing.
Prerequisite: ITNW 1325.

ITNW 2306 ADVANCED NETWORK ADMINISTRATION FOR INTRANETWARE
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides instruction in tuning the network and server for better performance and managing complex tree structures. It prepares the student to oversee a complex network environment, including partitioning and replication and time synchronization strategies.
Prerequisite: ITSY 1342.

ITNW 2309 NETWORK ADMINISTRATION FOR INTRANET
CRT HRS:03 LEC HRS:02 LAB HRS:03
In this course, students will learn to perform the role of network administrator or system manager for an Intranet network.
Prerequisite: ITNW 2321.

ITNW 2321 NETWORKING WITH TCP/IP
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.
Prerequisite: ITNW 1325.

ITNW 2330 FUNDAMENTALS OF INTERNETWORKING
CRT HRS:03 LEC HRS:02 LAB HRS:02
This course covers advanced concepts of internetworking to include internetworking devices and protocols.
Prerequisite: ITNW 2358.

ITNW 2335 NETWORK TROUBLESHOOTING AND SUPPORT
CRT HRS:03 LEC HRS:02 LAB HRS:03
In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.
Prerequisite: ITNW 2321, ITNW 2305 or ITNW 2301.

ITNW 2346 DESIGNING A SECURE NETWORK
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks.
Prerequisite: ITNW 1353 or ITNW 2309.

ITNW 2354 INTERNET / INTRANET SERVER
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server.
Prerequisite: ITNW 1354 or ITNW 2321.

ITNW 2358 DESIGNING AND IMPLEMENTING MAIL SERVERS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an in-depth study of electronic messaging using mail servers.
Prerequisite: ITNW 1354.

ITNW 2359 WEB SERVER SUPPORT AND MAINTENANCE
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides instruction in the installation, configuration, and implementation of Internet web servers.
Prerequisite: ITSY 1342 and ITNW 1353.

ITSC 1164 CAPSTONE: INFORMATION SECURITY PRACTICUM
CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:10
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.
Prerequisite: ITSY 2341.

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: ITNW 2321, ITNW 2301, IISW 2334, and ITSE 2309.

ITSC 1301 INTRODUCTION TO COMPUTERS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is an overview of computer information systems. It introduces computer hardware, software, procedures, and human resources.
Prerequisite: None.

ITSC 1305 INTRODUCTION TO PC OPERATING SYSTEMS
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.
Prerequisite: None.

ITSC 1307 UNIX OPERATING SYSTEM I
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.
Prerequisite: ITNW 2301.

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I
CRT HRS:03 LEC HRS:02 LAB HRS:03
In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.
Prerequisite: None.

ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development.
Prerequisite: ITSC 1309 or COSC 1301.

ITSC 1325 PERSONAL COMPUTER HARDWARE
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.
Prerequisite: None.

ITSC 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 2335 or ITSE 1345.

ITSC 2331 INTEGRATED SOFTWARE APPLICATIONS III
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.
Prerequisite: ITSC 1309.

ITSC 2339 PERSONAL COMPUTER HELP DESK
CRT HRS:03 LEC HRS:02 LAB HRS:03
This course instructs the student in the diagnosis and solution of user hardware and software problems with on-the-job projects.
Prerequisite: ITNW 2335 or ITSC 1325.

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 2335 or ITSY 2341.

ITSE 1302 COMPUTER PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming with an emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

Prerequisite: COSC 1301.

ITSE 1311 WEB PAGE PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. The use of HTML, CGI, JAVA, JAVASCRIPT, or ASP may be included.

Prerequisite: ITSE 1302.

ITSE 1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

Prerequisite: COSC 1301.

ITSE 1345 INTRODUCTION TO ORACLE SQL

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL).

Prerequisite: ITSE 2309.

ITSE 2286 INTERNSHIP - COMPUTER PROGRAMMING

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: ITNW 1353 or Program Chair's approval.

ITSE 2302 INTERMEDIATE WEB PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers intermediate applications for Web authoring. Topics may include Server Side Include (SSI)

commands Perl, HTML, Java, Javascript, and/or ASP.

Prerequisite: IMED 2315.

ITSE 2309 DATABASE PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course the student will learn application development using database programming techniques emphasizing database structures, modeling, and database access.

Prerequisite: ITSE 1331 or ITSC 1309 or ITSE 1302.

ITSE 2317 JAVA PROGRAMMING
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to JAVA programming with object-orientation. Emphasis is placed on the fundamental syntax and semantics of JAVA for applications and web applets.

Prerequisite: ITSC 1311 or ITSC 1313.

ITSE 2333 IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides skills development in the implementation of a database solution using Microsoft SQL server client / server database management system.

Prerequisite: ITSE 1345.

ITSE 2347 ADVANCED DATABASE PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

Prerequisite: ITSE 2309 or BUSG 1371.

ITSE 2356 ORACLE DATABASE ADMINISTRATION I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the fundamentals of the tasks and functions required of a database administrator using Oracle.

Prerequisite: ITSE 1345.

ITSW 1304 INTRODUCTION TO SPREADSHEETS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides the student with instruction in the concepts, procedures, and importance of electronic spreadsheets.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1307 INTRODUCTION TO DATABASE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to database theory and the practical applications of a database.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1310 INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite: COSC 1301 or ITSC 1309.

ITSW 2334 ADVANCED SPREADSHEETS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is designed to provide the student with an understanding of advanced functionality of electronic spreadsheets.

Prerequisite: ITSC 1309.

ITSW 2337 ADVANCED DATABASE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is designed to provide the student with an understanding of advanced functionality of databases.

Prerequisite: ITSE 1345.

ITSY 1300 FUNDAMENTALS OF INFORMATION SECURITY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course 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: COSC 1301 and ITSC 1305.

ITSY 1342 INFORMATION TECHNOLOGY SECURITY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Prerequisite: ITNW 2321.

ITSY 2341 SECURITY MANAGEMENT PRACTICES

CRT HRS:03 LEC HRS:02 LAB HRS:03

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 an maintaining a security plan.

Prerequisite: ITNW 2321.

ITSY 2343 COMPUTER SYSTEM FORENSICS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

Prerequisite: ITNW 2321.

POFI 2331 DESKTOP PUBLISHING FOR THE OFFICE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes in-depth coverage of desktop publishing terminology, text, editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis is placed on layout techniques, graphics, and multiple page displays.

Prerequisite: ITSC 1309.

CHEMISTRY

◆CHEM 1411 GENERAL CHEMISTRY I

CRT HRS:04 LEC HRS:03 LAB HRS:03

In this course, basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.

Prerequisite: Pass the reading section of the THEA test or completion of READ 90, pass the math section of the THEA test or completion of MATH 90 with grade of "C" or better.

◆CHEM 1412 GENERAL CHEMISTRY II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411 with a grade of "C" or better.

◆CHEM 2423 ORGANIC CHEMISTRY I
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412 with a grade of "C" or better.

◆CHEM 2425 ORGANIC CHEMISTRY II
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423 with a grade of "C" or better.

CHILD CARE AND DEVELOPMENT

CDEC 1166 FIELD STUDY I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Child Care Field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: None.

CDEC 1167 FIELD STUDY II
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 1166.

**CDEC 1313 CURRICULUM RESOURCES
FOR EARLY CHILDHOOD
PROGRAMS**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers fundamentals of curriculum design and implementation of developmentally appropriate programs for young children.

Prerequisite: None.

**CDEC 1317 CHILD DEVELOPMENT
ASSOCIATE TRAINING I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is based on the requirements for the Child Development Associate National Credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course included creative, cognitive, physical, and communication.

Prerequisite: None.

CDEC 1319 CHILD GUIDANCE
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.

Prerequisite: None.

CDEC 1321 THE INFANT AND TODDLER
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching / guiding techniques.

Prerequisite: None.

**CDEC 1323 OBSERVATION AND
ASSESSMENT**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of observation skills, assessment techniques, and documentation of children's development.

Prerequisite: None.

**CDEC 1340 INSTRUCTIONAL TECHNIQUES
FOR CHILDREN WITH
SPECIAL NEEDS**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of the development and implementation of curriculum for children with special needs.

Prerequisite: None.

**CDEC 1356 EMERGENT LITERACY FOR
EARLY CHILDHOOD**
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching young children language and

literacy through a play-based, integrated curriculum.

Prerequisite: None.

CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

Prerequisite: None.

CDEC 1359 CHILDREN WITH SPECIAL NEEDS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

Prerequisite: None.

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 Child Care 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 Child Care 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 2315 DIVERSE CULTURAL/ MULTILINGUAL EDUCATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of multicultural education to include the relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

Prerequisite: None.

CDEC 2322 CHILD DEVELOPMENT ASSOCIATE TRAINING II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study covered in this course included safety, health, learning environment, self, social, and guidance.

Prerequisite: CDEC 1317.

CDEC 2324 CHILD DEVELOPMENT ASSOCIATE TRAINING III

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas covered in this course include family, program management, and professionalism.

Prerequisite: CDEC 2322.

CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a practical application of management procedures for early care and education programs; including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

CDEC 2341 THE SCHOOL AGE CHILD

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: None.

♦EDUC 1325 PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of cultural diversity found

in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

Prerequisite: None.

♦TECA 1303 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 AND 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 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 THEA. 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 THEA.

Prerequisite: None.

COMMUNICATIONS

♦COMM 2311 NEWS GATHERING AND WRITING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: READ 90 or ENGL 91 or equivalent.

♦COMM 2315 NEWS GATHERING AND WRITING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

Prerequisite: COMM 2311.

COMPUTER-AIDED DRAFTING AND DESIGN

ARCT 1302 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 1305, DFTG 1309, DFTG 1317, 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: ARTC 1313.

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 1313, ARTC 1302, and ARTS 1311.

ARTC 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 1302.

**ARTC 1325 INTRODUCTION TO
COMPUTER GRAPHICS**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

Prerequisite: COSC 1301 and ENGL 1301 or concurrent enrollment.

ARTC 2305 DIGITAL IMAGING II
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the principles of digital image processing and electronic painting. Emphasis will be placed on bitmapped or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

Prerequisite: ARTC 1302.

ARTC 2313 DIGITAL PUBLISHING II
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis will be placed on design principles for the creation of advertising and publishing materials, and

techniques for efficient planning and documenting projects.

Prerequisite: ARTC 1313.

ARTC 2331 ILLUSTRATION CONCEPTS
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the advanced study of different painting media such as digital and traditional tools. Emphasis will be placed on conceptualization and composition as they relate to “real world” assignments.

Prerequisite: ARTC 1302.

ARTC 2341 3-D ANIMATION II
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides skill development in three-dimensional modeling and rendering techniques using lighting, staging and special effects for digital output. Emphasis will be placed on production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering, animation, and outputting software.

Prerequisite: ARTC 1341.

ARTC 2347 DESIGN COMMUNICATION II
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the advanced study of design, development, and art direction. Emphasis will be placed on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

Prerequisite: ARTC 1317.

