

STC
atalog
2008-2009



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 404-679-4500, www.sacscoc.org <<http://www.southtexascollege.edu/about/general/www.sacscoc.org>>) to award Bachelor's, Associate of Applied Science, Associate of Arts, Associate of Science degrees, and Certificates.

AFFILIATIONS

NATIONAL/REGIONAL

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

- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- The Instructional Technology Council
- The Sloan Consortium
- United States Distance Learning Association

STATE

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

LOCAL

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

Catalog 2008-2009

Vol. 12 No. 1

Effective September 1, 2008

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

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www.southtexascollege.edu

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

Comprehensive Mission

for South Texas College

VISION	A better quality of life for our communities.
PURPOSE	South Texas College is a world-class comprehensive institution of higher learning providing premier educational and workforce programs and services in response to the needs of the region.
CORE VALUES	• Student Success • Learning • Excellence • Integrity • Community • Opportunity
GUIDING PRINCIPLES	<ul style="list-style-type: none">• Be a premier learning-centered higher education institution where student and community success are paramount;• Serve as the cornerstone for the economic vitality of South Texas;• Foster an environment for the students and community to achieve a better quality of life;• Nurture a culture where collaboration is valued and achievement is recognized.
STRATEGIC DIRECTIONS	<ul style="list-style-type: none">• South Texas College commits to student learning as the foundation of student success through excellence in teaching and service, faculty and staff empowerment, professional development, and accountability.• South Texas College proudly provides opportunities to all students with high expectations for their success.• South Texas College leads the transformation of the region to a “college-going” culture whereby attending and completing higher education is expected for all.• South Texas College serves as the catalyst for regional economic prosperity and social mobility.• South Texas College models professionalism through integrity, mutual respect, civility, trust, and collaboration.• South Texas College champions a culture of excellence based on evidence.

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

STRATEGIC DIRECTIONS and OUTCOMES

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

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

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

- Collaborate with K-12 institutions to provide a seamless transition from high school to college
- Educate internal and external communities about STC's high expectations for student success
- Create high-tech and high-touch pathways to empower students to actively participate in their own success
- Build a greater understanding and appreciation of the community college philosophy of open access throughout the region

- e. Ensure a full array of options for continuing education, workforce skills development, and life-long learning
- f. Deliver distance education through a comprehensive and full-service virtual campus
- g. Identify and showcase examples of student success

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

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

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

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

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

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

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

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

South Texas College Sites

1 Pecan Campus

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

2 Technology Campus

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

3 Nursing & Allied Health Campus

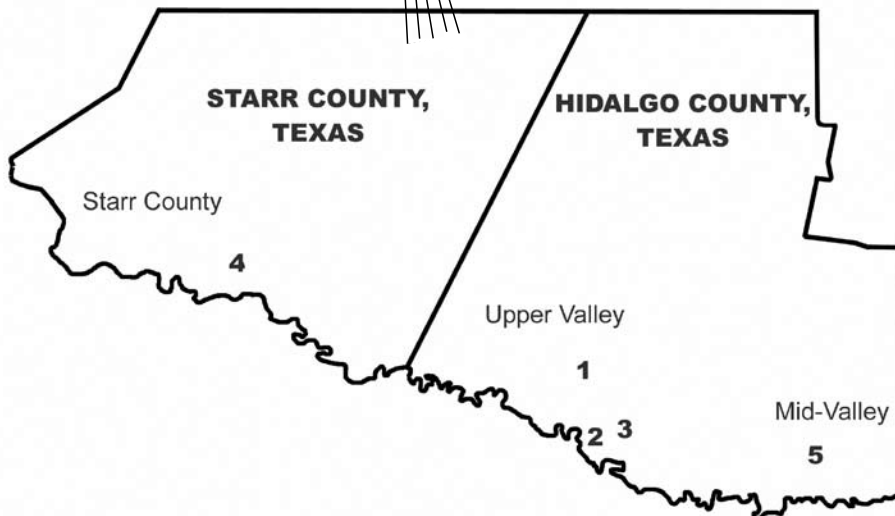
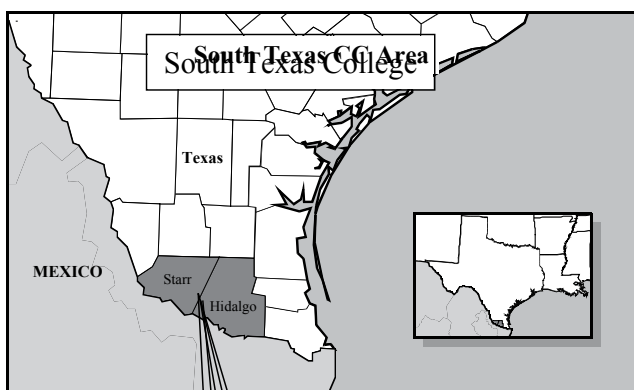
1101 E. Vermont
McAllen, TX 78501
956-872-3100

4 Starr County Campus

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

5 Mid-Valley Campus

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



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 more than 20,000 in 2008.

STATEMENT OF EQUAL OPPORTUNITY

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

RIGHTS OF INDIVIDUALS WITH DISABILITIES

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

STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, FIREARMS AND OTHER SUBSTANCES

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

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

SEXUAL HARASSMENT POLICY

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

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

SMOKE/TOBACCO FREE ENVIRONMENT

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

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

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A Message from the President

It's an exciting time at South Texas College as the 2008-2009 academic year marks our 15th anniversary. Fifteen years of rapid growth. Fifteen years of creating affordable access to college. Fifteen years of academic excellence.

It has been a thrilling ride filled with huge accomplishments like offering more than 100 degree and certificate program options to our more than 20,000 students. Offering two Bachelor of Applied Technology Degrees. Providing a full range of student and academic support services at five campuses across two counties.

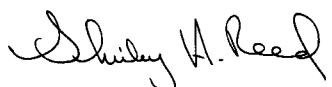
There are so many things to be proud of including our award-winning academic programs, our growing student life activities, and our state-of-the-art technology and computer systems, just to name a few.

No matter what the opportunity or obstacle, South Texas College has stood up to the challenge and continued our tradition of offering a great education at an affordable price. You can be proud to be a part of that tradition.

As we embark on this year of activities and celebration, we hope you take the opportunity to explore all that South Texas College has to offer from free tutoring in a variety of subjects, to our free art and cultural exhibitions, to our Distinguished Speakers Series, to our many free activities for students.

We have worked hard to create an open environment that will allow you to learn more about your world and yourself. Take advantage of what we have built during the past 15 years and make your mark at STC to impact the next 15 years.

Congratulations on the decision to continue your education at one of the finest colleges in Texas!



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Term May 2004-2010



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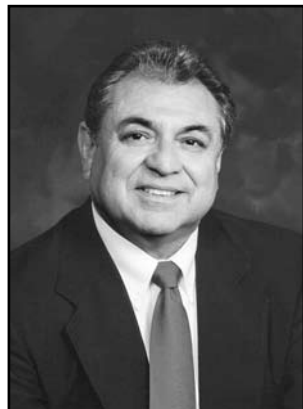
Clinical Lecturer, University of Texas-Pan
American

Retired Superintendent, Superintendent Emeritus,
Hidalgo ISD

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Term May 2008-2014



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South San Juan, South Pharr,
South Weslaco and Progreso

Term May 2006-2012

ACADEMIC CALENDAR 2008-2009

FALL 2008

(Aug. 25 - Dec. 13, 2008)

August 14

New Faculty Start Date-New Faculty Orientation

August 15

New Faculty Service Tour

August 18

Faculty Return-Division/Department Meetings

August 20-21

Faculty Preparation Day

August 22

All Faculty Professional Development

August 23

Adjunct Faculty Professional Development Day

August 25 Classes Begin

September 1

College Closed-Labor Day

September 10

Census Day

September 19

College-wide Professional Development Day- College Closed

November 14

Last Day to Withdraw

November 27-30

College Closed-Thanksgiving Holiday

December 8-13

Finals

December 15

Last Day to Submit Grades

Dec. 18-Jan. 2

Winter Break (College Closed)

SPRING 2009

(Jan. 20 - May 15, 2009)

January 5

College Opens-Staff Returns

January 12

Faculty Return - Division/Department Meetings

January 13

New Faculty/Staff Orientation

January 14-15

Faculty Preparation Day

January 16

All Faculty Professional Development

January 17

Adjunct Faculty Professional Development Day

January 19

College Closed

January 20 Classes Begin

February 4

Census Day

February 13

College-wide Professional Development Day- College Closed

March 16-22

Spring Break-College Closed

April 9-12

Semester Break-College Closed

April 21

Last Day to Withdraw

May 9-15

Finals

May 16

Graduation

May 18

Last Day to Submit Grades

ACADEMIC CALENDAR 2008-2009

SUMMER SESSION I

(June 2 - July 2, 2009)

May 26–June 1
Registration for Summer I, II, III

May 25
College Closed (Memorial Day)

June 2
Classes Begin

June 5
Census Day

June 25
Last Day to Withdraw

July 2
Classes End/Finals

July 3
Independence Day Observed-College Closed

July 6
Last Day to Submit Grades

SUMMER SESSION III

(June 2 - Aug. 7, 2009)

May 25-June 1
Registration for summer I, II, III

June 2
Classes Begin

June 10
Census Day

July 3
Independence Day Observed-College Closed

July 6-7
Summer Session Break-No Classes

July 23
Last Day to Withdraw

August 7
Classes End/Finals

August 10
Last Day to Submit Grades

SUMMER SESSION II

(July 8 - Aug. 7, 2009)

June 29-July 7
Registration for Summer II

July 8
Classes Begin

July 13
Census Day

July 31
Last Day to Withdraw

August 7
Classes End/Finals

August 10
Last Day to Submit Grades

*Register
Now!*

www.southtexascollege.edu

ADMISSIONS GUIDELINES

REQUIREMENTS

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

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

HIGH SCHOOL GRADUATION

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

EXAMINATION

Applicants who did not graduate from high school may be admitted by successfully completing the English version of the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School

Equivalency must be submitted to the Office of Admissions and Records. Students who have completed the GED in a language other than English may be admitted to the College but are limited to enrollment in English as a Second Language (ESL) coursework to enable them to make use of already existing knowledge, training, or skills. Admission to other program and courses requires completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 500. A copy of these scores must be submitted prior to registration for other than ESL coursework.

INDIVIDUAL APPROVAL

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

TRANSFER FROM ANOTHER COLLEGE

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

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one

of the regional accrediting associations of the Association of Colleges and Schools. Developmental or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.

4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit courses taken 10 or more years prior to enrollment.
6. Out of state transfer students who have not taken ACCUPLACER, ASSET, COMPASS, THEA, will need to be advised prior to registration.

DUAL ENROLLMENT

Dual enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school.

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

INTERNATIONAL STUDENT

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

SELECTIVE PROGRAMS

Selective programs with additional admission requirements follow:

BACHELOR DEGREE PROGRAMS:

Bachelor of Applied Technology Admission Requirements

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

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

CERTIFICATE AND ASSOCIATE DEGREES:

NURSING & ALLIED HEALTH SELECTIVE ADMISSION PROGRAMS

Associate Degree Nursing:

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above

on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.

- E. Satisfy program specific requirement for math proficiency.
- F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
- G. Earn a minimum grade of “B” in “Introduction to Nursing” course within past 2 years.
- H. Complete prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- I. Satisfy program specific requirements for clinical practice.
- J. Submit a completed ADN program application.

Emergency Medical Technology:

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

Health and Medical Administrative Services:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Degree option: Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER,

ASSET, and/or COMPASS with program specific exemptions accepted.

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

Medical Assisting Technology:

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

Occupational Therapy Assistant:

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- C. Present documentation of a minimum of ten (10) hours of volunteer or work experience

- under the direction of a Registered Occupational Therapist.
- D. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the OTA degree plan.
- E. Complete prerequisite courses with a minimum grade of “C” as listed in the OTA degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed OTA program application.
- H. Participate in individual student advisement with OTA faculty prior to application.

Patient Care Assistant:

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

Physical Therapist Assistant:

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

- I. Submit a completed PTA program application.
- J. Participate in student advisement session with PTA faculty prior to application.

Pharmacy Technology:

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

Radiologic Technology:

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

- I. Participate in individual student advisement with RADT faculty prior to application.

Respiratory Therapy:

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

Vocational Nursing:

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

ALTERNATIVE EXAMS AND MANDATORY PLACEMENT TESTING

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

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

The following assessment instruments may be used:

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

The Student Assessment Center administers the ACCUPLACER and/or THEA Exams throughout the year. Information on test dates, registration deadlines, and general information is available upon request.

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

WHO MUST TAKE AN ALTERNATIVE ASSESSMENT EXAM?

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

WHO DOES NOT HAVE TO TAKE AN ALTERNATIVE ASSESSMENT TEST:

- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- Students who have achieved a sufficiently high score on ACT, SAT, or TAAS/TAKS. ACT and SAT scores may be no more than five (5) years from the date of testing, and exit level TAAS/TAKS scores may be no more than three (3) years from the date of testing.
- Students who are enrolled in a certificate program of one-year or less (42 or fewer semester credit hours or the equivalent) unless required for a prerequisite.
- Students who have graduated with an associate's or baccalaureate degree from an accredited institution of higher education.
- Transfer students from an accredited institution of higher education who have earned a "C" or better in a corresponding course (See Developmental Education Plan Procedures Guide).

WHEN MUST A STUDENT TAKE AN ALTERNATIVE ASSESSMENT EXAM?

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

REGISTRATION FOR THE ACCUPLACER EXAM

To register for the ACCUPLACER Exam, a student must fill out an STC Admissions form prior to the test administration. Once an Admissions form has been processed, the student may reserve a test date at the Student Assessment Center (Reservation Fee - \$15). Payment for the ACCUPLACER Exam fee is \$29 on the day of testing.

A student that has already tested for an ACCUPLACER Exam and failed one or more sections of the test must wait 30 days before attempting the ACCUPLACER Exam. An ACCUPLACER Exam is offered by appointment only.

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

REGISTRATION FOR THE THEA EXAM

To register for the THEA Exam, a student must fill out a registration form by entering the

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

PAYMENT FOR THE THEA EXAM

The THEA Exam fee is \$29.

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 assessed for reading, writing, and mathematics skills. Placement tests that can be used are the ACCUPLACER, and/or THEA at STC.

Students pursuing associate and/or bachelor's degrees who do not pass the ACCUPLACER, THEA, 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 AN ALTERNATIVE ASSESSMENT EXAMINATION TO FULFILL STC PLACEMENT STANDARDS

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

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

- 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 Student Assessment Center located at each campus: Mid-Valley-(956) 872-6602; Pecan-(956) 872-3484, or Starr-(956) 488-6976 or visit the web site at: <http://studentservices.southtexascollege.edu/testing/index.html>.

ACCUPLACER EXAM

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

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

Reading Comprehension Test

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

Sentence Skills Test

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

Arithmetic Test

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

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

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

Elementary Algebra Test

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

Texas WritePlacer Plus™

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

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

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

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

PAYMENT FOR THE ACCUPLACER EXAM

The ACCUPLACER Exam fee is \$29.

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

THE THEA EXAM

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

The THEA Exam consists of the following sections:

Reading

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

Mathematics

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

Writing

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

TESTING TIME PROVIDED

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

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

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

MANDATORY PARTICIPATION

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

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

DROPPING OR WITHDRAWING FROM DEVELOPMENTAL COURSE WORK

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

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

Texas Success Initiative (TSI) Exemption Scores							
TAAS		TAKS		ACT		SAT	
Reading	89	Reading	2200 & 3	English	19	Verbal	500
Writing	1770	Writing		Math	19	Math	500
Math	86	Math	2200	Composite	23	Composite	1070

Academic and Developmental Placement Scores			
SUBJECT AREA	STATUS	THEA	ACCUPLACER
Reading	READING COLLEGE READY	230+	78+
	READ 0090	200-229	61-77
	READ 0080	180-199	44-60
	READ 0070	100-179	0-43
Writing	WRITING COLLEGE READY	220+	80+/E-5 or 60+E6,E7,E8
	ENGL 0091	200-219	73-79/E5 or 0-59/E6,E7,E8
	ENGL 0081	180-199	66-72/E4
	ENGL 0071	100-179	0-65/E3
Math	MATH COLLEGE READY	250+	EA 68+
	MATH 0090	230-249	AR 65 + EA 55-67
	MATH 0085	200-229	AR 65 + EA 18-54
	MATH 0080	100-199	AR 0-64 regardless of EA scores unless students meet the EA 68 for college readiness

ADMISSIONS PROCEDURES AND CHECKLIST

Follow the easy procedures below, which can be used as a "checklist" for students, to enter South Texas College:

1. Apply online at www.applytexas.org under the two-year institution section. Set-up a free account and then complete an Application for Admission to South Texas College; submit it electronically for timely processing. If students prefer, they may complete and submit a paper Application for Admission at any Office of Admissions and Records or Student Information Center!
2. Provide official transcript(s) from highest level of education (high school or all college/university) or GED certificate and test scores. Students are responsible for contacting other institutions to request an official transcript be sent to STC. Transcripts may be mailed directly to the Office of Admissions and Records or hand-delivered by the student!
3. Contact the Student Assessment Center to determine if the student needs to take ACCUPLACER, a college-level entrance exam and placement test, or to determine if the student is test complete, exempt or waived!
4. Complete "New Student Orientation" in person or online. Students who attend orientation in person have the opportunity to go through advisement and register for classes afterwards, if their admissions file is complete with the three items mentioned above. Morning, afternoon and evening sessions are available before the start of each semester; contact the Outreach Office for the orientation schedule!
5. Meet with an advisor. After students have applied to the College, submitted an official transcript and test scores, they can meet with an advisor to determine which classes to take, manage their degree plan, and get information about available resources to be a successful college student!
6. Register for classes in person at any Office of Admissions and Records or online. Students who are test complete, exempt or waived will receive a "username" and "password"

to register online through JagNet, the 24/7 system for students. Select classes from the current STC Course Schedule available on paper and online!

7. Pay tuition and fees. Enrollment is complete only upon full payment of tuition and fees, which must be paid by the due date or students will be dropped from their classes. Financial aid awards are usually posted to student accounts on or before the due date. Tuition and fees may be paid with cash, check, money order or credit card. Emergency loans, installment plans, scholarships and work study opportunities are available; contact the Cashier's Department and Financial Aid Office for more information!
8. Buy the books required by instructors. The campus bookstore may have used books that will save students money!
9. Check out Student Life. It is recommended that students "get connected" with the College and meet people through student government, academic clubs, cultural events, special activities and intramural sports!