**CNBT 1346 CONSTRUCTION
ESTIMATING I**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course includes the fundamentals of estimating materials and labor costs in construction. The student will identify estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

Prerequisite: None.

**CRTG 1301 CARTOGRAPHY AND
GEOGRAPHY IN GIS & 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: COSC 1301 or DFTG 1309.

CRTG 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: COSC 1301.

CRTG 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 SRVY 1319.

CRTG 2301 DATA ACQUISITION AND ANALYSIS IN GIS / GPS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the study of the management of geographic information, system life cycles, and costs and benefits. Topics include demographic management and institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data; and applications of GIS for demographic modeling and analysis.

Prerequisite: CRTG 1301 and DFTG 2319.

CRTG 2311 GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:04

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: CRTG 1301, CRTG 1321, and DFTG 2319.

CRTG 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: CRTG 2311, ITSE 2309, and SRVY 1319.

DFTG 1171 INTRODUCTION TO THE DRAFTING PROFESSION

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to the drafting fields including architectural drafting, civil drafting, GIS (Geographic Information Systems), and digital imaging.

Prerequisite: None.

DFTG 1305 TECHNICAL DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1309 BASIC COMPUTER-AIDED DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

Prerequisite: Completion of or concurrent enrollment in DFTG 1305.

DFTG 1313 DRAFTING FOR SPECIFIC OCCUPATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

Prerequisite: DFTG 1325.

DFTG 1317 ARCHITECTURAL DRAFTING-RESIDENTIAL

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of architectural drafting procedures, practices, and symbols, including basic house design, design considerations, room planning, foundation plan design, roof design, elevations, new products, material and trade work specifications and preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: DFTG1305, DFTG1309.

**DFTG 1321 ARCHITECTURAL
ILLUSTRATION**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media, to include computer generated developments of students' graphical expression, including an introduction to various reproduction methods.

Prerequisite: DFTG1305, DFTG1309, DFTG2328.

**DFTG 1325 TECHNICAL (BLUEPRINT)
READING AND SKETCHING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.

Prerequisite: None.

DFTG 1380 COOPERATIVE EDUCATION

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 2319, DFTG 2328, DFTG 2317.

DFTG 2310 STRUCTURAL DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a discussion of detailed drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Drawings and specifications will be designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 2328.

DFTG 2317 DESCRIPTIVE GEOMETRY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of the graphical solution to problems involving points, lines, and planes in space in addition to the study of various applications common to the construction industry including surveying math, reading scales, measurements and area calculations,

conversions, and construction material calculations.

Prerequisite: Completion of or concurrent enrollment in TECM 1303 or MATH 1414.

**DFTG 2319 INTERMEDIATE COMPUTER-
AIDED DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing creation of symbol libraries, batched files, scripted files, model space viewpoints, introduction to rendering customized program menus, and extracted attributes. This course provides an introduction to three-dimensional drafting and solid modeling. A portfolio to be submitted for evaluation will be required.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2321 TOPOGRAPHICAL DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a course in map drafting, map scales, map feature, and civil measurements. Emphasis is given to plotting of surveyors' field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses, line assignments and the utilization of CAD system in the development of various civil engineering related projects.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 2328 ARCHITECTURAL DRAFTING-
COMMERCIAL**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 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 public works civil engineering.

Prerequisite: MATH 2412.

**DFTG 2332 CAPSTONE: ADVANCED
COMPUTER-AIDED DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphical data is covered. Advanced rendering techniques and an introduction to AutoLISP will also be discussed.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 2319, DFTG, 2328.

DFTG 2340 SOLID MODELING/DESIGN

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.

Prerequisite: DFTG 1309, DFTG 2319.

**DFTG 2352 MECHANICAL AND
ELECTRICAL SYSTEMS**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, and DFTG 2328.

**DFTG 2354 CAPSTONE: FINAL PROJECT -
CIVIL DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a civil drafting course in which students participate in a simulated project. The process from conception to conclusion is studied.

Prerequisite: SRVY 1341, SRVY 1315, SRVY 2309, and HALT 1322.

**DFTG 2366 CAPSTONE: DIGITAL
IMAGING 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: ARTC 1317.

**HALT 1322 SITE PLANNING /
LANDSCAPE DESIGN**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

Prerequisite: Completion of, or concurrent enrollment in DFTG 2319.

IMED 1316 WEB PAGE DESIGN I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, and browsers.

Prerequisite: ARTC 1313 and ARTC 1302.

IMED 1351 DIGITAL VIDEO

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides skill development in producing and editing video and sound for multimedia or web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.

Prerequisite: ARTC 1302.

ITSE 2349 ADVANCED VISUAL BASIC

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides further application of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation.

Prerequisite: ITSE 1331.

SRVY 1313 PLANE SURVEYING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.

Prerequisite: DFTG 1309, MATH 2412 or concurrent enrollment.

SRVY 1315 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: None.

SRVY 1319 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, utilization and client requirements, including prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems will be included.

Prerequisite: None.

SRVY 1341 LAND SURVEYING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.

Prerequisite: None.

SRVY 1342 GLOBAL POSITIONING SYSTEM TECHNIQUES FOR SURVEY/MAPPING (formerly SRVY 2342)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.

Prerequisite: Completion of, or concurrent enrollment in SRVY 1341 and SRVY 2309; and MATH 1414.

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: DFTG 1305, DFTG 1309, DFTG 2319, or permission from the department.

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 and SRVY 1313.

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 1313 and MATH 1414.

COMPUTER SCIENCE

◆BCIS 1332 COBOL PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business-oriented problems.

Prerequisite: COSC 1430 with a grade of "C" or better.

◆BCIS 2332 ADVANCED COBOL PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an advanced study of the COBOL programming language. Topics covered include binary table searches, variable length record techniques, hashing, ordered lists, file structures, pointers and linkages, directories, memory management, data access methods and different COBOL platforms, i.e., AS 400, PC, VAX and DOS.

Prerequisite: BCIS 1332 with a grade of "C" or better.

◆COSC 1301 MICROCOMPUTER APPLICATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers history, number systems, computer hardware, software, procedures, systems and human resources, and explores their integration and application in business and other segments in society. It also includes an introduction to modular program design and flowcharts. Emphasis is placed on using computer software packages including a word processor to process textual information, an electronic spreadsheet for numerical information, a database management system, Internet, a programming language and Windows operating system. Using these, a student shall be able to select a correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: Successful completion of READ 80 or equivalent.

◆COSC 1309 LOGIC DESIGN

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents a disciplined approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphic tools. Discussion will include mathematical foundations of computing, number bases; logic and Boolean algebra; switching circuits and basic logic gates, computer architecture, software engineering, and social and ethical issues of a computerized society.

Prerequisite: COSC 1420 and MATH 1414 with a grade of "C" or better.

◆COSC 1315 FUNDAMENTALS OF PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems software, programming and application software. This course is designed for the student that will have to make decisions about hardware and software selection.

Prerequisite: COSC 1301 with a grade of "C" or better.

◆COSC 1420 C PROGRAMMING

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to fundamental high-level programming using C Programming Language. Topics include algorithm development and problem solving methodology for computer programming. How to design, code, debug and document programs using techniques

of top-down design and stepwise refinement language will be stressed throughout the course. A blocked structured programming language will be used for programming solutions.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90 or completion of equivalent.

◆COSC 1430 VARIABLE TOPIC PROGRAMMING LANGUAGE

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to computer programming. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, and elementary file processing.

Prerequisite: COSC 1315 with a grade of "C" or better.

◆COSC 2315 DATA STRUCTURES

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a second programming course using more advanced features of high-level programming language. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Programming problems requiring the implementation of elementary data structures and associated algorithm development and analysis will be stressed. Topics include linked lists, stacks, queues, trees, graphs, recursion, sorting, and searching.

Prerequisite: COSC 1420 with a grade of "C" or better.

◆COSC 2325 COMPUTER ORGANIZATION & MACHINE LANGUAGE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is an introduction to computer organization, machine language programming and use of assembly language programming systems. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, MACRO commands, MACRO programming techniques and subroutines.

Prerequisite: COSC 1420 with a grade of "C" or better.

◆COSC 2330 ADVANCED COMPUTER SCIENCE PROGRAMMING

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will become familiar with the concepts of object-orientation using the Java language. Students will understand and explore concepts such as encapsulation, classification, and inheritance. This course presents the syntax of Java to help the student grasp these concepts and others typically found in object-based, class-based, and object-orientated (OO) languages. Primary emphasis in on PC and AS/400 environments with

secondary emphasis on UNIX operating system environments. Application areas include linked structure, file structures, text handling, and object-orientated technology.

Prerequisite: COSC 2315 with a grade of “C” or better.

CRIMINAL JUSTICE

◆CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT, or TAKS scores.

◆CRIJ 1306 COURT SYSTEMS AND PRACTICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of procedural regulations that guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT, or TAKS scores.

◆CRIJ 1307 CRIME IN AMERICA

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT, or TAKS scores.

◆CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT or TAKS scores.

◆CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT, or TAKS scores.

◆CRIJ 2328 POLICE SYSTEMS AND PRACTICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; and current and future issues in the police profession.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of “A or B”, or THEA exemption via SAT, ACT, or TAKS scores.

CULINARY ARTS

CHEF 1264 CAPSTONE: PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS: 14

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CHEF 1301 BASIC FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Prerequisite: None.

CHEF 1305 SANITATION AND SAFETY
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Prerequisite: None.

CHEF 1345 INTERNATIONAL CUISINE
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: CHEF 1301.

CHEF 2264 CAPSTONE: PRACTICUM II
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS: 14

This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

CHEF 2301 INTERMEDIATE FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

Prerequisite: None.

CHEF 2331 ADVANCED FOOD PREPARATION
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

Prerequisite: RSTO 2307.

HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT
CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course, students will study the principles and procedures of managing people in the hospitality workplace.

Prerequisite: None.

HAMG 2307 HOSPITALITY MARKETING AND SALES
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the identification of the core principles of marketing and their impact on the hospitality industry.

Prerequisite: None.

PSTR 1301 FUNDAMENTALS OF BAKING
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Prerequisite: None.

PSTR 2331 ADVANCED PASTRY SHOP
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

Prerequisite: None.

RSTO 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 1304 DINING ROOM SERVICE
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

Prerequisite: None.

RSTO 1306 FACILITIES LAYOUT AND DESIGN

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the planning, development, and feasibility aspects of building or renovating a food service facility. Application of principles of work and flow analysis, spatial relationships, and equipment selection as they relate to the overall layout and design will be covered.

Prerequisite: None.

RSTO 1321 MENU MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis is placed on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

Prerequisite: None.

RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course, students will study purchasing and inventory management of foods and other supplies including the development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis is placed on product cost analysis, yields pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Prerequisite: None.

RSTO 2264 CAPSTONE: RESTAURANT MANAGEMENT PRACTICUM

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.

Prerequisite: Fourth semester standing in the Restaurant Management AAS Specialization.