AUDITING A CLASS

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

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

TECH PREP/ ADVANCED TECHNICAL CREDIT (ATC)

South Texas College is a participating member of the Lower Rio Grande Valley Tech-Prep consortium and member of the state's Advanced Technical Credit (ATC) program. Tech Prep and ATC are part of a national educational initiative

in vocational and technical education. Programs developed cooperatively with the area school districts and through the state enable high school students to enter STC with college credits in a technical area and prepare them to enter the workforce in high demand technical courses.

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

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

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

DUAL ENROLLMENT

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

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

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

STUDENTS RECORDS

CHANGE OF NAME

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

CHANGE OF ADDRESS

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

CHANGE OF MAJOR

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

CONFIDENTIALITY OF RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- To appropriate STC officials, who require access to academic records in order to perform their legitimate duties, which

means the information or records requested is relevant and necessary to accomplish a task or make a determination, and the task or determination is an employment-related responsibility of the inquirer or is a properly assigned duty for the inquirer.

- To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record, if desired.
- To federal, state or local officials or agencies authorized by law.
- In connection with a student's application for or receipt of financial aid.
- To accrediting agencies or organizations conducting educational studies, provided that these entities do not release personally identifiable data.
- To the parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

NOTICE:

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

DIRECTORY INFORMATION

STC may release information that includes:

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

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

REVIEW OF RECORDS

Students who desire to review their records may do so upon request to the appropriate office. Students who desire to challenge the accuracy and validity of their records should follow the procedure, as follows:

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

RESIDENT STATUS FOR STUDENTS

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

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

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

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

(2) Lease or Rental Agreement/Contract of real property, other than campus housing, which encompasses at least 12 months prior to the census date. If this document is provided as the sole basis of a domicile, it must be accompanied by at least three documents that support the maintenance of this residence for at least 12 months prior to the census date, as follows:

- Texas high school transcript
- Texas college or university transcript

- Permanent Texas Driver's License (at least one-year-old)

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

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

(3) Copy of one of the documents below, which must be (a) accomplished and maintained for at least 12 months prior to the census date and (b) accompanied by at least one of the documents above, as follows:

- Title to real property in Texas
- Marriage certificate with documentation to support that the spouse is a domiciliary of Texas
- Ownership of a business in Texas with documentation to support that (a) the business is a partnership or corporation and (b) it is owned by the student or dependent student's parent(s)
- State or local licenses to conduct business or practice a profession in Texas

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

When completing the "Oath of Residency" on the Application for Admission, students are responsible for declaring the proper residency classification and providing proper documentation, as required by the College. If there are any questions about residency classification, it is the student's obligation, prior to or at the time of enrollment, to raise the questions with the proper College official for a determination. Students classified as "in-district" or "out-of-district" must provide proof of that classification as part of the admissions process, as explained above. If a student's residency classification changes for any reason, it is the

responsibility of the student to notify the proper College official, and failure to do so constitutes a violation of the "Oath of Residency." Out-of-state students classified as "non-residents" have not met the state requirements for establishing residency prior to the census date of the semester in which they are enrolling.

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

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

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

Texas Education Code 54.052(j) provides:

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

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

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

TUITION AND FEES

TUITION FISCAL YEAR 2008-2009

Number of Credit Hours	In-District Tuition	Out-of-District Tuition	Non-Residents of Texas Tuition
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	\$696.60	\$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 33*

FEES 2008-2009 ACADEMIC YEAR

Other Student Additional Fees

Mandatory Fee:

Student Registration Fee:

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

Information Technology Fee *per Credit Hour* 10.00

Learning Support Fee *per Credit Hour* 5.00

Lab and Course Fees:

Lab Fee *per Lab Credit Hour (for applicable courses with labs)* 24.00

Electronic Distance Education Fee *per Credit Hour* 20.00

Physical Education Special Activity Fee *per Course* 55.00

Continuing Education Fee:

Continuing Education per contact hour 5.00

Differential Tuition per credit hour for:

Repeating a non-Developmental Studies course for the third or more time 50.00

Enrollment in Developmental Studies courses over the 27 hour rule 50.00

Supplemental Instruction 15.00

3000/4000 level courses 20.00

Associate Degree Nursing 20.00

Emergency Medical Technology 20.00

Occupational Therapy Assistant 20.00

Pharmacy Technology 20.00

Physical Therapist Assistant 20.00

Radiologic Technology 20.00

Respiratory Therapy 20.00

Vocational Nursing 20.00

Other Fees (Non-Refundable):

Drop Fee (one time fee) 25.00

Audit Fee Tuition

Credit by Examination Tuition

Developmental Studies Fee 30.00

Dual Credit Late Processing Fee Per course 150.00

Installment Plan Fee 30.00

Late Installment Payment Fee 30.00

Late Emergency Loan Payment Fee 30.00

Reinstatement Fee 150.00

Student I.D. Replacement Fee 5.00

Lost or Damaged Library Book Fee-Cost of book plus processing fee 30.00

Returned Check 30.00

Wellness Center Student Membership Fee *per Semester* 72.00

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

Allied Health Loan Application Fee 50.00

Allied Health Loan Late Payment Fee 25.00

Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee 50.00

Student Insurance Fee (voluntary) (Obtain information from Cashier's Office)

NAH Course Fees: *Liability Insurance/Exams/Booklets/Badges/Certificates/* (Obtain information from your program chair)

Other Activities (Obtain information from your program chair)

Parking Permit Violations:

 First 20.00

 Second 40.00

 Third 60.00

 Fourth 80.00

 Fifth 100.00

Handicap Parking Violations 100.00

Vehicle Boot Removal Fee 80.00

Moving Traffic Violations:

 First 30.00

 Second 40.00

 Third 50.00

THEA/ACCUPLACER Testing Reservation Fee 15.00

FINANCIAL INFORMATION

SPECIAL COURSES

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

FINANCIAL OBLIGATIONS/ ADMITTANCE TO CLASS

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. 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.
- Installment plans are available online up until census date with the initial payment. Log-on to <http://jagnet.southtexascollege.edu>
- 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.

CONCURRENT ENROLLMENT FEES

Students enrolled at two Texas public institutions of higher education.

The total amount of tuition charged at STC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Incidental fees are billed by each institution at its regularly authorized rates.

The student in this situation is liable for full tuition payment at registration. Proof of dual enrollment in the form of a receipt is required at the Office of Admissions and Records on a semester basis.

During the Fall and Spring semesters, proof must be submitted before the twelfth class day.

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

Appropriate refunds will be determined 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, Reinstatement Fee, Installment (Processing and Late) Fee, Emergency Loan Late Fee, and any other fee approved by the Board of Trustees of South Texas College.

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

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

BOOKSTORE REFUNDS

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

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

100 percent refund with the following:

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

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

HIGHLIGHTS FOR TAX BENEFITS FOR HIGHER EDUCATION

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

	Scholarships, Fellowships, Grants, & Tuition Reductions	Hope Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuition and Fees Deduction	Coverdell ESA*	Qualified Tuition Program (QTP)	Educational Exception to Additional Tax on Early IRA Distributions	Education Savings Bond Program	Employer Provided Educational Assistance*	Business Deduction for Work-Related Education
What is your benefit?	Amounts received may not be taxable	Credits can reduce amount of tax you must pay		Can deduct interest paid	Can deduct expenses	Earnings not taxed	Earnings not taxed	No 10% additional tax on early distribution	Interest not taxed	Employer benefits not taxed	Can deduct expenses
What is the annual limit?	None	\$1,650 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 tuition and required enrollment fees?	Course-related expenses such as fees, books, supplies, and equipment	None	None	Books, supplies, and equipment; Room and board; Transportation; Other necessary expenses	None	Books, supplies, and equipment; Expenses for special needs services; Payments to QTP; Higher education: Room and board if at least half-time student; Elem/sec (K-12) education: Tutoring, Room and board, uniforms, transportation, computer access, supplementary expenses	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Books, supplies, and equipment; Room and board if at least half-time student; Expenses for special needs services	Payments to Coverdell ESA; Payments to QTP	Books, supplies, and equipment	Transportation; Travel; Other necessary expenses
What education qualifies?	Undergraduate and graduate K-12	1st 2 years of undergraduate (postsecondary)	Undergraduate and graduate; Courses to acquire or improve job skills	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Undergraduate and graduate	Required by employer or law to keep present job, salary, status; Maintain or improve job skills
What are some of the other conditions apply?	Must be in degree or vocational program; Payment of tuition and required fees must be allowed under the grant	Can be claimed for only 2 tax years; Must be enrolled at least half-time in a degree program; No felony drug conviction(s)		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	
In what income range do benefits phase out?	No phaseout	\$47,000 - \$57,000	\$55,000-\$70,000; \$110,000 - \$140,000 for joint returns	\$55,000-\$70,000; \$110,000 - \$140,000 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	\$65,600 - \$80,600; \$98,400 - \$128,400 for joint returns	No phaseout	May be subject to limit on itemized deductions

* Any non-taxable distribution is limited to the amount that does not exceed qualified education expenses.
 Table from Department of the Treasury Internal Revenue Service, Publication 970, TAX Benefits for Higher Education.

SCHOLASTIC REGULATIONS

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

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

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL

ACADEMIC COURSE GUIDE MANUAL-A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised SPRING 2005). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as “basic skills.”

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

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

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

TRANSFER DISPUTES

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

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

ORIENTATION 101 (COLLEGE SUCCESS)

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

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

CHANGE OF SCHEDULE

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

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

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

All changes in schedule, including adding and dropping courses, must be arranged by the student in writing. Changes are not official until

all steps in the process have been completed. Records of withdrawal and re-enrollment will be maintained.

WITHDRAWAL FROM SEMESTER CREDIT COURSES

Initiation of Withdrawal

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

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

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.

ACADEMIC TRANSFERABLE COURSES

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

(Last modified: August 2008.)

ACCOUNTING

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

ANTHROPOLOGY

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

ART

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

ASTRONOMY

- ♦PHYS 1403 Introductory Astronomy I
- ♦PHYS 1404 Introductory Astronomy II

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 ADMINISTRATION

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

CHEMISTRY

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

CHILDCARE AND DEVELOPMENT

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

COMMUNICATIONS

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

COMPUTER SCIENCE

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

CRIMINAL JUSTICE

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

DANCE

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

DRAMA

- ♦DRAM 1310 Drama Appreciation
- ♦DRAM 1351 Acting I

ECONOMICS

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

EDUCATION

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

ENGINEERING

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

ENGLISH

- ♦ENGL 1301 Composition
- ♦ENGL 1302 Composition II-Rhetoric
- ♦ENGL 2189 English Academic Capstone
- ♦ENGL 2307 Creative Writing I
- ♦ENGL 2308 Creative Writing II
- ♦ENGL 2311 Technical Writing
- ♦ENGL 2321 British Literature
- ♦ENGL 2326 American Literature
- ♦ENGL 2331 World Literature
- ♦ENGL 2341 Introduction to Literature
- ♦ENGL 2351 Mexican-American 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

GOVERNMENT

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

HISTORY

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

HUMANITIES

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

KINESIOLOGY

- ♦KINE 1101 Fitness and Motor Development I
- ♦KINE 1103 Weight Training & Conditioning I
- ♦KINE 1104 Weight Training & Conditioning II
- ♦KINE 1105 Badminton

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

MATHEMATICS

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

METEOROLOGY

- ♦GEOL 1447 Meteorology

MUSIC

- ♦MUAP 1201 Applied Violin
- ♦MUAP 1202 Applied Viola
- ♦MUAP 1203 Applied Cello
- ♦MUAP 1204 Applied Double Bass
- ♦MUAP 1205 Applied Flute
- ♦MUAP 1206 Applied Clarinet
- ♦MUAP 1207 Applied Saxophone
- ♦MUAP 1208 Applied Trumpet
- ♦MUAP 1209 Applied French Horn
- ♦MUAP 1210 Applied Trombone
- ♦MUAP 1211 Applied Baritone
- ♦MUAP 1212 Applied Oboe
- ♦MUAP 1213 Applied Bassoon
- ♦MUAP 1214 Applied Tuba
- ♦MUAP 1215 Applied Percussion
- ♦MUAP 1216 Applied Guitar
- ♦MUAP 1217 Applied Piano
- ♦MUAP 1218 Applied Voice
- ♦MUEN 1121 Band Ensemble
- ♦MUEN 1131 Mariachi Ensemble
- ♦MUEN 1141 Choir Ensemble
- ♦MUSI 1181 Piano Class I
- ♦MUSI 1182 Piano Class II
- ♦MUSI 1183 Voice Class I
- ♦MUSI 1184 Voice Class II
- ♦MUSI 1192 Guitar Class
- ♦MUSI 1193 Guitar Class II
- ♦MUSI 1258 Opera Workshop
- ♦MUSI 1290 Electronic Music I
- ♦MUSI 1291 Electronic Music II
- ♦MUSI 1301 Fundamentals of Music
- ♦MUSI 1306 Music Appreciation
- ♦MUSI 1308 Music Literature I
- ♦MUSI 1309 Music Literature II
- ♦MUSI 1311 Music Theory I
- ♦MUSI 1312 Music Theory II
- ♦MUSI 2181 Piano Class 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 1304 Introduction to World Religions
- ♦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 1415 Physical Science I
- ♦PHYS 1417 Physical Science II
- ♦PHYS 2425 University Physics I
- ♦PHYS 2426 University Physics II

PSYCHOLOGY

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

SIGN LANGUAGE (AMERICAN)

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

SOCIOLOGY

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

SOCIAL WORK

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

SPANISH

- ♦SPAN 1300 Beginning Spanish Conversation I
- ♦SPAN 1310 Beginning Spanish Conversation II
- ♦SPAN 1311 Beginning Spanish 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 and Professional Speaking
- ♦SPCH 2333 Discussion and Small Group Communication
- ♦SPCH 2335 Argumentation and Debate

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.

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

CEEB credit cont'd on next page

Required scores for CLEP credit cont'd			
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 cont'd			
Economics/ Micro.	50	ECON 2302	3
Economics/ Macro.	50	ECON 2301	3
Composition	50	ENGL 1302,1302	6
Spanish	65	SPAN 1311, 1312	6
Analy. & Interp. of Lit.	50	ENGL 2341	3
American Lit.	50	ENGL 2326	3
English Lit.	50	ENGL 2321	3
American History	50	HIST 1301, 1302	6
Western Civ.	50	HIST 2311, 2312	6
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413, 2414	8
Poli. Sci.	50	GOVT 2301	3
Psychology	50	PSYC 2301	3
Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3

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

GRADING SYSTEM

The following grading system is used at South Texas College:

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

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

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

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

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

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

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

SCHOLASTIC PROGRESS STANDARDS

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

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

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

LEVEL OF ACADEMIC STATUS **GPA CRITERIA**

<ul style="list-style-type: none"> • Good Standing 	Cumulative GPA is 2.00 or above
Early Academic Alert	Cumulative or current semester GPA, including developmental coursework, below 2.00.
Mandatory Intervention	Previously on Early Academic Alert and current semester GPA is below 2.00.
Academic Suspension	Previously on Mandatory Intervention and current semester GPA is below 2.00.

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

the purpose of raising their cumulative GPA to the level required for good standing.

Early Academic Alert

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

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

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

Academic Suspension

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

Readmission After A Period of Suspension

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

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM

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

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

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

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

The 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 College policy states:

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

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

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

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

STUDENT CODE OF CONDUCT

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

The Student Code of Conduct is available in the Student Handbook, which can be found online at <http://www.southtexascollege.edu/studentactivities> or by contacting the Office of the Ombudsperson at 956-872-2180.

ACADEMIC HONORS

HONORS PROGRAM

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

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

Specific goals of the program include:

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

Admission Requirements

Students must apply for admission to the Honors Programs and once accepted they must sign an Honors Program Student Course Contract.

Applications may be obtained from the Honors Program 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 Coordinator, Héctor Villarreal at 956-872-2692 or by email to hectorv@southtexascollege.edu.

To be eligible to apply for the STC Honors Program, a student must be THEA complete and must 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 (transferable courses only)
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. THEA complete verification or other STC Admissions Entry verification
3. A complete Honors Program 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 GPA and enroll in one Honors course each semester while attending South Texas College. If a student's GPA falls below a 3.25, the student will be placed on probationary status for one semester.

Removal from probationary status is achieved by raising the cumulative GPA to 3.25 or higher. A student who continues to maintain a GPA lower than 3.25 beyond the probationary period will be dismissed from the Honors Program.

Curriculum Structure Honors Instruction

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

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

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

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

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

***Year I* First Semester, Second Semester, and Summer Sessions**

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

***Year II* Third Semester, Fourth Semester, and Summer Sessions**

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

***Year III* Fifth, Sixth, and Summer Sessions**

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

***Year IV* Seventh Semester, Eighth Semester, and Summer Sessions**

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

HONORS PROGRAM GRADUATES

Students, who have applied for an Associate degree and have completed 18 hours of Core Curriculum Honors courses and maintained

a 3.25 or higher GPA, will graduate from the Honors Program.

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

HONOR GRADUATES

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

Students who have completed at least 30 semester hours at STC with a grade point average of 3.5 or above will graduate with honors.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

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

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

Each fall 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 transferrable hours of coursework leading to an associate degree, and have a cumulative GPA of 3.5 or higher (transferable courses only).

For further information, contact STC's Chapter advisor Marie E. Olivarez at 872-2621.

VALLEY SCHOLARS PROGRAM

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top 10 percent of their school's graduating class. They are sponsored by community leaders who agree to serve as benefactors for a Valley Scholar.

These financial contributions provide scholarships for students to complete an Associate degree at STC.

The comprehensive approach includes Valley Scholars receiving special mentoring from their

sponsors and from STC faculty and staff.

Students in the program participate in priority registration, the honors program, and compete for special student employment opportunities at various STC campuses.

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

Importantly, the program also requires students to be actively engaged in community service projects.

All community service projects are structured and utilize the team concept as a motivational tool.

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

For further information about this program, contact Program Coordinator, Marie Olivarez at 872-2621.

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 (B.A.T.) in Technology Management and Computer and Information Technologies.

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

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

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

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

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

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

► *Core Curriculum*

The Core Curriculum includes the courses in liberal arts, humanities, sciences, and political, social and cultural history that all students are required to complete before receiving an A.A. or A.S. degree.

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

► *Field of Study Curriculum*

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

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

GRADUATE GUARANTEE

Subject to the conditions listed below, South Texas College guarantees that students earning the Certificate of Completion, Associate of Applied Science Degree, or Bachelor of Applied Technology, will have the job skills necessary for entry level employment in the technical field for which they have been trained.

If an employer judges the graduate as lacking in skills identified as exit competencies for the program of study, the graduate will be provided up to 12 tuition free credit hours of additional training.

Special conditions which apply to this guarantee are as follows:

1. The graduate must have earned the Certificate of Completion, Associate of Applied Science degree, or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the degree or certificate program with the College (with 75 percent of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

GRADUATION REQUIREMENTS

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

A student who enrolls at South Texas College during any academic year and who earns credit for work done during that year may graduate under the degree requirements provision of the catalog in force during the student's first semester of enrollment, provided that the

student graduates within seven years for the bachelor degree program, within five years for an associate degree program, and within three years for a certificate program. Otherwise, the student may graduate by fulfilling the degree requirements as published in the catalog in force at the time of the student's graduation.

COURSE SUBSTITUTIONS

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

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

DUAL DEGREES

In order to receive a dual degree, both degrees must be completed at the same time, and 15 credits of applicable coursework must be earned at STC, in addition to the credits for the other degree.

GRADUATION CEREMONY AND APPLICATION

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

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

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

Those who have satisfied the following requirements may be graduated.

BACHELOR OF APPLIED TECHNOLOGY

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

1. Complete the appropriate course of study for a 4-year Bachelor of Applied Technology program as specified in the College

catalog. Developmental, other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology granted by STC.
3. Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses).
4. Pay all debts to the College prior to graduation

ASSOCIATE OF 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 25percent 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 PROGRAMS

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: academic advisement, career and personal counseling, special services for students with disabilities, and assistance to special populations.

COUNSELING SERVICES

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

INDIVIDUAL AND GROUP COUNSELING

Academic Counseling

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

Career Counseling and Transfer Assistance

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

Personal Counseling

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

- ▶ Becoming comfortable in a college setting;
- ▶ Making personal, educational, and career choices;
- ▶ Taking control of one's life;
- ▶ Reducing stress;
- ▶ Time-Management;
- ▶ Setting goals;
- ▶ Eliminating self-defeating behavior;
- ▶ Esteeming oneself and others;
- ▶ Asserting oneself;
- ▶ Coping with crisis;
- ▶ Dealing with loss;

- ▶ Managing anger;
- ▶ Dealing with eating disorders;
- ▶ Surviving past physical, emotional, and sexual abuse;
- ▶ Coping with alcohol and drug abuse;
- ▶ Enhancing relationships;
- ▶ Adjusting to cultural diversities;
- ▶ Enhancing social skills.
- ▶ Fiscal responsibility (Credit Smart)

Special Topic Presentations, Workshops and National Mental Health Screenings

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

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

Counselors are available during the day on a walk-in or appointment basis; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Nursing and Allied Health Center, Technology Center, Mid-Valley Campus, and Starr County Campus locations. Schedules vary at each location so students should call (956) 872-2173 or 1-800-742-7822 to inquire about office hours and appointments.

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

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

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

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

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

dis-ABILITY SERVICES

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

Services and accommodations as required by the Americans with Disabilities Act may include: assessment for special needs, academic advisement, short-term personal counseling, assistance with the admission process, registration, financial aid application, applications for THEA accommodations, academic appeals, arrangements for sign language interpreters, tutorial assistance, the use of provision of adaptive equipment, readers, scribes, instructional/testing/classroom modifications, liaison between students, faculty, staff and others, and referral services to other STC departments or outside service providers. STC is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color,

religion, sex, age, national origin, disability or veteran students in accordance with the Americans With Disabilities Act of 1990, Section 504 of Rehabilitation Act 1973, and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

ACADEMIC ADVISEMENT

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

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

Retention Specialist

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

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

Some of the services offered by the Advisement Center:

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

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

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

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

SPECIAL PROGRAMS

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

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

Upward Bound and GEAR UP

South Texas College actively seeks to promote post secondary education as an option for high school and middle school students. As part of this initiative, the College is an active participant in the federally funded Upward Bound and GEAR UP programs. STC's Upward Bound Program offers a six-week summer academic program, supplemental instructional classes on twenty Saturdays during the school year for qualified students at Roma High School. These classes are designed to help prepare students for college.

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

STUDENT I.D. CARDS

All students are 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

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

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

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

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

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they

consider manifestly unjust or improper.

2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

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

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

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

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

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

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

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

CLINICAL REQUIREMENTS OF NURSING AND ALLIED HEALTH PROGRAMS

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

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

IMMUNIZATION REQUIREMENTS

The following immunizations are required for all students enrolled in health-related courses which will involve direct patient contact in medical settings. Students for whom these requirements are not applicable are strongly encouraged by the institution to obtain them for their own protection.

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

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

BACTERIAL MENINGITIS

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

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

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

What are the symptoms?

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

How is Bacterial Meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting Bacterial Meningitis?

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

What are the possible consequences of the disease?

- ▶ Death (in 8 to 24 hours from being perfectly healthy to dead)
- ▶ Coma
- ▶ Permanent brain damage
- ▶ Kidney failure

- ▶ Learning disability
- ▶ Hearing loss, blindness
- ▶ Gangrene
- ▶ Limb damage that requires amputation (fingers, toes, arms, legs)
- ▶ Convulsions

Can the disease be treated?

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

How can I find out more information?

- ▶ Contact your own health care provider
- ▶ Visit www.cdc.gov/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
- ▶ Federal Academic Competitiveness Grant (ACG)
- ▶ Federal National Science and Mathematics Access to Retain Talent Grant (SMART)

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

GENERAL INFORMATION

Student Eligibility

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

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

Financial Need

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

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

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

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

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

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, 1985 for the 2008-2009 (July 1, 2008 to June 30, 2009) Federal Award Year, or January 1, 1986 for the 2009-2010 (July 1, 2009 to June 30, 2010) Financial Aid Award Year
- ▶ You will be working on a master's or doctorate program on the award year you are applying for (Beyond a bachelor's degree)
- ▶ You are married
- ▶ You have children or dependents other than a spouse
- ▶ You are an orphan or were a ward of the court (until age 18)
- ▶ You currently serving on active duty in the U.S. Armed Forces for purposes other than training or
- ▶ You are a veteran of the U.S. Armed Forces

If you think you have unusual circumstances that would make you independent even though none of the above criteria applies to you, please

review the Dependency Override information in the Professional Judgment section of this catalog and talk to a financial aid representative. He or she will advise you on how to put together your case for review by the Financial Aid Appeals Committee. The committee reviews all requests from students for changes in dependency status. All decisions made by the committee are final.

APPLYING-FAFSA AND RENEWAL FAFSA

The Free Application for Federal Student Aid (FAFSA)

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

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

You should make a 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

File Using FAFSA on the WEB

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

WHEN DO I APPLY?

Apply as soon as possible AFTER January 1. (You can not apply before this date.) It is easier to complete the application when you 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. Check with your new school to find out what steps you must take to continue receiving aid.

Application Submission Deadlines

Whether you apply online or by mail, the U.S. Department of Education (DOE) application processor must receive your application by June 30, 2009 for the 2008-2009 school year and June 30, 2010 for the 2009-2010 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 they can check whether or not you are eligible for one of these other sources of aid.

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

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

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

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

VERIFICATION

Selection of Students for Verification

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

The 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.
- ▶ 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 can sign it but the EIN number or Social Security number must appear on the tax return. Tax returns prepared by Vita, or self prepared must be signed by the taxpayer.

Notification of Completion of Verification

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

Conflicting Information

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

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

PROFESSIONAL JUDGEMENT

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

Dependency Overrides

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

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

Professional Judgment/ Cost of Attendance Appeals

A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases, STC may adjust your cost of attendance to take into account additional costs which are not included in the normal need calculation. These circumstances could

include a family's unusual medical, dental, or tuition expenses for children attending a private elementary or secondary school, and additional costs related to school attendance for students with disabilities.

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

Professional Judgment/ Income Adjustment

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

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

Frequently Requested Telephone Numbers and Websites

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

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

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

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

The Federal Student Aid Information Center can:

- ▶ Answer questions about completing the FAFSA.
- ▶ Tell you whether a school participates in the federal student aid programs and that school's student loan default rate.
- ▶ Explain federal student aid eligibility requirements.
- ▶ Explain the process of determining financial need and awarding aid.
- ▶ Send 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 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 way of collecting on-line rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes.

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

How much money can I get?

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.

COLLEGE ACCESS LOANS

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

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

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

FEDERAL WORK-STUDY

What is Federal Work-Study?

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

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.

FEDERAL ACADEMIC COMPETITIVENESS GRANT

What is an Academic Competitiveness Grant ACG?

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

additional requirements:

- ▶ Are a natural born or naturalized U.S. Citizen
- ▶ Are a 2005 or later graduate from high school (2006 or later for ACG1 and 2005 for ACG2)
- ▶ Graduated with a rigorous high school program (in Texas: Academic Achievement/Recommend)
- ▶ Have completed less than 60 college credit hours (less than 30 for ACG1 and 30-59 for ACG2)
- ▶ Are enrolled as a fulltime student (12 hours or more)
- ▶ Have declared a valid two year or four year degree
- ▶ Have met GPA requirement (2.0 for ACG1 and 3.0 at completion of first 30 hours for ACG2)

How much will I get?

The award amount received depends on which ACG grant you are eligible for. If you are a 2006 or later graduate that meets all the requirements of the Pell Grant and the ACG, and have completed less than 30 college credit hours you will be eligible for ACG1. ACG1 will be up to \$375.00 per semester depending on need. If you are a 2005 graduate and meet all the requirements of the Pell Grant and the ACG, and have completed 30-59 college credit hours you might be eligible for ACG2. ACG2 will be up to \$650.00 per semester depending on need, but are awarded only to students who have met all mentioned requirements and who meet a 3.0 GPA upon completion of their first 30 college credit hours.

Do I have to pay the ACG grant back?

No, an ACG grant is an entitlement that you earn by attending your college classes. It follows the same policies as the Pell Grant in regards to attendance. The difference is that if you are not considered full time, the grant will be cancelled not adjusted.

How will I get paid?

South Texas College will credit ACG Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges).

If you are eligible for 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.

How will I be notified that I am eligible?

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

FEDERAL NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT

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

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

- ▶ Are a natural born or naturalized U.S. Citizen
- ▶ Have completed more than 60 college credit hours Classified as a Junior or Senior
- ▶ Are enrolled as a fulltime student (12 hours or more)
- ▶ Have declared a valid eligible four year degree (Bachelor's of Applied Technology)
- ▶ Have met GPA requirement of a 3.0 or better

How much will I get?

The award amount received depends on all the requirements of the Pell Grant and the National SMART Grant. If you have completed more than 60 college credit hours you might be eligible for up to \$2,000.00 per semester depending on need. The National SMART Grants are awarded only to students who have met all mentioned requirements and who meet a 3.0 GPA upon completion of their first 60 credit hours and must maintain a 3.0 GPA.

Do I have to pay the SMART grant back?

No, a National SMART grant is an entitlement that you earn by attending your college classes. It follows the same policies as the Pell Grant in regards to attendance. The difference is that if you are not considered full time, the grant will be cancelled not adjusted.

How will I get paid?

South Texas College will credit the National SMART Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges).

If you are eligible for 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.

How will I be notified that I am eligible?

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

Note: No action will need to be taken if students agree to these terms, but if students disagree with receiving any of the aid offered, they have the opportunity to use the award letter to indicate the rejection of any or all of the award(s). The JagNet account also contains all award information, terms and conditions. Here students also have the opportunity to reject any or all of the awards if desired.

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.

Towards EXcellence, Access, & Success (TEXAS) Grant Program

The Texas Legislature established the TEXAS Grant program to help deserving well-prepared high school graduates with financial need attend public institutions of higher education in Texas.

Who can apply? Students who:

- ▶ Are Texas residents;
- ▶ Complete and submit a Free Application for Federal Student Aid (FAFSA);
- ▶ Show financial need;
- ▶ If applying for a first-time award, have a family contribution of no more than \$4,000;
- ▶ If male register for Selective Service;
- ▶ Have graduated from an accredited high school in Texas no earlier than the 1998-1999 school year;

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

Texas Educational Opportunity Grant Program TEOG (formerly TEXAS Grant II)

The purpose of the TEOG Grant Program is to provide grant aid to financially needy students enrolled in Texas public two-year colleges. The continuation of the TEOG Grant Program is subject to the approval of the Texas state legislature, and funding levels are determined yearly.

Who can apply? Individuals who:

- ▶ Are Texas residents;
- ▶ Complete and submit a Free Application for Federal Student Aid (FAFSA)
- ▶ Show financial need;
- ▶ If applying for a first-time award, have a family contribution of no more than \$2,000;
- ▶ If male register for Selective Service;
- ▶ Are enrolled at least 1/2 time (6 semester credit hours), in the first 30 hours in an associate's degree or certificate program at a public two-year college in Texas;
- ▶ Have not been granted an associate's or bachelor's degree;
- ▶ Have not been convicted of a felony or a crime involving a controlled substance.*

*An individual convicted of a crime involving a controlled substance can compete for an award in this program two years after he/she has fulfilled his/her obligation to society.

Texas Public Educational Grant (TPEG)

- ▶ For residents, nonresidents or foreign students.

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

Leveraging Educational Assistance Partnership (LEAP).

Special Leveraging Educational Assistance Partnership (SLEAP)

- ▶ Must be a Texas resident.
- ▶ For U.S. citizen or eligible non-citizen
- ▶ Must have a high school diploma or GED.
- ▶ For undergraduates enrolled as a regular student in an eligible program.
- ▶ For students attending public colleges in Texas.
- ▶ Must demonstrate financial need.
- ▶ Must meet satisfactory academic progress as measure by institution.
- ▶ Cannot be in default on a student loan.
- ▶ Cannot owe a refund on a student grant.
- ▶ If male, must meet draft registration requirement.

Professional and Vocational Nursing Scholarship Program

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

- ▶ Must be a Texas resident.
- ▶ Must be enrolled at least half time.
- ▶ If male, must meet selective service requirements.
- ▶ Students must demonstrate financial need.
- ▶ Must meet satisfactory academic progress as measure by institution.
- ▶ 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 Program

The purpose of the Early High School Graduation Scholarship Program is to increase the efficiency of the Foundation School Program and provide financial assistance to eligible students.

To receive an award through the Early High

School Graduation Scholarship Program a student who graduated from high school before September 1, 2005 must:

- ▶ Be a Texas resident and have completed the requirements for a high school diploma in no more than thirty-six consecutive months and, have completed all years of high school in Texas;
- ▶ Students whose graduation date is before September 1, 2005 may be eligible to receive a \$1,000 scholarship to be applied toward the cost of tuition only.

To receive an award through the Early High School Graduation Scholarship Program a student who graduated from high school on or after September 1, 2005 must:

- ▶ Be a Texas resident and;
- ▶ Be a citizen of the U.S. or lawfully authorized to live in the U.S.
- ▶ Complete grades 9-12 in the requisite number of months
- ▶ Complete majority of high school in Texas
- ▶ Graduate from a Texas public high school
- ▶ Meet Selective Service requirements
- ▶ Have successfully completed the Recommended or Distinguished Achievement Program-Advanced High School Program
- ▶ Students graduating in the spring may not use the scholarship for any summer term immediately following their high school graduation
- ▶ An eligible person graduating on or after 9-1-05 has six years to use the state award.
- ▶ Any student whose scholarship is for "tuition only" will not have an expiration to use their award.

Students whose graduation date is on or after September 1, 2005 and who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in 36 consecutive months or less may be eligible to receive a \$2,000 scholarship to be applied toward the cost of tuition and fees. The student may also be eligible to receive an additional \$1,000 scholarship if he/she graduated with at least 15 college credit hours

Students who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in more than 36 consecutive months, but no more than 41 consecutive months may be eligible to receive a \$500 scholarship to be applied toward the cost of tuition and fees.

The student may also be eligible to receive an additional \$1,000 scholarship if he/she graduated with at least 30 college credit hours.

Students who completed the Recommended or Distinguished Achievement Program-Advanced High School Program and graduated from high school in more than 41 consecutive months, but no more than 45 consecutive months may be eligible to receive a \$1,000 scholarship to be applied toward the cost of tuition and fees if he/she graduated with at least 30 college credit hours.

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 10 percent of their school's graduating class. Valley Scholars receive a scholarship to be used only at South Texas College to complete an associates degree.

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

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 (956) 872-2109, or at 1-800-742-7822.

Department of Assistive and Rehabilitative Services (DARS)

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

physical 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 Department of Assistive and Rehabilitative Services.

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 2008-2009 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	67 Percentage Rule	Earned Sem. Hrs Must Be >or=
18 Credit Hours	67%	12
17 Credit Hours	67%	11
16 Credit Hours	67%	11
15 Credit Hours	67%	10
14 Credit Hours	67%	9
13 Credit Hours	67%	9
12 Credit Hours	67%	8
11 Credit Hours	67%	7

10 Credit Hours	67%	7
9 Credit Hours	67%	6
8 Credit Hours	67%	5
7 Credit Hours	67%	5
6 Credit Hours	67%	4
5 Credit Hours	67%	3
4 Credit Hours	67%	3
3 Credit Hours	67%	2
2 Credit Hours	67%	1
1 Credit Hour	67%	1

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

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

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

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

In the first example, the program of study requires 120 credit hours to graduate. Therefore, 180 credit hours would be 150 percent. (120 x 1.5=180). In the second example, the program of study requires 60 credit hours to graduate. Therefore, 90 credit hours would be 150 percent. (60x1.5=90). In the third example, the program of study requires 42 credit hours to graduate. When a student reached a total of 63 (42 x 1.5=63) credit hours attempted at STC in that program they would reach Maximum Time Frame.

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

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

- ▶ The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative

Standards of the Financial Aid Satisfactory Academic Progress.

- ▶ Grades of “A”, “B”, “C”, “D” and “P” will be considered credit hours attempted and earned.
- ▶ Grades of “F”, “W”, “NP”, “WP”, “WF”, “DP”, “DF”, “IP” or “I” will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- ▶ Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

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

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

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

APPEAL PROCESS

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

Please follow the procedure below to appeal a Financial Aid Suspension.

- ▶ A Financial Aid Appeal form must be

obtained and submitted to the STC Financial Aid Office.

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

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

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

Change of Major for Maximum Time Frame calculation

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

Academic Probation and Suspension

Students on academic probation or academic suspension will automatically be placed on Financial Aid Probation or Financial Aid Suspension. If a student successfully appeals his academic probation or suspension, that appeal has no effect on his standing with the Financial Aid Satisfactory Academic Progress Policy; he will still be on Financial Aid Suspension. Please reference to the Appeals Process Section for more information.

Students who graduate and return to STC for a second degree

If a student graduates from STC and re-

enrolls at STC to pursue another program, all developmental courses and academic courses where the student earned grades of "F", "W", "I", "IP", "NP", "WP", "WF", "DP" or "DF" will be included from the Maximum Time Frame calculation. Students may request an additional review by providing a degree plan furnished by the Office of Counseling and Advising, to our Financial Aid Office.