RSTO 2301 PRINCIPLES OF FOOD & BEVERAGE CONTROLS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and

beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Prerequisite: None.

RSTO 2307 CATERING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

Prerequisite: CHEF 1301.

RSTO 2405 MANAGEMENT OF FOOD PRODUCTION AND SERVICES

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is the study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. It includes laboratory experiences in quantity food preparation and service.

Prerequisite: RSTO 1321.

RSTO 2431 FOOD SERVICE MANAGEMENT

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course covers mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats to include cafeteria, table service, meetings, banquets, and catered events.

Prerequisite: HAMG 2307.

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: None.

DIESEL TECHNOLOGY

DEMR 1229 PREVENTATIVE MAINTENANCE CRT HRS:02 LEC HRS:01 LAB HRS:02

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Prerequisite: DEMR 1401, DEMR 1410, and DEMR 1317.

DEMR 1230 STEERING & SUSPENSION I CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.

Prerequisite: 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:01 LAB HRS:06

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: None.

DEMR 1317 BASIC BRAKE SYSTEMS CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.

Prerequisite: DEMR 1401.

DEMR 1401 DIESEL SHOP SAFETY & PROCEDURES

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.

Prerequisite: None.

DEMR 1405 BASIC ELECTRICAL SYSTEMS CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to the basic principles of

electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

Prerequisite: DEMR 1401.

DEMR 1410 DIESEL ENGINE TESTING AND REPAIR I

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1416 BASIC HYDRAULICS CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers the fundamentals of hydraulics including components and related systems.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1435 AUTOMATIC POWER SHIFT AND HYDROSTATIC TRANSMISSIONS I (formerly DEMR 2442)

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 1449 DIESEL ENGINES II CRT HRS:04 LEC HRS:02 LAB HRS:06

This course provides in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Prerequisite: DEMR 1401 and DEMR 1410.

DEMR 2432 ELECTRONIC CONTROLS CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers advanced skills in diagnostic and programming techniques of electronic control system.

Prerequisite: DEMR 1410, DEMR 1401, and DEMR 1405.

DEMR 2448 FAILURE ANALYSIS CRT HRS:04 LEC HRS:03 LAB HRS:02

This is an advanced course designed for analysis of typical

part failure on equipment.

Prerequisite: DEMR 1401, DEMR 1410, DEMR 1317, and DEMR 1442.

WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS FOR DIESEL TECHNICIANS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course provides an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy for Diesel Technicians.

Prerequisite: DEMR 1401.

DRAMA

◆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 80 or equivalent.

◆DRAM 1351 ACTING I

CRT HRS:03 LEC HRS:03 LAB HRS:00

Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.

Prerequisite: None.

ECONOMICS

◆ECON 2301 PRINCIPLES OF ECONOMICS I-MACRO

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.

Prerequisite: MATH 85 or equivalent, or BNKG 1301.

◆ECON 2302 PRINCIPLES OF ECONOMICS II-MICRO

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces basic microeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: Successful completion of MATH 85 or satisfactory score on placement test.

EDUCATION

◆EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION

CRT HRS:03 LEC HRS:02 LAB HRS:02

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 32 contact hour lab component, 15 hours of which must be in P-12 schools.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test or completion of READ 90 with a grade of "C" or better or THEA exemption via SAT, ACT, or TAKS scores.

◆EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:02

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 32 contact hour lab component, 15 hours of which must be with special populations in P-12 schools.

Prerequisite: EDUC 1301.

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: MATH 80 or equivalent.

CETT 1403 DC CIRCUITS CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

Prerequisite: MATH 80 or equivalent.

CETT 1405 AC CIRCUITS CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

CETT 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 80 or equivalent.

CETT 1441 SOLID STATE CIRCUITS CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis

is placed on circuit construction, measurements, and analysis.

Prerequisite: CETT 1403.

CETT 1445 MICROPROCESSOR CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools will be included.

Prerequisite: CETT 1403.

CETT 1457 LINEAR INTEGRATED CIRCUITS (formerly CETT 1357)

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.

Prerequisite: CETT 1441.

CETT 1449 DIGITAL SYSTEMS CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.

Prerequisite: CETT 1425.

CETT 2188 CAPSTONE: INTERNSHIP CRT HRS:01 LEC HRS:00 OFF CAMPUS LAB HRS:06

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CETT 2439.

CETT 2437 MICROCOMPUTER CONTROL CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. An introduction to programming is included.

Prerequisite: CETT 1405.

CETT 2439 AMPLIFIER ANALYSIS CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an advanced study of electronic amplifier

applications including op-amps, audio amps, video amps, and other high frequency amplifiers.

Prerequisite: CETT 1405 and CETT 1441.

CPMT 1166 CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1403 INTRODUCTION TO COMPUTER TECHNOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.

Prerequisite: Completion of MATH 80 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 80 or equivalent.

CPMT 1407 ELECTRONIC AND COMPUTER SKILLS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the study of modern electronic construction techniques including the application of the most common hand tools used in disassembly, repair, and reassembly of electronics and computer components.

Prerequisite: Completion of MATH 80 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 80 or equivalent.

CPMT 1445 COMPUTER SYSTEMS MAINTENANCE

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.

Prerequisite: CPMT 1403 or CPMT 1411.

CPMT 1447 COMPUTER SYSTEM PERIPHERALS

(formerly CPMT 1347)

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and the use of specialized test equipment.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1449 COMPUTER NETWORKING TECHNOLOGY

(formerly CPMT 1349)

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 2350 INDUSTRY CERTIFICATION PREPARATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the objectives for the industry specific certification exam.

Prerequisite: CPMT 2433.

CPMT 2433 COMPUTER INTEGRATION

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering multi-media 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
(formerly CPMT 2349)**

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.

**ELMT 2435 CERTIFIED ELECTRONICS
TECHNICIAN TRAINING**

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: Completion of CETT 1405 and CETT 1441.

**ELMT 2437 ELECTRONIC
TROUBLESHOOTING,
SERVICE & REPAIR
(formerly ELMT 2337)**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides in-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis is placed on safety and proper use of test equipment.

Prerequisite: CETT 2439.

**INTC 1457 AC/DC MOTOR CONTROL
(formerly INTC 1357)**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.

Prerequisite: CETT 1405.

**ITCC 1409 VOICE AND DATA CABLING
CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is designed for students interested in the physical aspects of voice and data network cabling and installation. Skill development in reading network design documentations, part list setup and purchase, pulling and mounting cable, cable management, choosing wiring closets and path panel installation and termination, installing jacks and testing cable is provided. This course will help prepare students for the BICSI Registered Certified Installer, Level I exam.

Prerequisite: Completion of MATH 80 or equivalent.

**LOTT 1401 INTRODUCTION TO FIBER
OPTICS**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an introduction to fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, source, detectors, and connectors.

Prerequisite: TECM 1303 or MATH 1332, and CPMT 1407.

EMERGENCY MEDICAL TECHNOLOGY

**EMSP 1160 EMT-BASIC CLINICAL
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

**EMSP 1161 EMT-INTERMEDIATE
HOSPITAL CLINICAL
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid intermediate level clinical experience.

Prerequisite: Admission to the program; Concurrent enrollment in EMSP 1438.

EMSP 1166 EMT - BASIC PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1167 EMS EMTI PRACTICUM
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience in an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Intermediate level.

Prerequisite: Admission to the program; Concurrent enrollment in EMSP 1438.

EMSP 1208 EMERGENCY VEHICLE OPERATIONS
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides the student with instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1355 TRAUMA MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1356 PATIENT ASSESSMENT AND AIRWAY MANAGEMENT
CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1358 STREET SENSE
CRT HRS:03 LEC HRS:02 LAB HRS:02

In this course the student will receive instruction and scenario application of non-medical issues preparing a pre-hospital provider to safely and effectively interact with a culturally diverse population.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1371 EMS DOCUMENTATION
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.

EMSP 1438 INTRODUCTION TO ADVANCED PRACTICE
CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167, current TDH EMT-Basic certification.

EMSP 1501 EMT – BASIC
CRT HRS:05 LEC HRS:04 LAB HRS:04

This course is an introduction to the level of Emergency Medical Technician (EMT) - Basic. The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.

EMSP 2160 PARAMEDIC CLINICAL I
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level one clinical experience.

Prerequisite: Admission to the program and Concurrent enrollment in EMSP 2444.

EMSP 2161 PARAMEDIC CLINICAL II**CRT HRS:01 LEC HRS:00****OFF CAMPUS LAB HRS:06**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level two clinical experience.

Prerequisite: Admission to the program and Concurrent enrollment in EMSP 2434.

EMSP 2243 ASSESSMENT BASED MANAGEMENT**CRT HRS:02 LEC HRS:01 LAB HRS:04**

This course is designed to provide for teaching and evaluating comprehensive assessment-based patient care management.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2266 CAPSTONE: PARAMEDIC PRACTICUM**CRT HRS:02 LEC HRS:00****OFF CAMPUS LAB HRS:16**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level.

Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243, and permission from the department.

EMSP 2330 SPECIAL POPULATIONS**CRT HRS:03 LEC HRS:02 LAB HRS:03**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338 EMS OPERATIONS**CRT HRS:03 LEC HRS:02 LAB HRS:02**

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434 MEDICAL EMERGENCIES**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.

EMSP 2444 CARDIOLOGY**CRT HRS:04 LEC HRS:03 LAB HRS:04**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

Prerequisite: Concurrent enrollment in EMSP 2160

ENGINEERING

◆ENGR 1101 INTRODUCTION TO ENGINEERING**CRT HRS:01 LEC HRS:01 LAB HRS:00**

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: None. Recommended: MATH 1414.

◆ENGR 1204 ENGINEERING GRAPHICS**CRT HRS:02 LEC HRS:01 LAB HRS:03**

This course is an introduction to spatial relationships, multi-view projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Methods of graphical communications are given, including working drawings for design and production, descriptive geometry and solid modeling. Emphasis is placed on computer-aided design, but traditional mechanical drafting techniques are presented.

Prerequisite: COSC 1301 with a grade of "C" or better.

◆ENGR 2301 STATICS**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia. Other topics include vector algebra, structural analysis (trusses), frames and distributed loads, shear and bending moment diagrams, and virtual work.

Prerequisite: PHYS 2425 and MATH 2413 with a grade of "C" or better and completion of or concurrent enrollment in MATH 2414, or permission from the instructor.

◆ENGR 2302 DYNAMICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse-momentum computation, particle dynamics, and mechanical vibrations.

Prerequisite: ENGR 2301 and MATH 2414 with a grade of “C” or better or permission from the instructor.

**◆ENGR 2430 DIGITAL SYSTEMS
ENGINEERING I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers Boolean algebra and analysis. Synthesis of combinational and sequential switching networks with applications to computer design is also covered. The lab component includes the basics of digital logic and hardware, flip flops, registers, sequential circuits and state machines.

Prerequisites: None.

Recommended: MATH 1414.