The degree plan will be reviewed by a Financial Aid Professional to determine exactly which credit hours from the graduated program apply to the student's new program of study.

Classes from the program the student graduated from, which do not count toward graduation for the student's new program, will be eliminated from the total. These reviews are done on a first come first serve basis.

Notification of status under the FAO Satisfactory Academic Progress Policy

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

The Effect of Developmental Course Work on the MTF Calculation

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

The Effect of Dropping a Course

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

Transfer Hours and Maximum Time Frame

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

The Effect of Financial Aid Suspension on Financial Aid Awards

Title IV Aid consists of grants and work study; therefore, all grants and work study awards will be cancelled (or discontinued in the case of

work study), if the student is on Financial Aid Suspension.

Consortium Agreements and the Satisfactory Academic Progress Policy

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

The Effect of Repeating Courses

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with. The first is STC's Tuition Refunds Policy, which is located in the Financial Information Section of this catalog. The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below. These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information section of this catalog and the Return of Title IV Funds information please contact the office that is responsible for administering the process that you have questions about. The Financial Aid Office may be reached at (956) 872-8375, and the Cashier's Office may be reached at (956) 872-3475 or both may be reached at 1-800-742-7822.

Policy Summary

There are 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, Federal ACG 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 recalculate 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's account 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 dcshelp@pearson.com, or write them at U.S. Department of Education Student Financial Assistance Programs P.O. Box 4222 Iowa City, IA 52245.

Three Examples of Return of Title IV funds calculations:

Example #1

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

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

Example:

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

CAMPUS PARKING

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 with the Operations Department (PCN BLDG E, RM 103 or Student Information Center in all other campuses).

You will receive a copy of campus traffic regulations and a valid parking sticker which must be properly displayed on the outside 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 providing security 24-hours a day and maintaining mass alert and mass notification systems.

The following are statistics concerning numbers and types of crimes committed at all STC campuses for the years 2000-2006.

CRIME	2000	2001	2002	2003	2004	2005	2006
Murder	0	0	0	0	0	0	0
Sexual Offenses	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	2	0
Aggravated Assault	1	1	1	0	1	0	0
Burglary	9	10	6	0	6	2	1
Motor Vehicle Theft	4	2	5	0	2	0	4
Liquor Law Violations	1	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	1	0
Weapons Possession	0	0	0	0	2	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 Office of Student Activities fosters the personal growth of individuals and promotes the development of socially responsible citizens and leaders by encouraging and ensuring the active participation of students and student organizations in the planning, implementation and evaluation of programs and organizational activities that meet the wide variety of student needs and interests and enhance the sense of community at South Texas College.

STUDENT LEADERSHIP CENTER

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

INTRAMURAL SPORTS & WELLNESS PROGRAMMING

The Office of Intramural Sports & Wellness Programming provides opportunities for individuals to engage in recreational sports and activities in a supportive and safe environment that enhances personal development, increases physical and mental health and encourages social interaction.

The Office of Intramural Sports & Wellness Programming offers diverse programs and services that are designed to be responsive to the needs of students, while educating 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.

CONFLICT RESOLUTION CENTER

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

JOB PLACEMENT CENTER

The Job Placement Center assists currently enrolled students and alumni in developing the skills necessary to locate and secure employment. The Placement Office serves the community by providing skilled applicants to employers in Hidalgo and Starr Counties. Services include: resume preparation, writing job search letters, interviewing techniques, job fairs and job referrals.

The Job Placement Center is now powered by College Central Network. College Central Network is an effective, easy and free online job search system which assists by catering to STC students, alumni and employer needs. College Central is a modular system which allows employers online job posting capability, resume reviewing, as well as e-mail capability. Students and alumni may conduct their job search, post resumes and contact potential employers online. For your employment service needs visit us at: collececentral.com/southtexascollege

CAREER EMPLOYMENT ADVISORY COMMITTEE OF SOUTH TEXAS

The Career Employment Advisory Committee of South Texas is an initiative by South Texas College's Job Placement Office, and The University of Texas-Pan American's Office of Career Services and recognizes the impact of economic growth and the employment availability of its students and Alumni. The Committee, therefore, serves to provide the two institutions of higher learning with the knowledge and guidance on the economic growth potential surrounding the Hidalgo and Starr County areas and exist to create collaboration with existing corporate

and government entities in order to increase career opportunities.

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.

LIBRARY SERVICES

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

STC libraries hold over 130,000 cataloged items in its collection, including books, video, and audio recordings. The Library catalogs its collections using SIRSI's Unicorn library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day, in most cases.

The Library subscribes to over 450 print periodicals and over 60 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.

CENTERS FOR LEARNING EXCELLENCE

The Centers for Learning Excellence help students acquire the independent learning skills they need to be successful in college. In the Centers for Learning Excellence, students receive free tutoring in most subject areas. The CLE has been awarded Regular/Level I International Tutoring Certification from the College Reading and Learning Association (CRLA). CRLA certification establishes professional standards for tutoring services, including training and evaluation.

The centers are located at the Pecan Campus, Mid-Valley Campus, Starr County Campus, Nursing and Allied Health Campus and the Technology Campus.

The Centers provide Plato and MyMathLab self-paced instructional software, Microsoft Office 2007 Software, and Internet access. In addition, the CLE's offer students group study rooms. Students may also take advantage of a number additional academic support programs in the Centers for Learning Excellence:

- **Supplemental Instruction** is an academic support program which schedules a master tutor to attend class and hold regularly scheduled study sessions for specific courses that students typically have difficulty passing. Students enrolled in an SI course are charged a \$15 per credit hour fee.
- **Peer Assisted Learning** provides a tutor who helps students form their own study groups and provides tutorial assistance to these groups. Students receive special incentives for participation in PAL study groups.
- **Student Success Workshops** are offered throughout the fall, spring, and

summer semesters. Students learn ways to maximize their study time, organize their notes, and manage their time effectively. Additional workshops taught by STC faculty are subject specific.

- **Learning Communities** are multiple courses attended by the same group of students with instructors who blend the curricula to maximize student learning. Students are then able to make connections across multiple disciplines.

Check the Centers for Learning Excellence website at <http://academicaffairs.southtexascollege.edu/learningexcellence/index.html> for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services we offer.

ALUMNI AND FRIENDS

The Alumni & Friends Association develops relationships and establishes lifelong connections between South Texas College and its members, leading to increased support for the institution's mission and goals. It promotes a variety of networks and resources, and offers opportunities to grow professionally and socially.

OUTREACH

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

The Student Information and Welcome Centers serve as “One-Stop Shops” for accurate and up-to-date information about the college’s programs and services. Welcome Centers are located in the student services buildings at the Pecan, Mid-Valley and Starr County campuses.

Student Information Centers are located at all STC campus and centers throughout the college district. Prospective students are encouraged to visit an STC Welcome Center to obtain an application for admission as well as an admissions checklist that will facilitate their transition into STC.

Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at both the Student Information and Welcome Centers. Information available includes the following: catalogs, class schedules, admissions applications, financial aid applications, testing information, individual program briefs, continuing education course schedules, college viewbooks, and newsletters.

Services provided include the following: campus tours, online orientation, switchboard operations, outbound call 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 Associate of Arts Programs in the following fields:

- Business Administration
- Criminal Justice
- Education
- Interdisciplinary Studies
- Social Sciences

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

- ▶ Online coursework may be completed from any computer that has Internet access. Some instructors require students to take exams on campus. Check the course list for specific information.
- ▶ Hybrid classes divide class meeting time between the Internet and on-campus locations.
- ▶ Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor’s discretion.
- ▶ Telecourses are available on DVD. Students check out the DVD’s at the Campus Libraries on a semester basis and meet with their instructors about once a month. Some Telecourses have required online/web components.
- ▶ Videoconferencing classes allow the college to offer classes that might not make at separate locations due to low enrollment. By using two-way interactive videoconference technology, students can attend classes at their ‘home’ campuses while receiving instruction and communicating with instructors and classmates from different locations.

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

RESEARCH AND ANALYTICAL SERVICES

In support of STC’s commitment to data-driven decision making, the office of Research & Analytical Services (RAS) collects and analyzes institutional and environmental data to understand the College (faculty, staff, students, community).

RAS professional staff utilize the findings from these studies to collaborate with stakeholders across the College community to develop recommendations for successful strategies to carry out the College’s mission. RAS professionals are involved in a variety of tasks including data-based strategic plan development; quantitative, qualitative, and mixed methods research; interpretation and application of statistical analyses; trends and longitudinal cohort studies;

survey development and research; findings presentations and consultation.

RAS also hosts the College's Institutional Review Board and commits to protecting human subjects including the privacy of personal information by operating in accord with federal and state laws and the Codes of Ethics of the Association of Institutional Research, the American Association for Public Opinion Research, and the Department of Health & Human Services.

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

The office of Institutional Effectiveness & Assessment (IE&A) ensures ongoing, systematic, integrated planning, evaluation and effectiveness initiatives throughout the College through the facilitation of the Institutional Effectiveness Planning & Reporting processes.

IE&A staff work closely with leadership across the college and in collaboration with the Vice President of Finance and Administrative Services to ensure that IE Planning precedes, and is integrated with, budgeting, staffing, and other resource planning. IE&A staff also helps administrators, faculty and staff to document their successes through consultation regarding systematic assessment and evaluation designs in order to monitor the implementation and impact of interventions and to promote and ensure continuous quality improvement at all levels of the College.

IE&A professionals collaborate in the development of recommended strategies for action which is included in plan revisions and updates based on assessment and evaluation findings.

THE PARTNERSHIP FOR BUSINESS AND INDUSTRY TRAINING

The Partnership for Business and Industry Training at South Texas College offers customized training to area business, industries and the community. Training programs are tailored to the client's needs in content, schedule and location. The Division offers a diverse assortment of courses that satisfy employers' 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 12 or more students register for the class.

The programs are staffed with Training Managers and Project Training Specialists who assess the needs of our customers and select the right candidate to customize and provide the training, and the necessary trainers who deliver the training tailored to the customer's specifications.

The different PARTNERSHIPS established are with:

- Employment agencies for the recruitment, screening, testing and counseling of potential employees entering customized training: Valley Initiative for Development Advancement (VIDA), Region One ESC, Department of Assistive and Rehabilitation Services (DARS, Texas Workforce Commission, WorkFORCE Solutions, and Motivation Education Training).
- Companies hiring new employees for the development and delivery of customized training and/or upgrading the skills of incumbent workers.
- Economic Development corporations working with new companies relocating to the Valley or existing companies that are expanding to present them with training incentives and support services.

SERVICES OFFERED

- Customized Workforce Training
- Continuing Education Units

TRAINING PROGRAMS

- Building Trades
- Business
- Computer/Information Technology
- Health
- Language
- Transportation

BUILDING TRADES

- Welding Program
- Texas Electrician License Renewal

BUSINESS

- Bank Teller
- Information Technology
- Leadership Academy Program
- Supervisors/managers in the areas of
 - Human Resources
 - Management
 - Communications
 - Financial Issues
 - Organization Development
 - Personal Development

STC has three courses available based on your level of management:

- Level I
- Level II
- Level III

Health

Phlebotomy National Certification Program

This course prepares the students for the practice of phlebotomy and provides understanding of the role of the phlebotomist in the health care system.

Students gain and understand the medical terminology, safety and legal issues, various related physiological systems, laboratory tests and specimen handling. The students will become competent in performing venipuncture and dermal puncture and other methods of collecting clinical specimens.

Students will gain in broad knowledge and the skills needed to perform venipuncture and dermal puncture including basic characteristics, equipment, additives used, appropriate intervention, and other technical applications including specimen collection and handling while observing OSHA guidelines and Standard Precautions.

The students will also use appropriate medical terminology and be able to discuss Medical Law and Ethics with particular reference to phlebotomy.

The following are additional courses:

- Phlebotomy/Clinical - 112 hours
- CPR/First Aid - 16 hours

Transportation

Professional Truck Driver

Preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation.

Bus Driver Training Program

The School Bus Driver Training Program is designed to introduce the students to the procedures and skills found in the school bus and commercial bus driving industries while preparing each individual to obtain a commercial bus driver's license with (S) and (P) endorsement.

Workplace Literacy

The Partnership utilized a highly innovative and interactive ESL workplace literacy training program called Tell Me More by Auralog.

This PC Web-enabled program aims to provide low-level English language learners with the essential skills needed to communicate in the workplace: oral and written comprehension, oral and written expression, vocabulary, and grammar.

CONTINUING AND PROFESSIONAL EDUCATION

Continuing and Professional Education provides quality and utility lifelong education opportunities through professional development programs, career development programs, personal enrichment courses, and professional conferences. The department is committed to empowering residents of all ages with the necessary skills and knowledge to fulfill their professional, business and personal needs for success, efficiency and effectiveness in their lives.

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

Institutes

Alternative Teacher Certification Program (ATCP)

- ◆ Content TExES Preparation
- ◆ PPR TExES Preparation
- ◆ Classroom Management Training
- ◆ Internship Training

Arts and Design

- ◆ Floral Design
- ◆ Drawing, Sculpture
- ◆ Photography
- ◆ Choir
- ◆ Jewelry
- ◆ Drama
- ◆ Fashion Design
- ◆ Painting
- ◆ Ceramics
- ◆ Voice Classes
- ◆ Piano
- ◆ Cake Decorating
- ◆ Guitar
- ◆ Interior Design

Business World

- ◆ Human Resource Management Review
- ◆ Certified Public Accountant Review
- ◆ Management Skills
- ◆ Business Writing
- ◆ Retail
- ◆ Hospitality
- ◆ Bank Teller
- ◆ Entry-level Job Skills
- ◆ Customer Service
- ◆ Restaurant Server
- ◆ First-line Supervisor

Education Strategies

- ◆ Substitute Teaching
- ◆ Teacher Aide Preparation
- ◆ THEA Review

- ◆ Kids' College
- ◆ Math and Science Camps
- ◆ Speed Reading
- ◆ College Success Workshop
- ◆ ACT/SAT Review

English as a Second Language (ESL)

- ◆ Survival Course
- ◆ Intermediate Level
- ◆ Conversation Course
- ◆ Beginning Level
- ◆ Advanced Level
- ◆ TOEFL

Health and Care Management

- ◆ Activity Director
- ◆ Certified Food Service Manager
- ◆ CPR
- ◆ First Aid
- ◆ Medication Aide
- ◆ Nursing Review
- ◆ Phlebotomy
- ◆ Community Health Worker/Promotora

Language and Literacy Competence

- ◆ Spanish
- ◆ American Sign Language
- ◆ GED

Life Fitness

- ◆ Physical Fitness
- ◆ Dance
- ◆ Culinary Arts
- ◆ Home Skills

Real Estate

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

Technology Innovations

- ◆ Welding
- ◆ Word Processing
- ◆ Electronic Spreadsheets
- ◆ Presentations Software
- ◆ Internet Usage
- ◆ Introduction to Computers
- ◆ Electrical Review
- ◆ HVAC Review

Travel and Driving

- ◆ Truck Driving
- ◆ Defensive Driving
- ◆ Bus Driving

Community and Professional Services

Career Development Programs

- ◆ Programs that will make you competitive and marketable in the workplace

Leisure Learning and Personal Enrichment

- ◆ Fun courses to spice up your life

Professional Conferences

- ◆ Business, Education, Health, & Technology areas

Professional Development Programs

- ◆ Review courses for professional certifications and licenses

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 the importance of specifying audience and purpose and to select appropriate communication choices;
- identify and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;
- develop the ability to research and write an MLA/APA style documented paper and give an oral presentation.

MATHEMATICS

3-4 credits

MATH 1324 Finite Mathematics

MATH 1332 Contemporary Mathematics

MATH 1442 Statistics

MATH 1414 College Algebra

MATH 2412 Precalculus Algebra and Trigonometry

MATH 2413 Calculus I

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

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

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world solutions;

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

NATURAL SCIENCES

8 credits

BIOL 1408 General Biology I
 BIOL 1409 General Biology II
 BIOL 2401 Anatomy and Physiology I
 BIOL 2402 Anatomy and Physiology II
 CHEM 1411 General Chemistry I
 CHEM 1412 General Chemistry II
 PHYS 1401 College Physics I
 PHYS 1402 College Physics II
 PHYS 1403 Introductory Astronomy I
 PHYS 1404 Introductory Astronomy II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II
 PHYS 1415 Physical Science I
 PHYS 1417 Physical Science II
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1447 Meteorology

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

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

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

- among competing scientific theories;
- demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics and values and public policies;
- demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to modern culture.

HUMANITIES & VISUAL AND PERFORMING ARTS

Visual and Performing Arts

3 credits

ARTS 1301 Art Appreciation
 ARTS 1303 Art Survey I
 ARTS 1311 Design I
 ARTS 1312 Design II
 ARTS 1316 Drawing I
 ARTS 1317 Drawing II
 ARTS 2316 Painting I
 ARTS 2317 Painting II
 ARTS 2323 Drawing III
 ARTS 2324 Drawing IV
 ARTS 2326 Sculpture I
 ARTS 2327 Sculpture II
 ARTS 2333 Printmaking I
 ARTS 2334 Printmaking II
 ARTS 2341 Art Metals/Jewelry Design I
 ARTS 2342 Art Metals/Jewelry Design II
 ARTS 2346 Ceramics I
 ARTS 2347 Ceramics II
 ARTS 2348 Digital Art I
 ARTS 2349 Digital Art II
 ARTS 2356 Photography I (Fine Arts Emphasis)
 ARTS 2357 Photography II (Fine Arts Emphasis)
 DANC 2303 Dance Appreciation
 DRAM 1310 Drama Appreciation
 HUMA 1311 Mexican-American Fine Arts Appreciation
 HUMA 1315 Fine Arts Appreciation
 MUSI 1306 Music Appreciation
 MUSI 1309 Music Literature II

Humanities

3 credits

ARTS 1304 Art Survey II
 ENGL 2341 Introduction to Literature
 ENGL 2321 British Literature
 ENGL 2326 American Literature
 ENGL 2331 World Literature
 ENGL 2351 Mexican American Literature
 HUMA 1301 Introduction to Humanities I
 HUMA 1305 Introduction to Mexican-American Studies
 HUMA 2319 American Minority Studies
 HUMA 2323 World Cultures

- MUSI 1308 Music Literature I
- PHIL 1301 Introduction to Philosophy
- PHIL 1304 Introduction to World Religions
- PHIL 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 2312 Intermediate Spanish II
- SPAN 2313 Spanish for Spanish Speakers I
- SPAN 2315 Spanish for Spanish Speakers II
- SPAN 2316 Career Spanish I
- SPAN 2321 Introduction to Spanish
Literature I
- SPAN 2323 Introduction to Latin American
Literature
- SPAN 2324 Spanish Culture

The objective of the 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:

- demonstrate awareness of the scope and variety of works in the arts and humanities;
- understand those works as expressions of individual and human values within an historical and social context;
- respond critically to works in the arts and humanities;
- engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist;
- articulate an informed personal reaction to works in the arts and humanities;

- develop an appreciation for the aesthetic principles that guide or govern the humanities and arts;
- 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

or

HIST 2327 Mexican-American History I

HIST 2328 Mexican-American History II

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

3 credits

ANTH 2301 Physical Anthropology
ANTH 2302 Introduction to Archeology
ANTH 2351 Cultural Anthropology
CRIJ 1301 Introduction to Criminal Justice
CRIJ 1306 Court Systems and Practices
CRIJ 1307 Crime in America
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2313 Correctional Systems and Practices
CRIJ 2328 Police Systems and Practices
ECON 2301 Principles of Economics I-Macro
GOVT 2304 Introduction to Political Science
GOVT 2311 Mexican-American Politics
GOVT 2389 Academic Cooperative in Government
HIST 2321 Western Civilizations I
HIST 2322 Western Civilizations II
PSYC 2301 General Psychology
PSYC 2307 Adolescent Psychology
PSYC 2314 Lifespan Growth and Development
PSYC 2317 Statistical Methods in Psychology
SOC 1301 Introductory Sociology
SOC 1306 Contemporary Social Problems
SOC 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
COSC 1336 Fundamentals of Programming I

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

Through the Computer Science component of the Core Curriculum, competencies the student will 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: 44-45

**ARTS 1304, MUSI 1308, and MUSI 1309 may only be taken to fulfill either the Visual and Performing Arts or the Humanities requirement. It may not fulfill both requirements.*

HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

HUMANITIES AND VISUAL AND PERFORMING ARTS

Art

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

Dance

- DANC 2303 Dance Appreciation

Drama

- DRAM 1310 Drama Appreciation

Foreign Language*

- 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

Humanities

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

Literature*

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

Music

- MUSI 1306 Music Appreciation
- MUSI 1308 Music Literature I
- MUSI 1309 Music Literature II

Philosophy

- PHIL 1301 Introduction to Philosophy
- PHIL 1304 Introduction to World Religions
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social and Political Philosophy

*Check catalog for course pre-requisites

BACCALAUREATE DEGREES

Technology Management	94
‣ Computer and Information Technologies (Bachelor of Applied Technology).....	95
‣ Technology Management (Bachelor of Applied Technology)	100

Bachelor of Applied Technology in

Computer and Information Technologies

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

The program's objectives will offer academic development in a number of ways. The program will include a required capstone course that will enhance the educational experience and employment potential for students. The program will also include a strong professional component to develop skills in technical communication, ethics, and group work. Students graduating from the program will be prepared to enter the private sector as well as continue their education in a graduate program.

Through the Bachelor of Applied Technology in Computer and Information Technologies outcomes, the student will be able to:

- Identify the basic components of information system, utilizing the system development, conduct a preliminary investigation of a system, determine the system requirements and analysis, develop information system design, and demonstrate proficiency of principals of system analysis and design (CITP 3305);
- Using common structure in the programming language, enhance the functionality of a web page using scripting language, write control statements that logically control the flow of the program, and use both console and file input and output in a syntactically and logically correct way (CITP 3310);
- Create a functional and visually recognizable interface, retrieve data from and insert data into a database using a standard connection library. Create, control, and terminate one or more threads, and use standard TCP/IP protocols to connect a software client to a software server (CITP 4350);
- Retrieve information stored in cookies and sessions, serve side scripting languages to build and format web pages, retrieve data from and insert data into a database using a standard connection library, and using standard TCP/IP protocols to connect a software client to a software server or servers (CITP 4316);
- Prepare image for display, including repairing damage, cropping and color adjustments. Cleanly remove undesired elements to include text or background materials, and create images that animate when viewed. (CITP 3360);
- Master the essential concepts of relational database model, write database in SQL language, designing and implement a database using Oracle, enhance problem solving skills for the development of a relational database system (CITP 3320);
- Integrate the specialized skills and knowledge presented throughout other courses to complete a system project (CITP 4340);
- Identify and define terminology, hardware, and software components of computer networking, utilize equipments, protocols, and topologies to differentiate between various network systems. Demonstrate skills in installing network hardware, software, and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software(CITP 3302);
- Review security plan to ensure appropriate level of protection; implement network security design; audit network system based on security design; use relevant tools to maintain security requirements; and review all security policies and procedures on a regular basis (CITP 3312);
- Describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry; explain the application of technologies, architectures, and protocols used in the telecommunications industry (CITP 4345).

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

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

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Satisfactory completion of a minimum of 121 semester credit hours;
- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 36 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

Degree Components

General Education Courses.....	45 SCH
Technical Support Areas-lower level.....	40 SCH
Required CIT Courses-upper level	33 SCH
CIT Electives-upper level.....	3 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 45 Credits

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on pages 89-93 in the Catalog. Students must take MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

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

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

TECHNICAL SUPPORT AREAS (40 Semester Credit Hours)

The student is required to complete 40 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 40 semester credit hours must include the 4 courses (16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
ITNW 1425	Fundamentals of Networking Technologies	4
ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4
ITNW 2435	Network Troubleshooting and Support	4
Total Semester Credit Hours.....		16

*Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 40 semester credit hour technical specialty requirement.

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

- **Junior Standing**

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

- **Senior Standing**

- A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.

- **A minimum GPA of 2.5 in previous coursework.**

Required Computer and Information Technologies

Major Courses (33 hours)

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

CITP 3302	Advanced Networking (Networking +)	3
CITP 3305	System Analysis and Design	3
CITP 3310	Survey of Programming Languages.....	3
CITP 3312	Fundamentals of Information Security.....	3
CITP 3320	Database Management	3
CITP 3360	Digital Image Processing and Presentation.....	3
CITP 4301	CAPSTONE: Computer and Information Technology Internship.....	3

CITP 4316	Advanced Web Design.....	3
CITP 4345	Data Communications- Convergent Technology.....	3
CITP 4350	Advanced Computer Programming	3
TMGT 3336	Legal Issues for Technical Managers	3

Total Semester Credit Hours 33

Computer and Information Technologies

Elective Courses (3 hours):

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

CITP 4330	Advanced Network Security.....	3
CITP 4340	Special Topics Course-CIT	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 3411	Technology in Enterprise Management	3

Total Semester Credit Hours 3

COMPUTER & INFORMATION TECHNOLOGIES

Degree Plan

STC Core Curriculum Semester Credit Hours

ENGL 1301	Composition	3
ENGL 1302	Composition II-Rhetoric	3
SPCH 1321	Business and Professional Speaking (or SPCH 1311, 1315 1318).....	3
MATH 1414	College Algebra.....	4
HIST 1301	United States History I.....	3
HIST 1302	United States History II.....	3
GOVT 2301	American Government I.....	3
GOVT 2302	American Government II	3
COSC 1301	Microcomputer Applications	3
	Natural Sciences Elective-Core Curriculum.....	4
	Natural Sciences Elective-Core Curriculum.....	4
	Visual & Performing Arts Elective-Core Curriculum	3
	Social & Behavioral Sciences Elective-Core Curriculum.....	3
	Humanities Elective-Core Curriculum.....	3
	Total Credit Hours.....	45

Technical Specialty Courses

Foundational Courses (Required)

ITNW 1425	Fundamentals of Networking Technologies.....	4
ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4
ITNW 2435	Networking Troubleshooting and Support	4
	Total Credit Hours.....	16

Technical Specialty courses

Technical Hours from a completed A.A.S. degree in one of the following program areas will fulfill this requirement: Business Computer Systems, Computer Aided Drafting and Design, Business Administration, Office Management, Legal Office Management, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 24 hours of Technical Specialty coursework should be taken from one of the approved A.A.S. degrees.

Total Credit Hours..... 24

Required Upper-Division Professional Courses Semester Credit Hours

CITP 3302	Advanced Networking (Networking+)	3
CITP 3305	System Analysis and Design.....	3
CITP 3310	Survey of Programming Languages.....	3
CITP 3312	Fundamentals of Information Security.....	3
CITP 3320	Database Management	3
CITP 3360	Digital Image Processing and Presentation	3
CITP 4301	CAPSTONE: Computer and Information Technology Internship.....	3
CITP 4316	Advanced Web Design.....	3
CITP 4345	Data Communications-Convergent Technology.....	3
CITP 4350	Advanced Computer Programming	3
TMGT 3336	Legal Issues for Technical Managers	3

Total Semester Credit Hours..... 33

Computer and Information Technologies

Elective Courses (3 hours):

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

Course Number	Course Title	Semester Credit Hours
CITP 4330	Advanced Network Security.....	3
CITP 4340	Special Topics Course-CIT	3
TMGT 3336	Legal Issues for Technical Managers	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 3411	Technology in Enterprise Management.....	4

Total Semester Credit Hours..... 3

TOTAL PROGRAM CREDIT HOURS .. 121

MAJOR: **COMPUTER AND INFORMATION TECHNOLOGIES**

Four Year Course Sequence

FIRST YEAR-FALL **Credit Hours**

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

FIRST YEAR-SPRING

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

SECOND YEAR-FALL

GOVT 2301	American Government I.....	3
	Natural Sciences Elective- Core Curriculum.....	4
	Visual & Performing Arts Elective- Core Curriculum.....	3
	Technical Specialty course	3
ITNW 1454	Implementing and Supporting Servers	4
		17

SECOND YEAR-SPRING

	Social & Behavioral Science Electives.....	3
GOVT 2302	American Government II	3
	Natural Sciences Elective- Core Curriculum.....	4
ITNW 2435	Network Troubleshooting and Support	4
	Technical Specialty course	3
		17

THIRD YEAR-FALL

	Technical Specialty course	3
	Technical Specialty course	3
	Technical Specialty course	3
CITP 3305	System Analysis and Design.....	3
CITP 3310	Survey of Programming Languages.....	3
		15

THIRD YEAR-SPRING

CITP 3312	Fundamentals of Information Security.....	3
CITP 3360	Digital Image Processing and Presentation.....	3
	Technical Specialty course	3
	Technical Specialty course	3
	Technical Specialty course	3
		15

FOURTH YEAR-FALL

CITP 4316	Advanced Web Design.....	3
CITP 3320	Database Management.....	3
CITP 4345	Data Communications- Convergent Technology.....	3
CITP 3302	Advanced Networking (Networking+)	3
		12

FOURTH YEAR-SPRING

TMGT 3336	Legal Issue for Technical Manager.....	3
CITP 4301	Capstone: Computer and Information Technologies Internship.....	3
CITP 4350	Advanced Computer Programming	3
	Computer & Information Technology Elective	3
		12

List of Computer and Information Technology Electives:

CITP 4330	Advanced Network Security
CITP 4340	Special Topics Course-CIT
TMGT 3338	Accounting for Technical Managers
TMGT 3411	Technology in Enterprise Management

Bachelor of Applied Technology in Technology Management

The Bachelor of Applied Technology Degree (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.

Through the Bachelor of Applied Technology in Technology Management outcomes, the student will be able to demonstrate are to:

- supervise and manage the financial operations of a business;
- utilize management and motivational theories to enhance the performance of employees and work-teams;
- use project and quality management strategies to successfully manage and secure organizational resources;
- apply oral and written communication skills and leverage technology to enhance communications;
- manage the organization or the business unit within legal and ethical boundaries;
- employ creative and critical thinking processes to resolve problems of the business unit;
- use appropriate electronic commerce strategies to enhance profitability of the organization;
- exhibit analytical thought, informed judgment, ethical behavior, and an

- appreciation for diversity;
- utilize appropriate information technology systems to enhance organizational performance;
- understand the challenges involved in conducting international business and its impact on the future growth of the organization; and
- obtain hands-on training and apply concepts and theories in a workplace setting.

BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

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

DEGREE COMPLETION REQUIREMENTS

Minimum Completion Requirements

- Satisfactory completion of a minimum of 120 semester credit hours;

- South Texas College will accept a maximum of 60 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 46 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Completion of all program of study requirements with a minimum 2.0 grade point average on all coursework attempted (4.0 scale).

Degree Components

General Education Courses.....	45-48 SCH
Technical Support Area	30 SCH
Technology Management Required Courses.....	39 SCH
Technology Management Electives	6 SCH

LOWER DIVISION REQUIREMENTS

STC CORE CURRICULUM 45 Credits

The student is required to take 45 semester credit hours from the STC Core Curriculum listed on page 89-93 in the Catalog. Technology Management majors must take ECON 2301-Principles of Economics I - MACRO to fulfill the Social/Behavioral Science component of the Core Curriculum.

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

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

**TECHNICAL SUPPORT AREAS
(30 Semester Credit Hours)**

The student is required to complete 30 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 30 semester credit hours must include the 5 courses (16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Business Administration,

Business Computer Systems, Child Care and Development, Computer Aided Drafting and Design, Culinary Arts, Legal Office Management, Office Management, Nursing, Paralegal, Precision Manufacturing Technology, and Radiologic Technology. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
BUSI 1301	Business Principles	3
BMGT 1301	Supervision, or HRPO 2301 Human Res. Management	3
ACCT 2401	Principles of Financial Accounting	4
ECON 2302	Principles of Economics II- MICRO	3
BUSI 2301	Business Law	3

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

UPPER DIVISION REQUIREMENTS

PREREQUISITES FOR UPPER-LEVEL COURSEWORK

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

Required Technology Management Major Courses (39 hours)

The upper-division Technology Management major courses educate students in the fundamentals of business management, finance, information technology, and manufacturing, while building upon skills already learned in the technical support areas. The curriculum design provides a broad training experience

through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals, giving them more opportunity for advancement and promotion to supervisory or managerial positions within their chosen occupational field.

Course Number	Course Title	Semester Credit Hours
TMGT 3302	Business and Economic Statistics	3
TMGT 3303	Communications for Technical Managers	3
TMGT 3336	Legal Issues for Technical Managers	3
TMGT 3310	Decision Making	3
TMGT 3312	Resource Management	3
TMGT 3305	Organizational Theory and Practice	3
TMGT 4304	Risk Management.....	3
TMGT 3337	Economics for Technical Managers	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 4320	Organizational Management and Design Seminar	3
TMGT 4342	Supply Chain Security	3
TMGT 4351	Purchasing and Supply Management.....	3
TMGT 4347	Production and Inventory Planning and Control; OR.....	3
TMGT 4396	Managing Technology Projects...	3

Technology Management Elective Courses (6 hours, student must select two courses from the following list:)

Course Number	Course Title	Semester Credit Hours
TMGT 3321	Supply Chain Management	3
TMGT 3322	Logistics Management	3
TMGT 3340	Quality Assurance, Management and Improvement.....	3
TMGT 3353	International Business.....	3
TMGT 3411	Technology Enterprise Management	4
CITP 4340	Advanced Network Security.....	3

Total Credit Hours:..... 120

Bachelor of Applied Technology

TECHNOLOGY MANAGEMENT

Degree Plan

STC Core Curriculum	Sem. Credit Hours
ENGL 1301 Composition	3
ENGL 1302 Composition II-Rhetoric	3
SPCH 1321 Business and Professional Speaking (or SPCH 1311, 1315 1318).....	3
MATH 1414 College Algebra.....	4
HIST 1301 United States History I	3
HIST 1302 United States History II.....	3
GOVT 2301 American Government I.....	3
GOVT 2302 American Government II	3
ECON 2301 Principles of Economics I-Macro	3
COSC 1301 Microcomputer Applications	3
Natural Sciences Elective-Core Curriculum.....	4
Natural Sciences Elective-Core Curriculum.....	4
Visual & Performing Arts Elective-Core Curriculum	3
Humanities Elective-Core Curriculum.....	3
Total Credit Hours.....	45

Technical Specialty Courses

Foundational Courses (Required)

BUSI 1301 Business Principles	3
BMGT 1301 Supervision, or HRPO 2301 Human Resources Management.	3
BUSI 2301 Business Law	3
ACCT 2401 Principles of Financial Accounting	4
ECON 2302 Principles of Economics II-Micro.....	3
Total Credit Hours.....	16

Technical Specialty courses

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

Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 14 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.

Total Credit Hours..... 14

**Required Upper-Division Semester
Professional Courses Credit Hours**

TMGT 3302	Business and Economic Statistics.....	3
TMGT 3303	Communication for Technical Managers	3
TMGT 3305	Organizational Theory and Practice	3
TMGT 3310	Decision Making	3
TMGT 3312	Resource Management.....	3
TMGT 3336	Legal Issues for Technical Managers	3
TMGT 3337	Economics for Technical Managers	3
TMGT 3338	Accounting for Technical Managers	3
TMGT 4304	Risk Management.....	3
TMGT 4320	Organizational Design and Management Seminar.....	3
TMGT 4342	Supply Chain Security	3
TMGT 4351	Purchasing and Supply Management	3
TMGT 4347	Production and Inventory Planning and Control; OR.....	3
TMGT 4396	Managing Technology Projects...	3
	Total Credit Hours.....	39

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

TMGT 3321	Supply Chain Management	3
TMGT 3322	Logistics Management	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 3353	International Business.....	3
TMGT 3411	Technology Enterprise Management	4
CITP 4340	Advanced Network Security.....	3
	Total Credit Hours.....	6

TOTAL PROGRAM CREDIT HOURS .. 120

MAJOR: TECHNOLOGY MANAGEMENT

Four Year Course Sequence

FIRST YEAR-FALL Credit Hours

ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
HIST 1301	United States History I	3
	Humanities Elective- Core Curriculum.....	3
BUSI 1301	Business Principles; or LMGT 1319	3
		15

FIRST YEAR-SPRING

ENGL 1302	Composition II-Rhetoric	3
SPCH 1321	Business and Professional Speaking (or SPCH 1311, 1315, 1318).....	3
HIST 1302	United States History II	3
MATH 1414	College Algebra.....	4
BMGT 1301	Supervision; or HRPO 2301 Human Resource Management ..	3
		16

SECOND YEAR-FALL

GOVT 2301	American Government I.....	3
	Natural Sciences Elective- Core Curriculum.....	4
	Visual & Performing Arts Elective- Core Curriculum.....	3
ACCT 2401	Principles of Financial Accounting	4
	Technical Specialty course	3
		17

SECOND YEAR-SPRING

ECON 2301	Principles of Economics I-Macro	3
GOVT 2302	American Government II	3
	Natural Sciences Elective- Core Curriculum.....	4
BUSI 2301	Business Law	3
	Technical Field course	3
		16

THIRD YEAR-FALL

ECON 2302	Principles of Economics I-Micro	3
	Technical Field course	3
	Technical Field course	3
	Technical Field course	2
TMGT 3302	Business and Economic Statistics.....	3
TMGT 3303	Communication for Technical Managers	3
		17

THIRD YEAR-SPRING

TMGT 3305	Organizational Theory and Practice.....	3
TMGT 3310	Decision Making	3
TMGT 3312	Resource Management.....	3
TMGT 3336	Legal Issues for Technical Managers	3
TMGT 3338	Accounting for Technical Managers	3
		15

FOURTH YEAR-FALL

TMGT 3337	Economics for Technical Managers	3
TMGT 4304	Risk Management.....	3
TMGT 4351	Purchasing and Supply Management	3
	Elective- Upper-Division Professional course.....	3
		12

FOURTH YEAR-SPRING

Elective Courses

TMGT 4320	Organizational Design and Management Seminar.....	3
TMGT 4342	Supply Chain Security	3
TMGT 4347	CAPSTONE: Production and Inventory Planning and Control .	3
	Elective- Upper-Division Professional course.....	3
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Administrative Office Careers

Legal Office Specialist Certificate

The Legal Office Specialist curriculum is a one-year program designed to teach students the skills and abilities essential to law firms, judicial offices, trust departments at financial institutions, and the general administrative career field. The program combines training in the latest technical and computer skills with specialized coursework unique to the legal profession, including exposure to legal practices, preparation and practical application of documents and terminology used in the legal office.