ENGLISH

ENGL 0071 WRITING SKILLS I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to improve the students’ writing skills. The aim of this course is to prepare the student for THEA 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 assessment scores.

ENGL 0081 WRITING SKILLS II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to advance the students’ writing skills. The aim of this course is to prepare the students for THEA and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 71 with a grade of “C” or better or placement based on assessment scores.

ENGL 0091 WRITING SKILLS III

CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to advance the students’

writing skills. The aim of this course is to prepare the students for THEA and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 81 with a grade of “C” or better or placement based on assessment scores.

◆ENGL 1301 COMPOSITION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: Completion of READ 80 or equivalent; and a passing score of 220+ on the writing portion of the THEA test, or completion of ENGL 91 with a grade of “C” or higher; or THEA exemption via SAT or ACT scores.

**◆ENGL 1302 COMPOSITION II –
RHETORIC**

CRT HRS:03 LEC HRS:03 LAB HRS:00

Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of “C” or higher in ENGL 1301. A passing score of 220+ on the writing portion of the THEA test, or completion of ENGL 91 with a grade of “C” or higher; or THEA exemption via SAT or ACT scores.

ENGL 1312 BUSINESS WRITING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes the practical application of planning, organizing, researching, and presenting business communications typically required in various professions such as letters, resumes, memoranda, and reports.

Prerequisite: Placement based on placement test scores or successful completion of ENGL 81.

◆ENGL 2307 CREATIVE WRITING I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is for students who want to explore, discover, and develop their writing talents. The focus of this course

is on the techniques and skills necessary in writing fiction, nonfiction, poetry, 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 2389 **ACADEMIC COOPERATIVE IN ENGLISH**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further their study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESOL ORAL COMMUNICATION I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.

Prerequisite: Concurrent enrollment in ESOL 0041.

**ESOL 0032 ESOL ORAL
COMMUNICATION II**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conduction classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.
Prerequisite: Concurrent enrollment in ESOL 0042.

**ESOL 0041 ESOL COMPOSITION FOR
NON-NATIVE SPEAKERS I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.

Prerequisite: Concurrent enrollment in ESOL 0031.

**ESOL 0042 ESOL COMPOSITION/FOR
NON-NATIVE SPEAKERS II**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other language at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.

Prerequisite: Concurrent enrollment in ESOL 0032.

ENVIRONMENTAL MANAGEMENT

**EPCT 1205 ENVIRONMENTAL
REGULATIONS OVERVIEW**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

Prerequisite: None.

**EPCT 1211 INTRODUCTION TO
ENVIRONMENTAL SCIENCE**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides an overview of environmental science and current global concerns, and a brief history of environmental ethics, resource use, and conservation. It will include discussion of fundamental principles of resource economics and environmental health.

Prerequisite: None.

EPCT 1213 CONTINGENCY PLANNING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plan and evaluating the effectiveness of the contingency plan.

Prerequisite: None.

EPCT 1217 ENVIRONMENTAL GEOLOGY

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the relationships between earth science and the environment. It emphasizes crystal geological influences on air, water, and soil focusing on the effects of human habitation.

Prerequisite: Completion of EPCT 1211 with a grade of "C" or better or program chair approval.

**EPCT 1249 ENVIRONMENTAL
REGULATIONS
INTERPRETATION AND
APPLICATION**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an in-depth study of the major federal and state environmental regulations.

Prerequisite: Completion of EPCT 1205 with a grade of "C" or better or program chair approval.

EPCT 1250 BASIC STATISTICS AND CALCULATIONS FOR ENVIRONMENTAL TECHNICIANS

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is the application of math skills and chemical knowledge in solving environmental technology problems.

Prerequisite: MATH 90 or equivalent, or program chair approval.

EPCT 1344 ENVIRONMENTAL SAMPLING AND ANALYSIS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis will be placed on analysis commonly performed by the field technician.

Prerequisite: None.

EPCT 1402 WATER ENVIRONMENTS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a survey of aquatic ecosystems, including lakes, rivers, streams, wetlands, estuaries, and coastal marine environments. Emphasis will be placed on identifying the physical, chemical, and biological characteristics of these systems and their interactive effects. Cultural impacts of these ecosystems will be addressed.

Prerequisite: None.

EPCT 1441 PRINCIPLES OF INDUSTRIAL HYGIENE (formerly EPCT 1241)

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods is also included.

Prerequisite: None.

EPCT 2266 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: Completion of 3 full semesters in the program (36 hours or more) with a grade point average of "2.0" or better, or approval of the program chair.

GEOGRAPHY

◆GEOG 1301 PRINCIPLES OF PHYSICAL GEOGRAPHY

CRT HRS:03 LEC HRS:03 LAB HRS:00

An introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.

Prerequisite: Passage of the reading section of the THEA or completion of READ 90.

GEOLOGY

◆GEOL 1403 PHYSICAL GEOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

Prerequisite: Pass the reading section of the THEA test or completion of READ 90.

◆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 1447 METEOROLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a survey of physical and historical geology, astronomy, meteorology, and oceanography and related sciences.

Prerequisite: Pass the reading section of the THEA test or completion of READ 90 with a grade of "C" or better; pass the math section of the THEA test or completion of MATH 90 with a grade of "C" or better.

GOVERNMENT

◆GOVT 2301 AMERICAN GOVERNMENT I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆GOVT 2302 AMERICAN GOVERNMENT II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores. Recommended completion of GOVT 2301.

◆GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆GOVT 2389 ACADEMIC COOPERATIVE IN GOVERNMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: Completion of GOVT 2301 and GOVT 2302.

HEALTH AND HUMAN SERVICES

DAAC 1319 INTRODUCTION TO ALCOHOL AND OTHER DRUG ADDICTIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers causes and consequences of addiction as they relate to the individual, family, community, and society. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained; addiction issues related to diverse populations are also discussed.

Prerequisite: None.

GERS 1301 INTRODUCTION TO GERONTOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the social, psychological, and biological changes that accompany aging and also an overview of the implications of these changes for the individual, as well as for the larger society.

Prerequisite: None.

SCWK 1309 INTERVIEW AND COUNSELING

CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course the student will develop basic communication skills necessary to develop an effective helping relationship with clients. Topics that will be covered include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis will be placed on the importance of effective oral communications.

Prerequisite: None.

SCWK 1321 ORIENTATION TO SOCIAL SERVICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the basic concepts, information, and practices within the field of social services. Topics that will be covered include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

Prerequisite: None.

SCWK 1371 INTRODUCTION TO HUMAN SERVICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces students to the field of human service. Major areas of study include the history and nature of human services, including theory, practice and current issues, as well as an exploration of regional social service agencies.

Prerequisite: None.

SCWK 2164 CAPSTONE: SOCIAL WORK PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: SCWK1309, SCWK 1371, SCWK 2301 AND SCWK 2371.

SCWK 2301 ASSESSMENT AND CASE MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course the student will explore procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics that will be covered include oral and written communications essential for assessment, screening, intervention, client information, and referral.

Prerequisite: None.

SCWK 2371 ORGANIZATIONAL WORKPLACE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a conceptual and theoretical framework for human service practice in diverse settings and client systems with which human service workers interact. It examines theory of organizational structures and cultures. This course provides skills and techniques necessary for entry into the workplace.

Prerequisite: SCWK 1309, SCWK 1371 and SCWK 2301.

SCWK 2372 THE FAMILY IN CONTEMPORARY SOCIETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will utilize a family systems approach in providing the necessary skills and knowledge required to effectively work with the challenges faced by families in today's society.

Prerequisite: None.

♦SOCW 2361 INTRODUCTION TO SOCIAL WORK

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice. The course requires the completion volunteer work at an approved site.

Prerequisite: None.

♦SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.

Prerequisite: None.

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

HITT 1166 CODING PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

HITT 1253 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Prerequisite: HITT 1301.

HITT 1255 HEALTH CARE STATISTICS

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included

is skill development in computation and calculation of health data.

Prerequisite: HITT 1301.

HITT 1301 HEALTH DATA CONTENT AND STRUCTURE

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Prerequisite: None.

HITT 1305 MEDICAL TERMINOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Prerequisite: None.

HITT 1341 CODING & CLASSIFICATION SYSTEMS

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the application of basic coding rules, principles, guidelines, and conventions.

Prerequisite: HITT 1301 and HITT 1305.

HITT 1345 HEALTH CARE DELIVERY SYSTEMS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Prerequisite: HITT 1301.

HITT 1349 PHARMACOLOGY FOR HEALTH INFORMATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Prerequisite: HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

HITT 2166 PRACTICUM I

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed

by the employer, college, and the student.

Prerequisite: Permission from the Department; HITT 1301 and HITT 1253.

HITT 2167 CAPSTONE: PRACTICUM II

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department; HITT 2166.

HITT 2331 ADVANCED MEDICAL TERMINOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of advanced terminology in various medical and surgical specialties.

Prerequisite: HITT 1305.

HITT 2335 CODING & REIMBURSEMENT METHODOLOGIES

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

Prerequisite: HITT 1341.

HITT 2339 HEALTH INFORMATION ORGANIZATION AND SUPERVISION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.

Prerequisite: HITT 1345.

HITT 2343 QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course involves the study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Prerequisite: HITT 1345.

**HITT 2371 CURRENT PROCEDURAL
TERMINOLOGY CODING-CPT4**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

HITT 2372 ADVANCED CPT CODING-CPT4

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.

Prerequisite: HITT 2371.

HPRS 2301 PATHOPHYSIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Prerequisite: HITT 1305 or Program Chair approval.

**MRMT 1203 MEDICAL OFFICE
PROCEDURES**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human relations and customer service skills.

Prerequisite: Must type at least 35 wpm.

**MRMT 1211 COMPUTERS IN HEALTH
CARE**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisite: MRMT 1203.

**MRMT 1307 MEDICAL TRANSCRIPTION
FUNDAMENTALS**

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The course

is also designed to develop speed and accuracy and utilizes transcribing and information processing equipment compatible with industry standards.

Prerequisite: Must type 35 wpm, HITT 1305 or concurrent enrollment.

MRMT 2166 PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course 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 provided 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 ADVANCED MEDICAL
TRANSCRIPTION I**

CRT HRS:03 LEC HRS:01 LAB HRS:06

This courses focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

**MRMT 2371 ADVANCED MEDICAL
TRANSCRIPTION II**

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MRMT 2333.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CETT 1402 ELECTRICITY PRINCIPLES CRT HRS:04 LEC HRS:03 LAB HRS:04

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

HART 1407 REFRIGERATION PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature / pressure relationship, refrigerant handling, refrigeration components and safety.

Prerequisite: None.

HART 1445 GAS AND ELECTRICAL HEATING

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 1494 SPECIAL TOOLS, FITTINGS & BRAZING BASICS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course introduces students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry stressing proper application, use and care of these tools. In addition, tubing operations are performed on copper tubing and fittings. These are correctly connected by mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

Prerequisite: None.

HART 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: CETT 1402, HART 1407, HART 1494.