Office Specialist Certificate

The Office Specialist curriculum is a one-year program designed for the student who is interested in gaining entry-level knowledge, skills, and attitudes necessary for a career as an office professional. Students are prepared for administrative office positions in business, public service, and specialized office environments. The program combines traditional office education with microcomputer software applications such as word processing, spreadsheet, database, desktop publishing, records and project management.

Legal Office Management Associate of Applied Science

The Legal Office Management curriculum is a two-year program designed to prepare students to manage functions in the legal office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting legal office environment of a diversity of organizations ranging from a one-person law firm to a multiple partnering law firm.

Office Management Associate of Applied Science

The Office Management curriculum is a two-year program designed to prepare students to manage functions in the office environment. The course work adds administrative systems, advanced computer applications, word and data processing, graphics and presentation software, employee supervision and management, and written and oral communications. Graduates are well prepared to work in the challenging and exciting office environment of a diversity of organizations ranging from a one-person professional office to the global corporation.

ADVISORY COMMITTEE

Amanda Elizondo, City of Weslaco; *Julia Ramon*, City of La Joya; *Maria M. Villarreal*, Edinburg Childcare, Inc.; *Mary Munoz*, Community Member; *Holly Guerrero*, City of Rio Grande; *Josie Hinojosa*, City of Roma; *Vicki Ramirez*, City of San Juan; *Daisy Marroquin*, City of La Grulla; *Mayra Garza*, City of Edinburg; *Annette Villarreal*, City of McAllen; *Nancy Dadavalos*, City of Pharr; *Arcelia "Arcie" Felix*, City of Mercedes; and *Julia Ramon*, City of La Joya

LEGAL OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

LGLA 1307	Introduction to Law and Legal Professions	3
POFI 2301	Word Processing	3
POFL 1305	Legal Terminology	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing	3
POFL 1303	Legal Office Procedures I	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business and Professional Presentations.....	3
POFT 2312	Business Correspondence and Communication.....	3

SUMMER SESSION I

POFL 2301	Legal Document Processing.....	3
POFL 2264	CAPSTONE: Practicum	2

Total Credit Hours:..... 35

OFFICE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I.....	3
POFT 1329	Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing.....	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business and Professional Presentations.....	3
POFI 1349	Spreadsheets.....	3
POFT 2312	Business Correspondence and Communication	3

SUMMER SESSION

POFT 1349	Administrative Office Procedures II	3
POFT 2264	CAPSTONE: Practicum	2

Total Credit Hours:..... 32

LEGAL OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

LGLA 1307	Introduction to Law and Legal Professions	3
POFI 2301	Word Processing	3
POFL 1305	Legal Terminology	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding.....	3

SECOND SEMESTER

POFI 2340	Advanced Word Processing.....	3
POFL 1303	Legal Office Procedures I	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business and Professional Presentations.....	3
POFT 2312	Business Correspondence and Communication.....	3

SUMMER SESSION I

POFL 2301	Legal Document Processing.....	3
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THIRD SEMESTER

POFL 1340	Legal Office Procedures II.....	3
POFL 1355	Legal Issues and Medical Records.....	3
POFL 1359	Legal Transcription	3
POFT 2331	Administrative Systems	3
SPCH 1321	Business and Professional Speaking.....	3

FOURTH SEMESTER

ENGL 1301	Composition	3
	Mathematics/Natural Sciences Elective.....	4
POFT 2303	Speed and Accuracy Building	3
PSYC 2301	General Psychology	3
SPAN 2313	Spanish for Spanish Speakers I or ARTS 1301.....	3

SUMMER SESSION II

POFL 2264	CAPSTONE: Practicum	2
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Total Credit Hours:..... 66

Identifies courses to fulfill minimum 15 credit hour general education requirement

OFFICE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

POFI 2301	Word Processing.....	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Beginning Keyboarding.....	3
PSYC 2301	General Psychology	3

SECOND SEMESTER

POFI 1349	Spreadsheets.....	3
POFI 2340	Advanced Word Processing.....	3
POFT 1328	Business and Professional Presentations.....	3
POFT 1319	Records and Information Management I.....	3
POFT 2312	Business Correspondence and Communication	3

SUMMER SESSION I

POFT 1349	Administrative Office Procedures II.....	3
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THIRD SEMESTER

ACNT 1303	Introduction to Accounting I	3
POFT 2331	Administrative Systems	3
SPAN 2313	Spanish for Spanish Speakers I or ARTS 1301.....	3
SPCH 1321	Business and Professional Speaking.....	3

FOURTH SEMESTER

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

SUMMER SESSION II

POFT 2264	CAPSTONE: Practicum	2
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Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour general education requirement

**Students must take a 4 credit hour course in order to fulfill the MATH/Natural Sciences Elective.

Automotive Technology

Automotive Technology Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for 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 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, Service Specialist, Hunter Equipment; *Jerry Angulo*, Sales Representative, Napa/Minyard Auto Supply; *Bill Seawell*, Factory Representative, Vetronix Sales Corporation; *Manuel Maciel*, Instructor, La Joya High School; *Rick Dube*, Owner, Rick Dube's Auto Parts & Service; *Linda Mata*, Service Writer, Bert Ogden Mission; *Elena Gonzalez*, Service Writer, Bert Ogden Edinburg

GM-ASEP TECHNOLOGY

Pete Garza, Service Manager, Bert Ogden Mission; *Chris Hatzold*, Service Manager, Bert Ogden Edinburg; *Joe Ochoa*, Service Manager, Clark Chevrolet McAllen; *Carlos Yanez*, Service Manager, South Texas GMC; *Jim Murer*, Service Manager, Fiesta Chevrolet Edinburg; *Pasqual Rodriguez*, Service Manager, Tiptox Chevrolet Brownsville; *Bill Boyd*, Service Manager, Weslaco Motors Weslaco; *Fred Meza*, Service Manager, Rio Motors Rio Grande City

FORD-MLR TECHNOLOGY

Larry Emanuel, Service Manager, Boggus Ford, *Noe Guerra*, Service Manager/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 1410 Automotive Brake Systems	4
AUMT 1416 Suspension and Steering	4

SECOND SEMESTER

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

THIRD SEMESTER

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

Total Credit Hours:..... 42

FORD 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 and Steering	4
AUMT 1407 Automotive Electrical Systems ...	4

SECOND SEMESTER

TECM 1303 Technical Mathematics.....	3
AUMT 1345 Automotive Heating and Air Conditioning	3
AUMT 2417 Automotive 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
SPCH 1311	Introduction to Speech Communication.....	3

SECOND SEMESTER

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

SUMMER SESSION

ENGL 1301	Composition	3
	Humanities Elective.....	3

THIRD SEMESTER

AUMT 2313	Automotive Drive Train & Axles	3
AUMT 2425	Automotive Automatic Transmission and Transaxle.....	4
AUMT 2434	Automotive Engine Performance Analysis II	4
PSYC 2301	General Psychology	3

FOURTH SEMESTER

CSIR 1355	Industry Certifications.....	3
AUMT 2301	Automotive Management.....	3
AUMT 2421	Automotive Electrical Lighting and Accessories.....	4
PHYS 1415	Physical Science I.....	4
AUMT 1266	CAPSTONE: Practicum I.....	2

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Automotive Technology

Specialization: GM-ASEP (AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM)

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1407	Automotive Electrical Systems....	4
TECM 1303	Technical Mathematics.....	3
SPCH 1311	Introduction to Speech Communication.....	3

SECOND SEMESTER

AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 1419	Automotive Engine Repair	4
	Humanities Elective.....	3
AUMT 1266	Practicum I.....	2

SUMMER SESSION I

AUMT 2417	Automotive Engine Performance Analysis I.....	4
AUMT 2421	Automotive Electrical Lighting and Accessories.....	4
PSYC 2301	General Psychology	3
AUMT 1267	Practicum II.....	2

THIRD SEMESTER

CSIR 1355	Industry Certifications.....	3
AUMT 2313	Automotive Drive Train & Axles .	3
AUMT 2425	Automotive Automatic Transmission & Transaxle	4
AUMT 2266	Practicum III.....	2

FOURTH SEMESTER

AUMT 1410	Automotive Brake Systems	4
PHYS 1415	Physical Science I.....	4
ENGL 1301	Composition	3
AUMT 2267	CAPSTONE: Practicum IV.....	2

SUMMER SESSION II

AUMT 1416	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

Business Administration

Accounting Clerk Certificate

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

Banking Certificate

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

Import/Export Certificate

The Import/Export certificate prepares students for an entry-level position with import/export businesses such as custom brokers, freight forwarders, commercial carriers, and international businesses. The graduates of this program will have the basic knowledge to take the custom broker exam.

Logistics Certificate

The Logistics Management Certificate prepares students for entry-level positions in the growing field of warehousing/logistics. The graduates of this program will have the basic knowledge to perform general support services in warehousing/logistics operations.

Management Certificate

This program will prepare students for an entry-level position in the private or public sector. Graduates of this program will have the skills, knowledge, and abilities to perform general managerial duties.

Marketing Certificate

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

Specialization: Accounting Associate of Applied Science

This program will prepare students for entry into the accounting profession. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

Specialization: Banking Associate of Applied Science

This program will prepare students for entry into the financial services industry. It is designed to offer continuing professional education for individuals already employed in the financial services industry.

Specialization: Import/Export/Logistics Associate of Applied Science

This program will prepare students for entry into the import/export/logistics profession. It is designed to update and expand the skills of those already working in the field, as well as assist those individuals who are considering the import/export/logistics field as a profession. The graduates of this program will have the basic knowledge to take the custom broker exam.

Specialization: Management Associate of Applied Science

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

Specialization: Marketing
Associate of Applied Science

This program will prepare students for an entry level position in marketing and sales. The program will prepare students in areas such as communication skills, sales, product design, advertisement, and public relations.

Specialization: Technology Management
Associate of Applied Science

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

Business Administration (Transfer Plan)
Field of Study
Associate of Arts

This degree designed for those students who plan to transfer to a four-year college or university to earn a Bachelor of Business Administration, a Bachelor of Arts, or a Bachelor of Science Degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing.

ADVISORY COMMITTEES

ACCOUNTING

David Carrales, Chair, Carrales & Company, LLP; *Dr. Wig De Merville*, UTPA College of Business; *Virginia Garza*, McAllen Housing Authority; *Rumalda Torres*, McAllen ISD; *Guillermo Garza*, Garza & Morales; *Rey Jaquez*, McAllen Affordable Homes; *Juan Carlos Velez*, Juan C. Velez, CPA

BANKING

Craig Lewis, Chair, Texas State Bank; *Robert Almendarez*, Texas State Bank; *Roy Cantu*, International Bank of Commerce; *Arden Peterson*, First National Bank; *Jose Rangel*, First National Bank; *Elena Gonzalez*, International Bank of Commerce/ First Data

IMPORT / EXPORT / LOGISTICS

Mark Garcia, Chair, McAllen Economic Development Corp.; *Ruben Garza*, Daniel B. Hastings Inc.; *Matilde Gutierrez*, Vanity Fair Intimates, Inc.; *Randy O. Main*, Dulces Famosos de Mexico/Famous Candy, Ltd.; *Dianne Vlasik*, US Customs & Border Protection; *Sylvia Garces Soria*, Socios En Ekcelencia; *Jose A. Andrade*, RGCX Rio Grande Chemical, Ltd.

MANAGEMENT

Alida Hernandez, AAA Personal Agency Inc.; *Ana Escobar*, Copy Graphics Inc.; *Irene Morin*, Sharyland School District; *Victor Huerta*, University of Texas-Pan American; *Joe Vasquez*, KNAPP Medical Center; *Perla Zamora Lara*, City of McAllen

MARKETING

Juan Duran, Verzion Wireless; *Grace Rodriguez*, GAP Store; *Dee Silva*, GAP Store; *Rita Harrison Torres*, Office Depot; *Marc Fantich*, The Fantich Media Group; *Isabel Torres*, Sears Roebuck; *Melanie Meyers*, QuikDrop

ACCOUNTING CLERK

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BUSI 1301	Business Principles3
BMGT 1305	Communications in Management3
BNKG 1340	Money and Banking3

SECOND SEMESTER

ACNT 1304	Introduction to Accounting II or ACCT 24013
ACNT 1311	Introduction to Computerized Accounting3
ACNT 1329	Payroll & Business Tax Accounting3
BMGT 1301	Supervision3

THIRD SEMESTER

BMGT 2168	CAPSTONE: Business Administration Practicum1
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Total Credit Hours: 29

BANKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BUSI 1301	Business Principles3
BNKG 1340	Money and Banking3
BNKG 1303	Principles of Bank Operation3

SECOND SEMESTER

BMGT 1391	Business Conduct3
BMGT 1305	Communication in Management3
POFT 2312	Business Correspondence and Communication3
BNKG 1347	Bank Marketing3
BMGT 2168	CAPSTONE: Business Administration Practicum1

Total Credit Hours: 29

IMPORT/EXPORT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BMGT 1391	Business Conduct3
IBUS 1301	Principles of Exports3

SECOND SEMESTER

BMGT 1305	Communications in Management3
BNKG 1340	Money and Banking3
IBUS 1305	Introduction to International Business/Trade3
IBUS 2345	Import Customs Regulations I3

THIRD SEMESTER

IBUS 2371	Import Customs Regulations II3
BMGT 2168	CAPSTONE: Business Administration Practicum1

Total Credit Hours: 29

LOGISTICS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BMGT 1391	Business Conduct3
LMGT 1319	Introduction to Business Logistics3

SECOND SEMESTER

BNKG 1340	Money and Banking3
BMGT 1305	Communications in Management3
LMGT 1321	Principles of Material Management3
LMGT 1325	Warehouse and Distribution Center Management3

SUMMER SESSION

BMGT 2168	CAPSTONE: Business Administration Practicum1
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Total Credit Hours: 26

MANAGEMENT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BUSI 1301	Business Principles3
BMGT 1301	Supervision3
BMGT 1391	Business Conduct3

SECOND SEMESTER

POFI 2301	Word Processing3
BMGT 1305	Communications in Management3
ACNT 1329	Payroll & Business Tax Accounting3
HRPO 2301	Human Resources Management3
BUSG 2309	Small Business Management3
BMGT 2168	CAPSTONE: Business Administration Practicum1

Total Credit Hours: 32

MARKETING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ACNT 1303	Introduction to Accounting I3
ITSC 1409	Integrated Software Applications I or COSC 13014
BMGT 1301	Supervision3
BMGT 1391	Business Conduct3
MRKG 1311	Principles of Marketing3

SECOND SEMESTER

BUSI 1301	Business Principles3
BMGT 1305	Communications in Management3
MRKG 1301	Customer Service3
POFI 2431	Desktop Publishing4
BMGT 2168	CAPSTONE: Business Administration Practicum1

Total Credit Hours: 30

Business Administration

Specialization:

ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
BNKG 1340	Money and Banking	3
ACNT 1303	Introduction to Accounting I	3
ITSC 1409	Integrated Software Applications I or COSC 1301.....	4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3

SECOND SEMESTER

BMGT 1305	Communications in Management..	3
ACCT 2401	Principles of Financial Accounting	4
ACNT 1329	Payroll & Business Tax Accounting	3
ACNT 1311	Introduction to Computerized Accounting	3
SPCH 1321	Business & Professional Speaking.....	3

THIRD SEMESTER

	Humanities Elective.....	3
BUSI 1301	Business Principles	3
	Mathematics/Natural Sciences Elective	4
ACCT 2402	Principles of Managerial Accounting.....	4

FOURTH SEMESTER

ACNT 2309	Cost Accounting.....	3
	Accounting Elective***	3
ACNT 2330	Government & Not-for-Profit Accounting	3
ECON 2301	Principles of Economics I-Macro	3
BUSI 2301	Business Law	3
BMGT 2168	CAPSTONE: Business Administration Practicum.....	1

Total Credit Hours: 65

*****ACCOUNTING ELECTIVES**

ACNT 1331	Federal Income Tax: Individual..	3
ACNT 2331	Internal Control and Auditing....	3

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration

Specialization:

BANKING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I or COSC 1301.....	4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
BNKG 1340	Money & Banking.....	3
BNKG 1303	Principles of Bank Operation.....	3

SECOND SEMESTER

SPCH 1321	Business and Professional Speaking.....	3
ACNT 1303	Introduction to Accounting I.....	3
BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management..	3
BNKG 1343	Law & Banking or BUSI 2301	3
BNKG 1347	Bank Marketing.....	3

THIRD SEMESTER

	Social/Behavioral Sciences Elective..	3
MRKG 1301	Customer 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: 66

Identifies courses to fulfill minimum 15 hour General Education Requirement

Business Administration

Specialization:

IMPORT/EXPORT/ LOGISTICS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
IBUS 1301	Principles of Exports	3
IBUS 1305	Introduction to International Business/Trade	3
BMGT 1301	Supervision	3

SECOND SEMESTER

ACNT 1303	Introduction to Accounting I	3
BNKG 1340	Money and Banking	3
BMGT 1305	Communications in Management	3
BMGT 1391	Business Conduct	3
LMGT 1319	Introduction to Business Logistics	3

THIRD SEMESTER

	Import/Export/Logistics Elective***	3
MATH 1332	Contemporary Mathematics	3
BUSI 2301	Business Law	3
SPCH 1321	Business & Professional Speaking	3
MRKG 1301	Customer Service	3

FOURTH SEMESTER

	Import/Export/Logistics Elective***	3
ECON 2301	Principles of Economics I-Macro	3
	Social/Behavioral Sciences Elective	3
	Humanities Elective	3
BMGT 1309	Information and Project Management	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*****Import/Export/Logistics Elective Options**

IBUS 2345	Import Customs Regulations I	3
IBUS 2371	Import Customs Regulations II	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management	3

Business Administration

Specialization:

MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3

SECOND SEMESTER

SPCH 1321	Business & Professional Speaking	3
POFI 2301	Word Processing	3
ACNT 1303	Introduction to Accounting I	3
BMGT 1305	Communications in Management	3
HRPO 2301	Human Resources Management	3
BNKG 1340	Money and Banking	3

THIRD SEMESTER

MRKG 1301	Customer Service	3
	Math/Natural Sciences Elective	4
BUSI 2301	Business Law	3
ACNT 1329	Payroll & Business Tax Accounting	3
BUSG 2309	Small Business Management	3

FOURTH SEMESTER

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

Total Credit Hours: 66

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Specialization:

MARKETING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I or COSC 1301	4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
MRKG 1311	Principles of Marketing	3

SECOND SEMESTER

ACNT 1303	Introduction to Accounting I	3
SPCH 1321	Business and Professional Speaking	3
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Banking	3
MRKG 1301	Customer Service	3
MRKG 2333	Principles of Selling	3

THIRD SEMESTER

BUSI 1301	Business Principles	3
	Math/Natural Sciences Elective	4
MRKG 2349	Advertising and Sales Promotion	3
BUSG 2309	Small Business Management	3

FOURTH SEMESTER

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

Total Credit Hours:..... 64

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Business Administration

Specialization:

TECHNOLOGY MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
	Humanities Elective	3

SECOND SEMESTER

SPCH 1321	Business and Professional Speaking	3
ACCT 2401	Principles of Financial Accounting	4
BMGT 1305	Communications in Management	3
HRPO 2301	Human Resources Management	3
ECON 2301	Principles of Economics I-Macro	3

THIRD SEMESTER

POFI 2301	Word Processing	3
MATH 1414	College Algebra	4
BUSI 2301	Business Law	3
ACCT 2402	Principles of Managerial Accounting	4
BUSG 2309	Small Business Management	3

FOURTH SEMESTER

MATH 1442	Statistics	4
MRKG 1311	Principles of Marketing	3
BMGT 2303	Problem Solving and Decision Making	3
ACNT 2309	Cost Accounting	3
	Social/Behavioral Sciences Elective	3
ECON 2302	Principles of Economics II-Micro	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

BUSINESS ADMINISTRATION (TRANSFER PLAN)

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **18 Credits**

- ACCT 2401 Principles of Financial Accounting
- ACCT 2402 Principles of Managerial Accounting
- ECON 2302 Principles of Economics II-MICRO
- BUSI 1301 Business Principles
- MATH 1425 Business Calculus

STC CORE CURRICULUM 44-45 Credits
 In addition to the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. **Business Administration majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.**

Field of Study: 18

STC Core Curriculum: 44-45

Total Credit Hours: 62-63

Business Administration- Transfer Plan Recommended Course Sequence

FIRST SEMESTER	Credit Hours
SPCH 1311 Intro. to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
BUSI 1301 Business Principles	3
 SECOND SEMESTER	
HIST 1302 United States History II or HIST 2328	3
ENGL 1302 Composition II-Rhetoric	3
Visual & Performing Arts Elective-Core Curriculum	3
Mathematics Elective-Core Curriculum	3-4
ACCT 2401 Principles of Financial Accounting	4
 THIRD SEMESTER	
GOVT 2301 American Government I	3
Natural Sciences Elective-Core Curriculum	4
ACCT 2402 Principles of Managerial Accounting	4
ECON 2301 Principles of Economics I-MACRO	3
 FOURTH SEMESTER	
GOVT 2302 American Government II	3
Natural Sciences Elective-Core Curriculum	4
ECON 2302 Principles of Economics II-MICRO	3
MATH 1425 Business Calculus	4
Humanities Elective-Core Curriculum	3

Business Computer Systems

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: Information Security Specialist Associate of Applied Science

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

Specialization: Multimedia Specialist Associate of Applied Science

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

video components, the product of multimedia specialists can often make stronger impacts than printed guides or tutorials.

Specialization: Networking Specialist Associate of Applied Science

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

Specialization: Webmaster Specialist Associate of Applied Science

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

ADVISORY COMMITTEE

Diana Berger, Director of Education Market Segment, Global Data Systems; *David Hales*, Technology Support Specialist, Region One Education Service Center; *David Winkler*, Owner, Empire Technology Computers; *Jeff Shoosbtari*, Owner, CEO, Twin Wireless; *Maby Arleth Rosenbaum*, LAN/WAN Engineer, Technology Resources, South Texas College; *Tomas Perez*, MIS Director, Mission CISD; *Reynaldo Robles*, Sr. Programmer Analyst, Student Information Systems, UT-Pan American

TECHNOLOGY SUPPORT SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

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

SECOND SEMESTER

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

THIRD SEMESTER

POFI 2431	Desktop Publishing	4
ITSW 2434	Advanced Spreadsheets	4
ITNW 2435	Network Troubleshooting and Support	4
ITSC 1165	CAPSTONE: Technology Support Practicum	1

Total Credit Hours: 37

Business Computer Systems

Specialization:

COMPUTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

SPCH 1311	Introduction to Speech Communication	3
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1425	Fundamentals of Networking Technologies.....	4

SECOND SEMESTER

ITSC 1425	Personal Computer Hardware	4
ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4
ITSW 2434	Advanced Spreadsheets	4

SUMMER SESSION I

Humanities Elective	3
Social/Behavioral Sciences Elective ..	3

THIRD SEMESTER

ITSE 1411	Beginning Web Page Programming	4
ITNW 2435	Network Troubleshooting and Support	4
ITSW 1410	Introduction to Presentation Graphics Software.....	4
ITSE 1431	Introduction to Visual Basic Programming	4

FOURTH SEMESTER

ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics or MATH 1414.....	3
ITSE 2409	Database Programming.....	4
ITSC 2439	Personal Computer Help Desk...	4
ITSC 2165	CAPSTONE: Systems Administration Practicum.....	1

Total Credit Hours:..... 68

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities Elective

Literature

ENGL 2341	Introduction to Literature	3
ENGL 2321	British Literature	3
ENGL 2326	American Literature	3
ENGL 2331	World Literature.....	3

Drama

DRAM 1310	Drama Appreciation	3
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Art

ARTS 1301	Art Appreciation.....	3
ARTS 1303	Art Survey I.....	3
ARTS 1304	Art Survey II.....	3

Business Computer Systems

Specialization:

INFORMATION SECURITY SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems.....	4
ITNW 1425	Fundamentals of Networking Technologies.....	4

SECOND SEMESTER

SPCH 1311	Introduction to Speech Communication	3
ITSY 1400	Fundamentals of Information Security.....	4
ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective</u> ..	3
	<u>Humanities Elective</u>	3

THIRD SEMESTER

MATH 1332	Contemporary Mathematics or MATH 1414	3
ITSY 2443	Computer System Forensics	4
ITSY 2441	Security Management Practices ..	4
ITNW 2409	Network Administration for Intranet.....	4

FOURTH SEMESTER

ITSC 1407	UNIX Operating Systems I	4
ITSY 2401	Firewalls and Network Security ..	4
ITSC 2346	Computer Center Management..	3
ITSC 1164	CAPSTONE: Information Security Practicum.....	1

Total Credit Hours:..... 63

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities 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 Survey I.....	3
ARTS 1304	Art Survey II.....	3

Business Computer Systems

Specialization:

MULTI-MEDIA SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I	4
ITSE 1405	Introduction to PC Operating Systems.....	4

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Social/Behavioral Sciences Electives

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

SECOND SEMESTER

ITSW 1410	Introduction to Presentation Graphics Software.....	4
ARTC 1413	Digital Publishing I	4
ARTV 1445	3-D Modeling and Rendering.....	4
ITSE 1411	Beginning Web Page Programming	4

SUMMER SESSION I

	<u>Social/Behavioral Sciences Elective.....</u>	3
ARTS 1316	Drawing I.....	3

THIRD SEMESTER

ITSE 1431	Introduction to Visual Basic Programming	4
FLMC 2431	Video Graphics and Visual Effects II.....	4
IMED 1445	Interactive Multimedia I.....	4
IMED 2409	Internet Commerce.....	4

FOURTH SEMESTER

MATH 1332	Contemporary Mathematics or MATH 1414.....	3
ITSE 2409	Database Programming.....	4
ITSE 2402	Intermediate Web Programming	4
IMED 2405	Multimedia Courseware Development II.....	4
IMED 2166	Capstone: Multimedia Practicum ..	1

Total Credit Hours:..... 68

Business Computer Systems

Specialization:

NETWORKING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

<u>ENGL 1301</u> Composition	3
ITSC 1409 Integrated Software Applications I	4
ITSC 1405 Introduction to PC Operating Systems.....	4
ITNW 1425 Fundamentals of Networking Technologies.....	4

SECOND SEMESTER

<u>SPCH 1311</u> Introduction to Speech Communication	3
ITNW 2421 Networking with TCP/IP.....	4
ITNW 1454 Implementing and Supporting Servers	4
ITSW 2434 Advanced Spreadsheets	4

SUMMER SESSION I

<u>Humanities Elective</u>	3
<u>Social/Behavioral Sciences Elective</u> ...	3

THIRD SEMESTER

ITSE 1411 Beginning Web Page Programming	4
ITNW 2435 Network Troubleshooting and Support	4
ITSY 1400 Fundamentals of Information Security.....	4
ITSY 1442 Information Technology Security.....	4

FOURTH SEMESTER

<u>MATH 1332</u> Contemporary Mathematics or <u>MATH 1414</u>	3
ITSC 1407 UNIX Operating Systems I	4
ITNW 2406 Advanced Network Administration for Intra-Netware	4
ITSC 2346 Computer Center Management..	3
ITNW 2164 CAPSTONE: Network Practicum....	1

Total Credit Hours:..... 67

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities Electives

Literature

<u>ENGL 2341</u> Introduction to Literature.....	3
<u>ENGL 2321</u> British Literature.....	3
<u>ENGL 2326</u> American Literature.....	3
<u>ENGL 2331</u> World Literature.....	3

Drama

<u>DRAM 1310</u> Drama Appreciation	3
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Art

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

Business Computer Systems

Specialization:

WEBMASTER SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1425	Fundamentals of Networking Technologies.....	4

SECOND SEMESTER

SPCH 1311	Introduction to Speech Communication	3
ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4
ITSE 1411	Beginning Web Page Programming	4

SUMMER SESSION I

ITSE 2409	Database Programming	4
	<u>Humanities Elective</u>	3

SUMMER SESSION II

	<u>Social/Behavioral Sciences Elective</u> ...	3
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THIRD SEMESTER

IMED 2409	Internet Commerce	4
ITNW 2435	Network Troubleshooting And Support	4
ITSE 1431	Introduction to Visual Basic Programming.....	4
ITSE 2402	Intermediate Web Programming	4

FOURTH SEMESTER

MATH 1332	Contemporary Mathematics or MATH 1414	3
ITSC 1407	UNIX Operating System I.....	4
IMED 2459	Interactive Web Elements	4
ITSE 2286	Internship-Computer Programming	2

Total Credit Hours:..... 69

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Social/Behavioral Sciences Electives

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

Humanities 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 Survey I.....	3
ARTS 1304	Art Survey II.....	3

Combination Welding

Combination Welding Certificate

This program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding).

Students will perform fillets, lap, corner joint and V-groove welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Students will gain knowledge in lay-out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy.

Graduates will be eligible to take a welding performance qualification test as used in industry.

COMBINATION WELDING

CERTIFICATE

FIRST SEMESTER **Credit Hours**

WLDG 1323	Welding Safety, Tools and Equipment	3
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW).....	4

SECOND SEMESTER

WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4

THIRD SEMESTER

WLDG 2443	CAPSTONE: Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2406	Intermediate Pipe Welding	4

Total Credit Hours: 38

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 COMMITTEES

ARCHITECTURAL DRAFTING

Efrain Silva, Job Captain, MILNET Architectural Services, *Jose Salas*, Project Manager, Rike-Ogden-Figueroa-Alex Architects, Inc., *Laura Warren*, AIA-Principal, Warren Group Architects Inc., *Amanda Gomez*, Project Manager, Warren Group Architects Inc., *Lorenzo Moreno*, CADD Technician, PGA Studios, *Marlene Bravo*, CADD Technician, Rike-Ogden-Figueroa-Alex Architects, *Mayra Barrera*, CADD Technician, I_DEO Group, *Andres Mata*, Project Manager, Negrete & Kolar Architects, *Alejandra Torres*, Project Manager, Eddie Vela Architecture, *Rudy Molina*, AIA Principal, MILNET Architectural Services, *Hugo Avila*, P.E. Engineer, McAllen ISD

DIGITAL IMAGING

Lorenzo Moreno, CADD Technician, PGA Studios, *Pedro Ayala*, Principal, PGA Studios, *Jose Vielma*, Graphics Designer, New Home Guides, *Maria Martinez*, Public Relations, South Texas College, *Ramon Villalobos*, Graphics Technician, MILNET Architectural Services, *Jose Salas*, Project Manager, Rike-Ogden-Figueroa-Alex Architects, Inc., *Jose Sanchez*, CATE Counselor, La Joya ISD, *Rudy Molina*, AIA Principal, MILNET Architectural Services

CIVIL DRAFTING & GIS

Joanna Sanchez, GIS Coordinator, City of McAllen, *Jose Acevedo*, CADD Technician, HALFF & Associates, *David Flores*, GIS Coordinator, City of Pharr, *Ruben Chapa*, P.E. Engineer, Melden & Hunt Inc., *Marbel Chio*, CADD Technician, City of McAllen, *David Bartle*, GIS Consultant, La Playa Mapping, *Hector Guajardo*, CADD Technician, JE Saenz Engineering, *Manuel Villalpando*, Teacher, Mission CISD, *Raul Leos*, GIS Tech, City of McAllen, *Sergio Castro*, 9-1-1 Assistant Director, LRGV Development Council, *Steven Tice*, 9-1-1 Assistant Director, LRGV Development Council, *Juan Gomez*, 9-1-1 Director, LRGV Development Council

ARCHITECTURAL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

TECM 1303	Technical Mathematics.....	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting..	3
DFTG 1315	Architectural Blueprint Reading and Sketching	3

SECOND SEMESTER

POFT 2312	Business Correspondence and Communication	3
ARCE 1321	Architectural Illustration	3
DFTG 2319	Intermediate Computer- Aided Drafting.....	3
DFTG 1317	Architectural Drafting- Residential.....	3
DFTG 2328	Architectural Drafting- Commercial.....	3

THIRD SEMESTER (Summer Session)

DFTG 2338	Final Project-Advanced Drafting.....	3
ARCE 1352	Structural Drafting.....	3
ARCE 2352	Mechanical Electrical Systems.....	3

Total Credit Hours: 39

CIVIL DRAFTING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

TECM 1303	Technical Mathematics.....	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting..	3
DFTG 1371	Introduction to the Civil Drafting Profession.....	3

SECOND SEMESTER

POFT 2312	Business Correspondence and Communication.....	3
DFTG 2319	Intermediate Computer-Aided Drafting.....	3
SRVY 1313	Plane Surveying.....	3
DFTG 2321	Topographical Drafting	3
SRVY 1315	Surveying Calculations I.....	3

THIRD SEMESTER (Summer Session)

	Program Elective**	3
GISC 1311	Introduction to GIS	3
DFTG 2330	Civil Drafting	3
SRVY 1380	CAPSTONE: Cooperative Education	3

Total Credit Hours: 42

**PROGRAM ELECTIVES

SRVY 1341	Land Surveying.....	3
SRVY 1349	Surveying Calculations II.....	3
DFTG 2328	Architectural Drafting- Commercial.....	3

DIGITAL IMAGING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Mathematics.....	3
COSC 1301	Microcomputer Applications	3
ARTC 1302	Digital Imaging I	3
DFTG 1309	Basic Computer-Aided Drafting..	3
ARTC 1321	Illustration Techniques I	3

SECOND SEMESTER

ARTC 1317	Design Communication I	3
ARCE 1321	Architectural Illustration	3
DFTG 2319	Intermediate Computer-Aided Drafting.....	3
DFTG 1317	Architectural Drafting- Residential	3
ARTC 1353	Computer Illustration	3

THIRD SEMESTER (Summer Session)

POFT 2312	Business Correspondence & Communication	3
ARTC 2347	Design Communication II.....	3
	Program Elective**	3
GRPH 1380	CO-OP Digital Imaging Design ...	3

Total Credit Hours:..... 42

**PROGRAM ELECTIVES

DFTG 2340	Solid Modeling/Design.....	3
ARTC 2301	Illustration Techniques II.....	3
DFTG 2300	Intermediate Architectural Drafting-Residential	3

GEOGRAPHIC INFORMATION SYSTEMS

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

GISC 1311	Introduction to GIS	3
TECM 1303	Technical Mathematics.....	3
COSC 1301	Microcomputer Applications	3
DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting.....	3

SECOND SEMESTER

POFT 2312	Business Correspondence and Communication.....	3
GISC 2320	Intermediate GIS	3
GISC 1301	Cartography & Geography in GIS and GPS.....	3
DFTG 2319	Intermediate Computer-Aided Drafting.....	3
	Program Elective**	3

THIRD SEMESTER (Summer Session)

GISC 1364	CAPSTONE: GIS Practicum	3
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Total Credit Hours:..... 33

**PROGRAM ELECTIVES

GISC 1321	Intro. to Raster-Based GIS.....	3
SRVY 1315	Surveying Calculations I.....	3
SRVY 1313	Plane Surveying	3

Computer Aided Drafting and Design

Specialization:

ARCHITECTURAL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>MATH 1414</u> College Algebra	4
COSC 1301 Microcomputer Applications	3
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer-Aided Drafting..	3
DFTG 1315 Architectural Blueprint Reading and Sketching	3

****PROGRAM ELECTIVES**

CNBT 1346 Construction Estimating I	3
ARTC 1302 Digital Imaging I	3
GISC 1311 Introduction to GIS	3

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

SECOND SEMESTER

<u>ENGL 1301</u> Composition	3
ARCE 1321 Architectural Illustration	3
DFTG 2328 Architectural Drafting- Commercial	3
DFTG 2319 Intermediate Computer- Aided Drafting.....	3
DFTG 1317 Architectural Drafting- Residential.....	3

THIRD SEMESTER

DFTG 2321 Topographical Drafting	3
ARCE 1352 Structural Drafting	3
ARCE 1303 Architectural Materials & Methods of Construction	3
DFTG 2300 Intermediate Architectural Drafting-Residential	3
<u>PSYC 2301</u> General Psychology or <u>SOCI 1301</u>	3