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: CETT 1402, HART 1407, HART 1494, and HART 2445.

HART 2441 COMMERCIAL AIR CONDITIONING

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 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: CETT 1402, HART 1407, HART 1494.

HART 2443 INDUSTRIAL AIR CONDITIONING

CRT HRS:04 LEC HRS:03 LAB HRS:04

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2445 AIR CONDITIONING SYSTEMS DESIGN

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication and balancing the air system.

Prerequisite: CETT 1402, HART 1407, HART 1494.

**MAIR 1449 REFRIGERATORS,
FREEZERS, WINDOW AIR
CONDITIONERS**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HISTORY

◆HIST 1301 UNITED STATES HISTORY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆HIST 1302 UNITED STATES HISTORY II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆HIST 2311 WESTERN CIVILIZATION I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆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 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆HIST 2321 WORLD CIVILIZATIONS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: HIST 1301 and HIST 1302.

◆HIST 2322 WORLD CIVILIZATIONS II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: HIST 1301 and HIST 1302.

◆HIST 2380 MEXICAN AMERICAN HISTORY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States, twentieth century social, political and economic issues among Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

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: THEA exempt or THEA completed or READ 80, ENGL 81.

◆HUMA 1302 INTRODUCTION TO THE HUMANITIES II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.

Prerequisite: HUMA 1301.

◆HUMA 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 80 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 80 or equivalent.

◆HUMA 2323 WORLD CULTURES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will focus on the study of variations among contemporary societies throughout the world. Emphasis is on the historical roots and implications of current socio-cultural diversity. Examples will come from a variety of specific societies within a regional context. (Cross-listed as ANTH 2346.)

Prerequisite: Completion of READ 80 or equivalent.

KINESIOLOGY

◆KINE 1101 FITNESS AND MOTOR DEVELOPMENT I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1102 FITNESS AND MOTOR DEVELOPMENT II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of individual cardiovascular training and conditioning exercises, including walking, jogging, running, biking, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1103 WEIGHT TRAINING 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 and each student will play a round of golf upon completion of the course.

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, sparring, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1115 or permission from the Instructor.

◆KINE 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 & 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 1143 ADAPTED PHYSICAL
ACTIVITIES AND
THERAPEUTIC RECREATION**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, techniques, and responsibilities of adapted physical activities and therapeutic recreation. Students are introduced to the fundamental activities and skills of adapted physical activities and therapeutic recreation and the safety requirements involved in managing and participating in adapted physical activities and therapeutic recreations. Concepts of fitness and the principles of wellness are infused and emphasized throughout the course, especially pertaining to special populations. Emphasis is placed on understanding various adaptations and therapeutic principles associated with engaging in non-traditional activities for disabled/special needs individuals. This unique course promotes these specialized skills and activities as an enjoyable, practical, and viable life-long physical activity, sport, and recreational endeavor.

Prerequisite: None.

**◆KINE 1149 TEAM SPORTS I
CRT HRS:01 LEC HRS:00 LAB HRS:03**

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1150 TEAM SPORTS II
CRT HRS:01 LEC HRS:00 LAB HRS:03**

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

**◆KINE 1151 FITNESS AND WELLNESS I
CRT HRS:01 LEC HRS:00 LAB HRS:03**

This physical activity course is designed for Kinesiology Majors as part of the required departmental courses for appropriate completion of the AA degree in Kinesiology. This course builds upon the concepts presented in Fitness

and Motor Development I with an emphasis on the fitness components of cardiovascular efficiency, muscular strength, and flexibility. Students will develop a comprehensive understanding of various training techniques and participate in activities that will enhance the fitness components. Students will also acquire the necessary information and understanding to promote the sound fundamental aspects of fitness and to be advocates for participation in lifelong fitness activities.

Prerequisite: KINE 1101. Kinesiology Majors only.

**◆KINE 1166 BASIC LIFE SUPPORT (CPR)
CRT HRS:01 LEC HRS:01 LAB HRS:00**

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic life support for potential heart attack and/or choking victims (adults, children, and infants). The course focuses on basic life support knowledge/skills, including the chain of survival, accessing 911 emergency services, normal heart/lung anatomy and physiology, coronary artery disease, risk factors for heart attack, prudent heart living, recognizing a heart attack, warning signs and risk factors for stroke, foreign-body airway obstruction and CPR techniques and performance guidelines. American Heart Association, American Red Cross, or National Safety Council standards and certification are stressed.

Prerequisite: None.

**◆KINE 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 1212 AEROBIC DANCE TRAINING AND CERTIFICATION

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced physical activity course focuses on the theory, advanced skills, and applications of aerobic dance training, instruction, and certification. Students are reintroduced to various forms of aerobic dance and provided extensive knowledge and application of aerobic fitness, including insight into the applications of choreography, biomechanics, kinesiology, exercise science, exercise leadership-marketing management principles/applications, first aid and safety, etc. Emphasis is placed on developing advanced cognitive and psychomotor skills, reinforcing and integrating the components of fitness/wellness, exploring associated educational resources, and obtaining certification. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1210 or KINE 1211 or permission by the instructor/department.

◆KINE 1217 INTRODUCTION TO DANCE FORMS

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of various dance forms. Students are introduced to dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.

Prerequisite: NONE.

◆KINE 1238 PERSONAL TRAINER CERTIFICATION

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course covers the concepts of fitness, stress and its control, weight control, nutrition, individual testing and consultation, organization of sport and fitness programs. The basic principles of training are discussed.

Prerequisite: None.

◆KINE 1251 BEGINNING SCUBA

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Swimming proficiency or permission from the Instructor/Department Chair.

◆KINE 1252 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 provided 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 1338 CONCEPTS OF PHYSICAL FITNESS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an orientation into the fields of fitness and sports medicine. Students are introduced to the components of fitness, principles of exercise science, sports nutrition, aerobic/anaerobic training, team sports, exercise prescriptions and testing, wellness assessments, risk factor analysis for heart disease and diabetes, and program development. Emphasis is placed on cognitive

abilities, demonstrated psychomotor skills, and practical applications. Exploration of educational resources, professional organizations, and fitness opportunities are also stressed.

Prerequisite: None.

♦**KINE 1346 DRUG USE AND ABUSE IN SOCIETY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.

Prerequisite: None.

♦**KINE 2149 TEAM SPORTS III**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Permission from the department.

♦**KINE 2150 TEAM SPORTS IV**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Permission from the department.

♦**KINE 2255 WATER SAFETY INSTRUCTOR**

CRT HRS:02 LEC HRS:01 LAB HRS: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 & LAND NAVIGATION TRAINING**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

Prerequisite: None.

♦**ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

Prerequisite: None.

MANUFACTURING TECHNOLOGY

CETT 1402 ELECTRICITY PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

DEMR 1301 SHOP SAFETY 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 1325.

DFTG 1325 TECHNICAL (BLUEPRINT) READING AND SKETCHING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.

Prerequisite: None.

HYDR 1305 BASIC HYDRAULICS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the basics of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. It will also include an introduction to schematic symbols as related to components.

Prerequisite: CETT 1402.

IEIR 1310 MOTOR CONTROLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams are covered throughout this course. In addition, students will learn to control machine

functions through the use of various types of programmable logic controllers.

Prerequisite: CETT 1402.

INMT 1445 COMPUTER NUMERICAL CONTROLS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of numerically controlled machine operations. Emphasis is placed on standard and computer numerically controlled procedures for planning, preparing and operating a computer-assisted program.

Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.

MCHN 1230 STATISTICAL PROCESS CONTROL (SPC) FOR MACHINIST

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to statistical process control, used by machinists and machine operators. It will include analysis of data collected from work pieces.

Prerequisite: DFTG 1313, QCTC 1305, MCHN 1419, MCHN 1452.

MCHN 1293 COST ESTIMATING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course covers principles of direct and indirect cost productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.

Prerequisite: MCHN 2341.

MCHN 1320 PRECISION TOOLS AND MEASUREMENT

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

Prerequisite: None.

MCHN 1343 MACHINING MATHEMATICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

Prerequisite: Completion of MATH 80 or equivalent.

**MCHN 1382 CAPSTONE: COOPERATIVE
EDUCATION I**

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

**MCHN 1419 MANUFACTURING
MATERIALS AND PROCESSES**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, machining and molding.

Prerequisite: None.

MCHN 1438 MACHINING I

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

Prerequisite: None.

MCHN 1452 INTERMEDIATE MACHINING I

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

Prerequisite: DFTG 1325, 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 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 2470 ADVANCED TOOL & FIXTURE
DESIGN**

CRT HRS:04 LEC HRS:02 LAB HRS:06

In this course, students learn the procedure for designing tools, dies, jigs & fixtures that are required to successfully assist in the production of a part.

Prerequisite: INMT 1445, MCHN 2341, MCHN 1419.

**MCHN 2547 SPECIALIZED TOOLS AND
FIXTURES**

CRT HRS:05 LEC HRS:03 LAB HRS:06

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

PLTC 1445 PLASTIC PROCESSES I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: MCHN 1419.

QCTC 1305 TEAMING**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skill, overall team communication, and resolving personality conflicts.

Prerequisite: None.

QCTC 1446 TESTING AND INSPECTION SYSTEMS**CRT HRS:04 LEC HRS:03 LAB HRS:02**

This course is a study of testing and inspection systems, including pertinent specifications, inspection tools, gauges, instruments and mechanisms used for maintaining quality to established standards.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

RBTC 1359 PNEUMATICS**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

Prerequisite: CETT 1402.

WLDG 1337 INTRODUCTION TO METALLURGY FOR MANUFACTURING AND PRECISION MANUFACTURING**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of ferrous and nonferrous metals from the ore to the finished product relevant to manufacturing and precision manufacturing. Emphasis is placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machine-ability and ductility.

Prerequisite: None.

MATHEMATICS

MATH 0080 BASIC MATHEMATICS**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions and decimals; solving problems involving order of operations, proportions, and percents; performing calculations

involving exponents; estimating solutions to problems; solving word problems involving integers, fractions, decimals, and different units of measurements; solving problems involving data interpretation and analysis; and solving linear equations. The focus of lab instruction is THEA preparation through the use of concepts learned in the lecture.

Prerequisite: Placement based on assessment scores or THEA below 200.

MATH 0085 INTRODUCTORY ALGEBRA**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is a study of introductory algebra. Topics include rules of exponents, calculations involving scientific notation, operations on polynomials, factorization of polynomials, solutions of linear equations and inequalities in one variable, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of the lab instruction is THEA preparation through the use of concepts learned in the lecture.

Prerequisite: Placement is based on ACCUPLACER Placement Test or MATH 80 with a grade of "C" or better or equivalent.

MATH 0090 INTERMEDIATE ALGEBRA PART I AND GEOMETRY**CRT HRS:03 LEC HRS:03 LAB HRS:01**

This course is a study of intermediate algebra and geometry. Topics include absolute-value equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, direct and indirect variations, application problems on geometry, and inductive and deductive reasoning. The focus of lab instruction is THEA preparation through the use of concepts learned in the lecture.

Prerequisite: Placement is based on ACCUPLACER Placement Test or MATH 85 with a grade of "C" or better or equivalent.

♦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:00**

Course topics include inequalities, quadratic functions, sequences and series, matrices, systems of linear equations, mathematics of finance, sets and probability,

and an introduction to linear programming.

Prerequisite: A passing score of 230+ on the math portion of the THEA test or equivalent; or completion of MATH 90 with a grade of "C" or better.

◆MATH 1332 CONTEMPORARY MATHEMATICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers modern algebra and geometry. Topics include sets, logic, number systems, functions, measurement, geometric concepts, and an introduction to probability and statistics. This course emphasizes real life applications of math.

Prerequisite: A passing score of 230+ on the math portion of the THEA test or equivalent; or completion of MATH 90 with a grade of "C" or better.

◆MATH 1350 FUNDAMENTALS OF MATHEMATICS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1414 with a grade of "C" or better.

◆MATH 1351 FUNDAMENTALS OF MATHEMATICS II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1350 with a grade of "C" or better.

◆MATH 1414 COLLEGE ALGEBRA

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

Prerequisite: A passing score of 250+ on the math portion of the THEA test; or completion of MATH 1332 or MATH 1324 with a grade of "C" or better; or THEA exemption via SAT, ACT, or TAKS scores.

◆MATH 1425 BUSINESS CALCULUS

CRT HRS:04 LEC HRS:04 LAB HRS:00

Course topics include applications of differential and

integral calculus to business and economics, probability and statistics. Theory of extrema, area under a curve and applications of optimization techniques are included.

Prerequisite: MATH 1324 or MATH 1332 or MATH 1414 with a grade of "C" or better.

◆MATH 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.

Prerequisite: A score of 230+ on the Math and Reading portions of the THEA test or equivalent; or completion of MATH 90 and READ 90.

◆MATH 2412 PRECALCULUS ALGEBRA AND TRIGONOMETRY

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.

Prerequisite: MATH 1414 with a "C" or better.

◆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.

◆MATH 2414 CALCULUS II

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course covers derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.

Prerequisite: MATH 2413 with a grade of "C" or better.

◆MATH 2415 CALCULUS III

CRT HRS:04 LEC HRS:04 LAB HRS:01

This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

Prerequisite: MATH 2414 with a grade of "C" or better.

◆MATH 2418 LINEAR ALGEBRA

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and

general eigen values and eigen vectors.

Prerequisite: MATH 2413 with a grade of “C” or better.

♦MATH 2420 DIFFERENTIAL EQUATIONS
CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is an introduction to ordinary differential equations, emphasizing solution techniques to first order and special higher order differential equations, initial value problems, boundary value problems, Laplace transforms, series solutions, and applications.

Prerequisite: MATH 2414 with a grade of “C” or better.

♦TECM 1303 TECHNICAL MATHEMATICS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

Prerequisite: A score of 185+ on the Math portion of the THEA test or completion of MATH 80.

TECM 1371 MATHEMATICS FOR ALLIED HEALTH

CRT HRS:03 LEC HRS:03 LAB HRS:00

Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions, systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.

Prerequisite: A score of 185+ on the Math portion of the THEA test or completion of MATH 80.

MEDICAL ASSISTANT TECHNOLOGY

MDCA 1166 PRACTICUM I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Completion of the previous semester courses with a grade of “C” or better and permission from the department.

MDCA 1167 PRACTICUM II

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a continuation of MDCA 1166-Practicum

I. It 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 1205 MEDICAL LAW & ETHICS
CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1216 PROCEDURES IN A CLINICAL SETTING I

CRT HRS:02 LEC HRS:01 LAB HRS:04

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

Prerequisite: Completion of the previous semester courses with a grade “C” or better.

MDCA 1217 PROCEDURES IN A CLINICAL SETTING II

CRT HRS:02 LEC HRS:01 LAB HRS:04

Emphasis of patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

Prerequisite: Completion of the previous semester courses with a grade of “C” or better.

MDCA 1254 CERTIFIED MEDICAL ASSISTING EXAM REVIEW

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. An explanation of how the exam is scored, and opportunities to take practice exams will be provided.

Prerequisite: Completion of the previous semester courses with a grade of “C” or better.

Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation

of Allied Health Education Programs) accredited Medical Assisting Program who is preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.

MDCA 1321 ADMINISTRATIVE PROCEDURES

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a course in medical office procedures which may include appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and the use of a computer in the medical office.

Prerequisite: Admission to the program.

MDCA 1343 MEDICAL INSURANCE

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment / reimbursement by patient or third party, and prevention of insurance fraud. Additional topics may include managed care or medical economics.

Prerequisite: Admission to the program.

MDCA 1348 PHARMACOLOGY & 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 common laboratory procedures performed in the physician's office or clinic setting. It includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, and may include electrocardiography, quality assurance and quality control.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1356 PHLEBOTOMY FOR MEDICAL ASSISTANTS

CRT HRS:03 LEC HRS:02 LAB HRS:04

Instruction in principles and procedures of phlebotomy, hematology, collection of varied sterile/non-sterile specimens, blood typing, identification, use and care of lab equipment, and quality control. Emphasis on principles/procedures of phlebotomy and handling of specimens.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better or Program Chair approval.

MDCA 2266 CAPSTONE: PRACTICUM III

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This 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.

MUSIC

◆MUAP 1201 APPLIED VIOLIN

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1202 APPLIED VIOLA

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1203 APPLIED CELLO

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in cello for Music majors. Credit is based in one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1204 APPLIED DOUBLE BASS
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in double bass for Music majors. Credit is based on one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1205 APPLIED FLUTE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1206 APPLIED CLARINET
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1207 APPLIED SAXOPHONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1208 APPLIED TRUMPET
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1209 APPLIED FRENCH HORN
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1210 APPLIED TROMBONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson

per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1211 APPLIED BARITONE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1212 APPLIED OBOE
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1213 APPLIED BASSOON
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1214 APPLIED TUBA
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1215 APPLIED PERCUSSION
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1216 APPLIED GUITAR
CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.
Prerequisite: Declared music major or by special permission from the program chair.

◆MUAP 1217 APPLIED PIANO

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1218 APPLIED VOICE

CRT HRS:02 LEC HRS:00 LAB HRS:02

This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUEN 1121 BAND ENSEMBLE

CRT HRS:01 LEC HRS:01 LAB HRS:01

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of 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 1141 CHOIR ENSEMBLE

CRT HRS:01 LEC HRS:01 LAB HRS:01

This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

◆MUSI 1181 PIANO CLASS I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

◆MUSI 1182 PIANO CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

◆MUSI 1183 VOICE CLASS I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.

Prerequisite: None.

◆MUSI 1184 VOICE CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.

Prerequisite: MUSI 1183.

◆MUSI 1192 GUITAR CLASS

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

◆MUSI 1193 GUITAR CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

◆MUSI 1301 FUNDAMENTALS OF MUSIC

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm.

Prerequisite: READ 80 or equivalent.

◆MUSI 1306 MUSIC APPRECIATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

Prerequisite: READ 80 or equivalent.

◆MUSI 1308 MUSIC LITERATURE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: READ 90 or equivalent.

◆MUSI 1309 MUSIC LITERATURE II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a continuation of the survey of principal

musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1308, READ 90 or equivalent.

◆MUSI 1311 MUSIC THEORY I
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: READ 80 or equivalent.

◆MUSI 1312 MUSIC THEORY II
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.

Prerequisite: MUSI 1311, READ 80 or equivalent.

◆MUSI 2181 PIANO CLASS III
CRT HRS:01 LEC HRS:00 LAB HRS:03

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

◆MUSI 2182 PIANO CLASS IV
CRT HRS:01 LEC HRS:00 LAB HRS:03

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

◆MUSI 2183 VOICE CLASS III
CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued class instruction in the fundamental of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

◆MUSI 2184 VOICE CLASS IV
CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

◆MUSI 2311 MUSIC THEORY III
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures,

survey of traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1312, READ 80 or equivalent.

◆MUSI 2312 MUSIC THEORY IV
CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.

Prerequisite: MUSI 2311, READ 80 or equivalent.

OCCUPATIONAL THERAPY ASSISTANT

**OTHA 1341 LIFE SKILLS PERFORMANCE
OF CHILDHOOD IN
OCCUPATIONAL THERAPY**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the physical, psychosocial, and cognitive occupational performance of children (newborns to adolescents) with emphasis on characteristics of purposeful activities. Other topics include: frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

**OTHA 1349 LIFE SKILLS PERFORMANCE
OF MATURITY IN
OCCUPATIONAL THERAPY**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the physical, psychosocial, and cognitive occupational performance of maturity with emphasis on characteristics of purposeful activities. Topics included in this course are: frames of reference, assessment/evaluation, tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

**OTHA 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: Acceptance to the Occupational Therapy Assistant Program.

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 MEDIA I IN OCCUPATIONAL THERAPY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis is placed on activity analysis, how to adapt and teach therapeutically, and how to supply, equip, and maintain a safe work environment.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1419 THERAPEUTIC MODALITIES I IN OCCUPATIONAL THERAPY

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 modalities in occupational therapy. Special emphasis is placed on the occupational therapy process within the context of the occupational performance model.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

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 physical and psychological reactions to diseases and injuries.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance psychosocial function.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2335 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, occupational therapy standards and ethics, health care team role delineation, and management.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2366 CAPSTONE: PRACTICUM-OTA(A)

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

This course 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 2371 CAPSTONE: OCCUPATIONAL THERAPY SEMINAR

CRT HRS:03 LEC HRS:02 LAB HRS:04

This Capstone course engages the student in the discussion of professional issues and behaviors related to clinical practice and prepares the student for transition into the workforce. Emphasis will be placed on issues related to the treatment planning process, documentation formats, state licensing procedures, application and review for the national certification examination, reviewing medical, ethical and legal issues, and preparation for employment.

Prerequisite: 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 provides a working knowledge of the fundamentals of effective legal research. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

Prerequisite: None.

LGLA 1305 LEGAL WRITING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.

Prerequisite: POFT 2312.

LGLA 1307 INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

Prerequisite: None.

LGLA 1346 CIVIL LITIGATION I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation I together with Civil Litigation II covers litigation from the pretrial stage to the post trial phase.

Prerequisite: LGLA 1307.

LGLA 1347 CIVIL LITIGATION II

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation II together with Civil Litigation I covers litigation from the pretrial stage to the post trial stage.

Prerequisite: LGLA 1307 and LGLA 1346.

LGLA 1353 WILLS, TRUSTS & PROBATE ADMINISTRATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: LGLA 1307.

LGLA 1355 FAMILY LAW

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Prerequisite: LGLA 1307.

LGLA 2266 PRACTICUM: PARALEGAL

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

LGLA 2303 TORTS & PERSONAL INJURY LAW

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: LGLA 1307.

LGLA 2307 LAW OFFICE MANAGEMENT

CRT HRS:03 LEC HRS:02 LAB HRS:03

The course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

Prerequisite: LGLA 1307.

LGLA 2309 REAL PROPERTY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Prerequisite: LGLA 1307.

LGLA 2311 BUSINESS ORGANIZATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships forms of partnerships, corporations and other emerging business entities.

Prerequisite: LGLA 1307.

LGLA 2313 CRIMINAL LAW AND PROCEDURES

CRT HRS: 03 LEC HRS: 02 LAB HRS:03

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

Prerequisite: LGLA 1307.

LGLA 2331 ADVANCED LEGAL RESEARCH AND WRITING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course builds upon skills acquired in prior legal

research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.

Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.

PATIENT CARE ASSISTANT

NUPC 1171 PHLEBOTOMY FOR PATIENT CARE TECHNICIANS

CRT HRS:01 LEC HRS:00 LAB HRS:02

This course is designed to provide the student with introductory skills and knowledge in phlebotomy, dermal puncture and specimen handling. Lab tests and specimen handling will be covered. Upon successful completing students will be eligible to take national examination for certification in phlebotomy.

Prerequisite: Completion of READ 70 or eligibility for READ 80; and completion of ENGL 71 or eligibility for ENGL 81; and completion of MATH 80 or eligibility for MAT 85 and concurrent enrollment in NUPC 1320 and NUPC 1172.

NUPC 1172 EKG AND MONITORING SKILLS FOR PATIENT CARE TECHNICIANS

CRT HRS:01 LEC HRS:00 LAB HRS:02

This course is designed to provide the student with introductory skills and knowledge in EKG and telemetry monitoring procedures to be applied as a patient care technician in a hospital setting. This course will include instruction on: cardiovascular anatomy and physiology; electrophysiology; terminology; electrocardiography (EKG testing); basic interpretation; and Holter monitoring. Upon successful completion, students will be eligible to take the national examination for certification as an EKG technician.

Prerequisite: Completion of READ 70 or eligibility for READ 80; and completion of ENGL 71 or eligibility for ENGL 81; and completion of MATH 80 or eligibility for MATH 85 and concurrent enrollment in NUPC 1320 and NUPC 1171.

NUPC 1260 CLINICAL II-A (formerly NURA 1260)

CRT HRS: 02 LEC HRS: 00

OFF CAMPUS LAB HRS: 08

This course is a health-related work-based learning experience that enables the student to apply specialized

occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

**NUPC 1261 CLINICAL II-B
(formerly NURA 1260)**

CRT HRS: 02 LEC HRS: 00

OFF CAMPUS LAB HRS: 08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

**NUPC 1320 PATIENT CARE TECHNICIAN
CRT HRS:03 LEC HRS:02 LAB HRS:02**

This courses is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.

Prerequisite: Completion of READ 70 or eligibility for READ 80; and completion of ENGL 71 or eligibility for ENGL 81; and completion of MATH 80 or eligibility for MATH 85 and concurrent enrollment in NUPC 1171 and NUPC 1172.

**NURA 1160 CLINICAL I
CRT HRS:01 LEC HRS:00**

OFF CAMPUS LAB HRS:04

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NURA 1401 and Permission from the department.

**NURA 1401 NURSE AIDE FOR HEALTH
ORGANIZATIONS I**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.

Prerequisite: Completion of READ 70 or eligibility for READ 80; and Completion of ENGL 71 or eligibility for ENGL 81; and concurrent enrollment in NURA 1160 and NURA 1407.

**NURA 1407 NURSE AIDE FOR HEALTH
ORGANIZATIONS II**

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is a basic study of the structures and functions of the human body.

Prerequisite: Completion of READ 70 or eligibility for READ 80; and Completion of ENGL 71 or eligibility for ENGL 81; and permission from the department.

PHARMACY TECHNOLOGY

PHRA 1166 PRACTICUM I

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.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1202 PHARMACY LAW

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing technician and pharmacists responsibilities in various settings will be described.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1205 DRUG CLASSIFICATION

CRT HRS:02 LEC HRS:02 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 1206 COMPUTERIZED DRUG
DELIVERY SYSTEMS I**

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course covers the fundamentals of computer information systems and technology within the health care system. It includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages.

Prerequisite: Completion of the previous semester courses with a grade "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 1267 CAPSTONE: PRACTICUM II
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.

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: Admission to the Pharmacy Technology Program.

**PHRA 1309 PHARMACEUTICAL
MATHEMATICS I**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs, conversion of measurement within the apothecary, avoirdupois, and metric system with emphasis on the metric system of weight and volume. Topics will include ratio and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.

Prerequisite: Admission to the Pharmacy Technology Program.

**PHRA 1313 COMMUNITY PHARMACY
PRACTICE**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to the skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a

community pharmacy. It is designed to train individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

Prerequisite: Admission to the Pharmacy Technology Program.

**PHRA 1345 INTRAVENOUS ADMIXTURE
AND STERILE
COMPOUNDING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

**PHRA 1349 INSTITUTIONAL PHARMACY
PRACTICE**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution system, unit dose chart fills, quality assurance, drug storage, and inventory control.

Prerequisite: Completion of the previous semester with a "C" or better.

**PHRA 1404 PHARMACOTHERAPY AND
DISEASE PROCESS**

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is the study of disease processes and the therapeutic properties of the drugs used in treatment.

Prerequisite: Completion of the previous semester courses with a "C" or better.

PHILOSOPHY

**◆PHIL 1301 INTRODUCTION TO
PHILOSOPHY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of

the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2303 INTRODUCTION TO LOGIC
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2306 INTRODUCTION TO ETHICS
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: Completion of READ 80 and ENGL 81 or equivalent.

◆PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: Completion of READ 80 and ENGL 81 or equivalent.

PHYSICAL THERAPIST ASSISTANT

PTHA 1266 PRACTICUM I
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15

This course 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 (CLINICAL) PATHOPHYSIOLOGY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases and conditions commonly encountered in physical therapy.

Prerequisite: Completion of previous semester courses with a "C" or better.

PTHA 1405 BASIC PATIENT CARE SKILLS
CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to the theory and application of basic patient handling, functional skills, assessment techniques, and data collection techniques.

Prerequisite: Acceptance to PTA Program.

PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to the profession of physical therapy. It includes the exploration of the historical and current scope of physical therapy and also lab procedures basic to patient handling and functional skills.

Prerequisite: Acceptance to PTA Program.

PTHA 1513 FUNCTIONAL ANATOMY
CRT HRS:05 LEC HRS:03 LAB HRS:06

This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. It also includes integration of skills related to the kinesiological assessment of the human body.

Prerequisite: Acceptance to PTA Program.

PTHA 1531 PHYSICAL AGENTS
CRT HRS:05 LEC HRS:03 LAB HRS:06

This course is a study of the biophysical principles, assessment, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2201 ASSESSMENT SKILLS
CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of assessment techniques used in physical therapy to prepare the physical therapist assistant

to assist physical therapy management.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2266 PRACTICUM II (6 WEEKS)

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:15

This course 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:03 LAB HRS:04

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2435 REHABILITATION TECHNIQUES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2509 THERAPEUTIC EXERCISE

CRT HRS:05 LEC HRS:03 LAB HRS:06

This course will offer critical examination of concepts and application of techniques related to therapeutic exercise and functional training.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PHYSICS/ PHYSICAL SCIENCE

◆PHYS 1401 COLLEGE PHYSICS I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1414 with a grade of "C" or better or instructor's consent.

◆PHYS 1402 COLLEGE PHYSICS II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of electricity, magnetics, light, and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 with a grade of "C" or better.

◆PHYS 1411 INTRODUCTORY ASTRONOMY I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the first part of a general introduction to astronomy covering various topics including: solar system formation, observational instruments and tools, planets,

moons, the Sun, comets, meteors and asteroids.

Prerequisite: Pass the reading section of the THEA test or completion of READ 90 with a grade of "C" or better; pass the math section of the THEA test or completion of MATH 90 with a grade of "C" or better.

**♦PHYS 1412 INTRODUCTORY
ASTRONOMY II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the second part of a general introduction to astronomy covering various topics including: evolution of the universe, stars and star formation, star clusters, galaxies, quasars, neutron stars, black holes and cosmology.

Prerequisite: PHYS 1411.

♦PHYS 1415 PHYSICAL SCIENCE I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: Pass the reading section of the THEA test or completion of READ 90, pass the MATH section of the THEA test or completion of MATH 90 with a grade of "C" or better.

♦PHYS 1417 PHYSICAL SCIENCE II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.

Prerequisite: PHYS 1415 with a grade of "C" or better.

♦PHYS 2425 UNIVERSITY PHYSICS I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a calculus-based study of mechanics, including vibrations and wave, heat and thermodynamics.

Prerequisite: MATH 2413 with a grade of "C" or better.

♦PHYS 2426 UNIVERSITY PHYSICS II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a calculus-based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

Prerequisite: PHYS 2425 with a grade of "C" or better.

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: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

♦PSYC 2302 APPLIED PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

♦PSYC 2306 HUMAN SEXUALITY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a social behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

♦PSYC 2307 ADOLESCENT PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the physical, emotional, social and cognitive factors affecting growth and development of adolescents.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

♦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: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the relationship of the physical, emotional, social and cognitive factors affecting growth and development throughout the life span.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**PSYC 2316 PSYCHOLOGY OF PERSONALITY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of personality and techniques for measuring personality.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**PSYC 2319 SOCIAL PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a

member. Emphasis is placed on group dynamics.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

RADIOLOGIC TECHNOLOGY

RADR 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1409 and RADR 1311 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 2301.

RADR 1267 PRACTICUM II

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1313 and RADR 2301 with a minimum of "C" or better; RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 2305.

RADR 1311 BASIC RADIOGRAPHIC PROCEDURES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.

**RADR 1313 PRINCIPLES OF
RADIOGRAPHIC IMAGING I
CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and 1266.

**RADR 1360 CLINICAL
CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:18**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes basic fundamental clinical instruction performed in the Diagnostic Radiology Department at the clinical education centers, and is simultaneously related to theory presented in the classroom.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1311.

**RADR 1409 INTRODUCTION TO
RADIOGRAPHY AND
PATIENT CARE**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.

**RADR 2166 CAPSTONE: PRACTICUM V
CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2217 with a minimum of "C" or better; RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.

**RADR 2213 RADIATION BIOLOGY AND
PROTECTION
CRT HRS:02 LEC HRS:02 LAB HRS:00**

This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a "B" or better, and concurrent enrollment in RADR 2331, RADR 2301 and RADR 2266.

**RADR 2217 RADIOGRAPHIC PATHOLOGY
CRT HRS:02 LEC HRS:01 LAB HRS:02**

This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2267.

**RADR 2235 CAPSTONE: RADIOLOGIC
TECHNOLOGY SEMINAR
CRT HRS:02 LEC HRS:01 LAB HRS:02**

This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 with a minimum of "C" or better; RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

**RADR 2266 PRACTICUM III
CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331, RADR 2309, and RADR 2213.

RADR 2267 PRACTICUM IV**CRT HRS:02 LEC HRS:00****OFF CAMPUS LAB HRS:20**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2331, RADR 2309 and RADR 2213 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217.

RADR 2301 INTERMEDIATE RADIOGRAPHIC PROCEDURES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 1266.

RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a continuation of the study of radiographic imaging technique formulation, image Quality assurance, and the synthesis of all variables in image production.

Prerequisite: RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 1267.

RADR 2309 RADIOGRAPHIC IMAGING EQUIPMENT**CRT HRS:03 LEC HRS:02 LAB HRS:04**

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331, RADR 2213 and RADR 2266.

RADR 2331 ADVANCED RADIOGRAPHIC PROCEDURES**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309, RADR 2213 and RADR 2266.

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 assessment scores.

**READ 0080 DEVELOPMENTAL READING II
CRT HRS:03 LEC HRS:03 LAB HRS:01**

This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.

Prerequisite: Placement based on assessment scores or completion of READ 70 with a "C" or better.

**READ 0090 DEVELOPMENTAL READING III
CRT HRS:03 LEC HRS:03 LAB HRS:01**

This developmental reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills. Students are expected to take the THEA Test while they are enrolled in the course or after they complete it.

Prerequisite: Placement based on assessment scores or completion of READ 80 with a "C" or better.

SIGN LANGUAGE (AMERICAN)

◆SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.

Prerequisite: None.

◆SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.

Prerequisite: SGNL 1301.

◆SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross-cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.

Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.

◆SGNL 2302 INTERMEDIATE AMERICAN SIGN LANGUAGE II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate American Sign Language course. This course will include further

application of introductory level interpreting and transliterating skills with appropriate RID guidelines governing ethical behavior. Furthermore, students will also be exposed to the literature and culture of the Deaf culture. In addition, this course provides students the opportunity to interpret for guest speakers. Class is conducted primary without voice.

Prerequisite: SGNL 2301.

SOCIOLOGY

◆SOCI 1301 INTRODUCTORY SOCIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the scientific study of human group behavior. Major areas of study in sociology including basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, gender, age, major social institutions, population dynamics, and socio-cultural change.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, aging, or sex roles.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆SOCI 2301 MARRIAGE AND THE FAMILY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

◆**SOCI 2319 MINORITY STUDIES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

Prerequisite: A passing score of 230+ on the reading portion of the THEA test, or completion of READ 90 with a grade of "C" or better, or THEA exemption via SAT, ACT, or TAKS scores.

SPANISH

◆**SPAN 1300 BEGINNING SPANISH CONVERSATION I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: None.

◆**SPAN 1310 BEGINNING SPANISH CONVERSATION II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: SPAN 1300.

◆**SPAN 1311 BEGINNING SPANISH I-NON SPANISH SPEAKERS**

CRT HRS:03 LEC HRS:03 LAB HRS:01

Spanish 1311 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills

of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

◆**SPAN 1312 BEGINNING SPANISH II-NON SPANISH SPEAKERS**

CRT HRS:03 LEC HRS:03 LAB HRS:01

Spanish 1312 is a comprehensive second semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: SPAN 1311, or departmental placement exam.

◆**SPAN 1505 INTENSIVE BEGINNING SPANISH**

CRT HRS:05 LEC HRS:04 LAB HRS:03

This course is a comprehensive intensive beginning Spanish course for students that have prior knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the grammatical structures of the Hispanic culture. While one of the goals of this course is to learn the grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course is recommended for those students interested in a more depth study of the Spanish language.

Prerequisite: None.

◆**SPAN 2306 INTERMEDIATE CONVERSATIONAL SPANISH**

CRT HRS:03 LEC HRS:03 LAB HRS:00

The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expression used in daily speech, pronunciation, and vocabulary building will

be placed in this course.

Prerequisite: SPAN 1311 and SPAN 1312; or SPAN 1300 and SPAN 1310.

***SPAN 2311 INTERMEDIATE SPANISH I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

Prerequisite: SPAN 1311 and SPAN 1312; or SPAN 2313 and SPAN 2315; or SPAN 1505; or departmental placement exam.

◆SPAN 2312 INTERMEDIATE SPANISH II

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.

Prerequisite: SPAN 2311.

◆SPAN 2313 SPANISH FOR SPANISH SPEAKERS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussion and presentations. In addition, writing skills will be enhanced and developed in this course.

Prerequisite: None.

◆SPAN 2315 SPANISH FOR SPANISH SPEAKERS II

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2315 is a comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: SPAN 2313.

◆SPAN 2316 CAREER SPANISH I

CRT HRS:03 LEC HRS:03 LAB HRS:00

Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. 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: None.

◆**SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. 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: None.

◆**SPAN 2324 SPANISH CULTURE**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.

Prerequisite: None.

◆**SPAN 2389 ACADEMIC COOPERATIVE**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. This program is designed for those students interested in pursuing a career in Spanish and/or cultural studies.

Prerequisite: SPAN 1505, SPAN 2316, and SPAN 2311.

SPEECH

◆**SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: Completion of READ 80 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 80 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 80 or equivalent.

◆**SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: Completion of READ 80 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: Successful completion of any SPCH 1300 course or permission from the instructor.

◆**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: Successful completion of any SPCH 1300 course or permission from the instructor.

TECHNOLOGY MANAGEMENT

REQUIRED COURSES

TMGT 3302 BUSINESS AND ECONOMICS STATISTICS

THREE SEMESTER HOURS

This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.

Prerequisites: Junior standing and MATH 1414 or MATH 1442.

TMGT 3303 COMMUNICATIONS FOR TECHNICAL MANAGERS

THREE SEMESTER HOURS

This course covers business-oriented research, assimilation, and synthesis of technical manuals and reports. Additionally, the course covers professional presentations, team-work, interviewing skills, public relations, and business etiquette.

Prerequisite: Junior standing.

TMGT 3305 ORGANIZATIONAL THEORY AND PRACTICE

THREE SEMESTER HOURS

This course provides analyses of individual and group behaviors in organizational settings. It provides an understanding of effective organizational management, employee empowerment, organizational culture and diversity in the workplace.

Prerequisite: Junior standing.

TMGT 3336 LEGAL ISSUES FOR TECHNICAL MANAGERS

THREE SEMESTER HOURS

An introduction to local, state, federal, and international laws affecting organizational practices. Additional

emphasis is placed on ethical issues affecting management behavior.

Prerequisites: Junior standing.

**TMGT 3310 DECISION MAKING
THREE SEMESTER HOURS**

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.

Prerequisites: Junior standing.

**TMGT 3411 TECHNOLOGY IN ENTERPRISE MANAGEMENT
FOUR SEMESTER HOURS**

The use of information 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
THREE SEMESTER HOURS**

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.

Prerequisites: Junior standing.

TMGT 3337 ECONOMICS FOR TECHNICAL MANAGERS

THREE SEMESTER HOURS

A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management. Topics include market structure, production and cost, and public policy towards business.

Prerequisites: Junior standing.

TMGT 3338 ACCOUNTING FOR TECHNICAL MANAGERS

THREE SEMESTER HOURS

The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information.

Prerequisites: Junior standing.

**TMGT 4304 RISK MANAGEMENT
THREE SEMESTER HOURS**

A study of risk assessment and management techniques, methods, and models used in business to minimize and control risks in business environment. Topics include

risks in project management, marketing, and program scheduling and costing.

Prerequisites: Junior standing.

TMGT 4320 ORGANIZATIONAL DESIGN AND MANAGEMENT SEMINAR

THREE SEMESTER HOURS

Students work in teams on instructor-approved industry-specific projects; teams will formulate an implementation plan using technology management skills to identify problems and formulate solutions. Each team will make a formal presentation for peer review.

Prerequisites: Senior standing and consent of program coordinator.

ELECTIVE COURSES

**TMGT 3353 INTERNATIONAL BUSINESS
THREE SEMESTER HOURS**

This course provides an overview of the international business environment and conditions affecting firms conducting business overseas. Special emphasis will be placed on managerial functions and elements of the management process in a firm operating under foreign economic, technological and political, social, and cultural environments.

Prerequisite: Senior standing.

TMGT 3340 QUALITY ASSURANCE, MANAGEMENT AND IMPROVEMENT

THREE SEMESTER HOURS

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: Senior standing.

TMGT 4341 PURCHASING AND SUPPLY MANAGEMENT

THREE SEMESTER HOURS

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: Senior standing.

TMGT 4347 CAPSTONE: PRODUCTION AND INVENTORY PLANNING AND CONTROL

THREE SEMESTER HOURS

A study of production planning and control systems. Topics include capacity and materials requirements planning, just-in-time production systems, and scheduling and inventory management.

Prerequisite: Senior standing and consent of the program coordinator.

TMGT 3358 NETWORK SECURITY MANAGEMENT

THREE SEMESTER HOURS

This course provides a strategic overview of network security management, including a review of the types of network security problems, best practices, cost analysis of different types of network security and network security policies.

Prerequisite: Senior standing.

TMGT 4303 ELECTRONIC COMMERCE SYSTEMS

THREE SEMESTER HOURS

An understanding of the design and implementation of electronic commerce systems. This course addresses issues including e-commerce, marketing and applications within the digital economy.

Prerequisite: Senior standing.

TMGT 4351 DATABASE ADMINISTRATION AND INTEGRATION

THREE SEMESTER HOURS

Understanding the essentials of database design and administration in a business environment. Additionally provides practical experience in resource management, data utilization, security and database efficiency.

Prerequisite: Senior standing.

TMGT 4396 CAPSTONE: MANAGING TECHNOLOGY PROJECTS

THREE SEMESTER HOURS

Team approach to the analysis and design of basic industrial-level projects; integration of concepts learned in previous required courses; a capstone learning experience.

Prerequisite: Senior standing and consent of the program coordinator.

Junior standing: Completion of minimum required Technical Support 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 diet therapy and the role of each in proper 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 elderly.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1261 CLINICAL II-B

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:12

This course is a health-related work based learning experience that enables the student to apply specialized

occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1323 BASIC NURSING SKILLS
CRT HRS:03 LEC HRS:02 LAB HRS:04

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330 MATERNAL - NEONATAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1331 PHARMACOLOGY FOR VOCATIONAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

Prerequisite: Completion of first semester Vocational Nursing Program courses with a grade of "C" or better.

VNSG 1334 PEDIATRICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process.

Prerequisite: Concurrent enrollment in VNSG 1361.

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 AND PHYSIOLOGY FOR ALLIED HEALTH

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

Prerequisite: Passage of the Reading section of the THEA test or completion of READ 90 with a grade of "C" or better or equivalent.

VNSG 1429 MEDICAL - SURGICAL NURSING I

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course explores application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1432 MEDICAL-SURGICAL NURSING II

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum in a variety of health care settings.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1138.

VNSG 2331 ADVANCED NURSING SKILLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

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