FOURTH SEMESTER

DFTG 1372 Final Presentation/Portfolio Development	3
<u>SPCH 1311</u> Introduction to Speech Communication	3
DFTG 2338 Final Project-Advanced Drafting.	3
DFTG 2340 Solid Modeling/Design.....	3
ARCE 2352 Mechanical and Electrical Systems	3

FIFTH SEMESTER

<u>Humanities Elective</u>	3
Program Elective**	3
DFTG 1380 CAPSTONE: Cooperative Education	3

Total Credit Hours: 70

Computer Aided Drafting and Design

Specialization:

CIVIL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>MATH 1414</u> College Algebra.....	4
COSC 1301 Microcomputer Applications	3
DFTG 1305 Technical Drafting.....	3
DFTG 1309 Basic Computer-Aided Drafting..	3
DFTG 1371 Introduction to the Civil Drafting Profession.....	3

****PROGRAM ELECTIVES**

SRVY 2313 Control Surveying.....	3
DFTG 1317 Architectural Drafting- Residential.....	3
SRVY 2339 Engineering Design Surveying....	3
SRVY 1349 Surveying Calculations II.....	3

Identifies courses to fulfill minimum 15 hours
General Education Requirement

SECOND SEMESTER

<u>ENGL 1301</u> Composition	3
DFTG 2319 Intermediate Computer- Aided Drafting.....	3
SRVY 1313 Plane Surveying.....	3
DFTG 2321 Topographical Drafting.....	3
SRVY 1315 Surveying Calculations I.....	3

THIRD SEMESTER

<u>SPCH 1311</u> Introduction to Speech Communication	3
SRVY 1341 Land Surveying	3
DFTG 2330 Civil Drafting	3
GISC 1311 Introduction to GIS	3
Program Elective**	3

FOURTH SEMESTER

<u>PSYC 2301</u> General Psychology or <u>SOCI 1301</u>	3
DFTG 2328 Architectural Drafting - Commercial.....	3
SRVY 2309 Computer-Aided Mapping	3
SRVY 1342 Global Positioning System Techniques for Survey/Mapping.....	3
<u>Humanities Elective</u>	3

FIFTH SEMESTER (Summer Session)

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

Total Credit Hours:..... 70

Computer Aided Drafting and Design

Specialization:

DIGITAL IMAGING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

<u>ENGL 1301</u> <u>Composition</u>	3
COSC 1301 <u>Microcomputer Applications</u>	3
ARTC 1302 <u>Digital Imaging I</u>	3
DFTG 1309 <u>Basic Computer-Aided</u> <u>Drafting</u>	3
ARTC 1321 <u>Illustration Techniques I</u>	3

SECOND SEMESTER-Spring

<u>MATH 1414</u> <u>College Algebra</u>	4
ARTC 1317 <u>Design Communication I</u>	3
DFTG 2319 <u>Intermediate Computer-</u> <u>Aided Drafting</u>	3
DFTG 1317 <u>Architectural Drafting-</u> <u>Residential</u>	3
ARCE 1321 <u>Architectural Illustration</u>	3

THIRD SEMESTER (Summer Session)

ARTC 2347 <u>Design Communication II</u>	3
ARTC 1353 <u>Computer Illustration</u>	3
PHTC 2331 <u>Architectural Photography</u>	3
DFTG 2340 <u>Solid Modeling/Design</u>	3
Program Elective**	3

FOURTH SEMESTER-Fall

<u>SPCH 1311</u> <u>Introduction to Speech</u> <u>Communication</u>	3
ARTC 2340 <u>Computer Illustration II</u>	3
ARTV 1351 <u>Digital Video</u>	3
ARTV 1341 <u>3-D Animation I</u>	3
IMED 2311 <u>Portfolio Development</u>	3

FIFTH SEMESTER-Spring

<u>Humanities Elective</u>	3
<u>PSYC 2301</u> <u>General Psychology</u> <u>or SOCI 1301</u>	3
GRPH 2380 <u>CO-OP - Digital Imaging Design</u>	3

Total Credit Hours: 70

****PROGRAM ELECTIVES**

ARTC 2301 <u>Illustration Techniques II</u>	3
DFTG 2300 <u>Intermediate Architectural</u> <u>Drafting-Residential</u>	3
PHTC 1347 <u>Landscape Photography</u>	3

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Computer Aided Drafting and Design

Specialization:

GEOGRAPHIC INFORMATION SYSTEMS

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

<u>MATH 1414</u> College Algebra.....	4
COSC 1301 Microcomputer Applications	3
GISC 1311 Introduction to GIS	3
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer-Aided Drafting ..	3

**PROGRAM ELECTIVES

SRVY 1342 GPS Techniques for Surveying and Mapping	3
SRVY 2309 Computer-Aided Mapping	3

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

SECOND SEMESTER

GISC 2320 Intermediate GIS	3
SRVY 1315 Surveying Calculations I.....	3
DFTG 2319 Intermediate Computer-Aided Drafting.....	3
GISC 1301 Cartography & Geography in GIS and GPS.....	3
<u>SPCH 1311</u> Introduction to Speech Communication.....	3

THIRD SEMESTER

DFTG 2321 Topographical Drafting	3
SRVY 1313 Plane Surveying.....	3
GISC 1321 Introduction to Raster-Based GIS.....	3
ITSE 1431 Introduction to Visual Basic Programming	4
<u>PSYC 2301</u> General Psychology or <u>SOCI 1301</u>	3

FOURTH SEMESTER

GISC 2311 Geographic Information Systems (GIS) Applications.....	3
ITSE 2409 Database Programming	4
GISC 2301 Data Acquisition and Analysis in GIS/GPS.....	3
DFTG 2330 Civil Drafting	3
<u>ENGL 1301</u> Composition	3

FIFTH SEMESTER

Program Elective**	3
<u>Humanities Elective</u>	3
GISC 2364 CAPSTONE: GIS Practicum	3

Total Credit Hours:..... 72

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, salesman, Best Restaurant Supply; *Jeffery Sabadi*, owner, Sahadi Foods; *Diane Shea*, owner, Shea Catering; *Russel Walker*, salesman, Sysco Foods; *Elton Musollri*, supervisor for Cooking Connection at HEB; *Dago Rivera*, executive chef; *Jimmy Santiago*, executive chef at Cimmaron; *Daniel Rocha*, food and beverage manager at Embassy Suites

COMMERCIAL COOKING

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CHEF 1305	Sanitation and Safety3
CHEF 1301	Basic Food Preparation3
PSTR 1301	Fundamentals of Baking3
BIOL 1322	Nutrition and Diet Therapy 3

SECOND SEMESTER

RSTO 2307	Catering3
RSTO 2301	Principles of Food and Beverage Controls3
CHEF 1345	International Cuisine3
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 Safety3
CHEF 1301	Basic Food Preparation3
PSTR 1301	Fundamentals of Baking3
<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 and Beverage Controls3
BMGT 1301	Supervision3
TECM 1303	Technical Mathematics or MATH 13323
	<u>Humanities Elective</u> 3

THIRD SEMESTER

CHEF 1345	International Cuisine3
<u>BIOL 2320</u>	<u>Microbiology for Food Service</u> or <u>BIOL 1408</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 13113

FOURTH SEMESTER

PSTR 2331	Advanced Pastry Shop3
CHEF 2331	Advanced Food Preparation3
RSTO 1301	Beverage Management3
BUSG 2309	Small Business Management3
SPCH 1311	Introduction to Speech Communication or SPCH 1321	...3
CHEF 2264	CAPSTONE: Practicum II2

Total Credit Hours: 65

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; *Richard Ramirez*, Assistant Service Manager, Rush Truck Center; *Rodrigo Martinez*, Shop Foreman, Rush Truck Center; *Ted Ackerman*, Service Manager, Thermo King; *Guadalupe Pena*, Service Manager, Holt (Trucks); *Sam Martinez*, Service Manager, Valley Caliche; *Chad Godfrey*, Service Manager, Holt Cat (heavy equipment); *Richard Estevanes*, Service Manager, Land Rover

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 and Repair I.....	4
DEMR 1229 Preventative Maintenance.....	2

SECOND SEMESTER

AUMT 1345 Automotive Heating and Air Conditioning.....	3
DEMR 1417 Basic Brake Systems.....	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1442 Power Train Applications I.....	4

THIRD SEMESTER

DEMR 1435 Automatic Power Shift and Hydrostatic Transmissions I.....	4
DEMR 2432 Electronic Controls.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills.....	3

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours:..... 42

DIESEL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

DEMR 1401 Diesel Shop Safety and Procedures.....	4
DEMR 1416 Basic Hydraulics.....	4
DEMR 1410 Diesel Engine Testing and Repair I.....	4
DEMR 1229 Preventative Maintenance.....	2

SECOND SEMESTER

AUMT 1345 Automotive Heating and Air Conditioning.....	3
DEMR 1417 Basic Brake Systems.....	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1442 Power Train Applications I.....	4

THIRD SEMESTER

DEMR 1435 Automatic Power Shift and Hydrostatic Transmissions I.....	4
DEMR 2432 Electronic Controls.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills.....	3
DEMR 1266 CAPSTONE: Practicum.....	2

FOURTH SEMESTER

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

Total Credit Hours:..... 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Electrician Assistant

Electrician Assistant **Certificate**

The Electrician Assistant Certificate is a rapidly growing industry which is requiring a high number of qualified technicians.

This program will prepare the student to install, connect, test, and maintain electrical systems for a variety of purposes, including climate control, security and communications. They also may install and maintain the electrical systems for electronic controls for machines in business and industry.

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to take a certification as assistant or journeyman after completion of 8,000 hours of education time and/or experience in the field.

ADVISORY COMMITTEE

Marcos Hernandez, Master Electrician, La Joya ISD; *Adan Magellan*, Building Official, City of Pharr; *Mario Rodriguez*, Master Electrician, Mario Electric, Edinburg; *Romero Ramirez*, Master Electrician, Operating Manager, Mccland Electric; *Rich Hosea*, Operating Manager, Hosco Electric, Harlingen; *Oscar Cardenas*, Master Electrician, Mission ISD

ELECTRICIAN ASSISTANT

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

ELPT 1411	Basic Electrical Theory	4
ELPT 1419	Fundamentals of Electricity I	4
ELPT 1325	Natural Electrical Code I	3
ELPT 1429	Residential Wiring.....	4

SECOND SEMESTER

ELPT 1420	Fundamentals of Electricity II.....	4
ELPT 1445	Commercial Wiring.....	4
ELPT 2325	National Electrical Code II	3
ELPT 2447	CAPSTONE: Electrical Testing and Maintenance	4

Total Credit Hours: 30

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:

***Convergent Technology Specialist
Certificate and
Associate of Applied Science***

Convergence is the combination of telecom, data processing and imaging technologies and placing all of these into one operating platform. It includes traditional telecommunication systems such as telephony and broadband and adds networking services to be placed on these technologies. Students will take courses in convergent technology and learn the latest telecommunication trends which voice, data and images are combined to deliver many services to end users.

Specialization:

***Electronics Technology Specialist
Certificate***

This specialization covers basic and advanced electronics to prepare students with the hands-on training they need to work in the electronics industry. Graduates may find employment in occupations requiring electronics troubleshooting such as bench technicians in service centers, performing repairs for office equipment and other electronic related companies.

ADVISORY COMMITTEE

Jose Lucio Gonzalez, Systems Specialist, South Texas College, *Jaime Hinojosa*, IT Manager, Elsa State Bank; *Eric Rodriguez*, Owner, PC Station, Rio Grande City; *Maby Rosenbaum*, LAN/WAN Engineer, South Texas College, McAllen, Rio Grande City; *Edi Sanjoto*, Advanced Manufacturing Engineering Manager, Alps Automotive Company, McAllen

COMPUTER MAINTENANCE SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

CPMT 1403 Introduction to Computer Technology	4
CPMT 1404 Microcomputer Systems Software	4
CPMT 1411 Introduction to Computer Maintenance	4
CPMT 1407 Electronic and Computer Skills.....	4

SECOND SEMESTER

CPMT 1445 Computer Systems Maintenance.....	4
CPMT 1447 Computer System Peripherals	4
CPMT 1449 Computer Networking Technology	4
EECT 1440 Telecommunications Transmission Media.....	4
CPMT 1166 CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours:..... 33

COMPUTER SUPPORT SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

CPMT 1403 Introduction to Computer Technology	4
EECT 1440 Telecommunications Transmission Media.....	4
ITNW 1425 Fundamentals of Networking Technologies	4
CPMT 1411 Introduction to Computer Maintenance	4

SECOND SEMESTER

ITNW 1454 Implementing and Supporting Servers	4
CPMT 1445 Computer Systems Maintenance.....	4
ITNW 2421 Networking with TCP/IP.....	4
ITSC 1407 UNIX Operating System I.....	4
CPMT 2188 CAPSTONE: Internship- Computer Installation	1

Total Credit Hours:..... 33

CONVERGENT TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

ITNW 1425	Fundamentals of Networking Technologies.....	4
EECT 1403	Introduction to Telecommunications.....	4
EECT 1407	Convergence Technologies.....	4
EECT 1440	Telecommunication Transmission Media.....	4

SECOND SEMESTER

ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers.....	4
EECT 1444	Telecommunication Broadband Systems.....	4
EECT 2433	Telephone Systems.....	4
EECT 2188	CAPSTONE: Communication Engineering Technology.....	1

Total Credit Hours:..... 33

ELECTRONICS TECHNOLOGY SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

CETT 1403	DC Circuits.....	4
CETT 1425	Digital Fundamentals.....	4
CPMT 1407	Electronic and Computer Skills..	4

SECOND SEMESTER

CETT 1405	AC Circuits.....	4
CETT 1441	Solid State Circuits.....	4
CETT 1449	Digital Systems.....	4

THIRD SEMESTER

CETT 1457	Linear Integrated Circuits.....	4
CETT 2439	Amplifier Analysis.....	4
ELMT 2435	Certified Electronics Technician Training.....	4
CETT 2189	CAPSTONE: Internship.....	1

Total Credit Hours:..... 37

**Electronic and Computer Maintenance
Technology**

Specialization:

COMPUTER MAINTENANCE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer Systems Software.....	4
CPMT 1411	Introduction to Computer Maintenance	4
CPMT 1407	Electronic and Computer Sills	4

SECOND SEMESTER

CPMT 1445	Computer Systems Maintenance...	4
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
EECT 1440	Telecommunications Transmission Media.....	4

SUMMER SESSION

<u>Social/Behavioral Sciences Elective</u> ...	3
<u>Humanities Elective</u>	3

THIRD SEMESTER

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

FOURTH SEMESTER

CPMT 2350	Industry Certification Preparation ..	3
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
<u>ENGL 1301</u>	<u>Composition</u>	3
<u>MATH 1332</u>	<u>Contemporary Mathematics</u>	3
CPMT 2166	CAPSTONE: Computer Maintenance Practicum	1

Total Credit Hours:..... 63

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

**Electronic and Computer Maintenance
Technology**

Specialization:

COMPUTER SUPPORT SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

CPMT 1403	Introduction to Computer Technology	4
EECT 1440	Telecommunications Transmission Media.....	4
ITNW 1425	Fundamentals of Networking Technologies.....	4
CPMT 1411	Introduction to Computer Maintenance	4

SECOND SEMESTER

ITNW 1454	Implementing and Supporting Servers	4
CPMT 1445	Computer Systems Maintenance	4
ITNW 2421	Networking with TCP/IP.....	4
ITSC 1407	UNIX Operating System I.....	4

FIRST YEAR-SUMMER

<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

THIRD SEMESTER

ITSY 1442	Information Technology Security..	4
CPMT 1449	Computer Networking Technology	4
CPMT 2433	Computer Integration	4

FOURTH SEMESTER

CPMT 2445	Computer System Troubleshooting	4
CPMT 2449	Advanced Computer Networking Technology	4
	<u>Humanities Elective</u>	3
	<u>Social/Behavioral Sciences Elective</u>	3
CPMT 2288	CAPSTONE: Internship Computer Installation	2

Total Credit Hours:..... 69

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

CONVERGENT TECHNOLOGY SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER Credit Hours

ITNW 1425	Fundamentals of Networking Technologies	4
EECT 1403	Introduction to Telecommunications	4
EECT 1407	Convergence Technologies	4
EECT 1440	Telecommunication Transmission Media.....	4

SECOND SEMESTER

ITNW 2421	Networking with TCP/IP.....	4
ITNW 1454	Implementing and Supporting Servers	4
EECT 1444	Telecommunication Broadband Systems.....	4
EECT 2433	Telephone Systems	4

FIRST YEAR-Summer Session

ENGL 1301	Composition	3
MATH 1332	Contemporary Mathematics or MATH 1414.....	3

THIRD SEMESTER

ITSY 1442	Information Technology Security ..	4
EECT 2422	Telecommunications Private Branch Exchange (PBX)	4
ITNW 2435	Network Troubleshooting and Support	4
	<u>Social/Behavioral Sciences Elective</u> ..	3

FOURTH SEMESTER

EECT 2435	Telecommunications	4
EECT 2437	Wireless Telephony Systems.....	4
EECT 2288	CAPSTONE: Communication Engineering Technology	2
SPCH 1311	<u>Introduction to Speech Communication</u>	3
	<u>Humanities Elective</u>	3

Total Credit Hours:..... 69

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate and Associate of Applied Science

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems.

Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

ADVISORY COMMITTEE

Rodolfo Cantu, Chairperson, Carrier Corporation, Pharr; *Hector Becerra*, Vice-Chairperson, Hectors Air Conditioning, McAllen; *Robert Villarreal*, Member, Inesco Distributing, McAllen; *Sam Popavich*, Member, Polar Air, Edinburg

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1410 HVAC Shop Practices and Tools.....	4

SECOND SEMESTER

HART 1445 Gas and Electrical Heating	4
MAIR 1449 Refrigerators, Freezers, and Window Air Conditioners.....	4
HART 2445 Air Conditioning Systems Design.....	4

THIRD SEMESTER

HART 2431 Advanced Electricity for HVAC....	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning.....	4
HART 2442 Commercial Refrigeration	4

Total Credit Hours: 40

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1410 HVAC Shop Practices and Tools.....	4
ENGL 1301 <u>Composition</u>	3

SECOND SEMESTER

HART 1445 Gas and Electrical Heating	4
MAIR 1449 Refrigerators, Freezers, and Window Air Conditioners.....	4
HART 2445 Air Conditioning Systems Design.....	4
MATH 1414 <u>College Algebra</u>	4

THIRD SEMESTER

HART 2431 Advanced Electricity for HVAC....	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup	4
HART 2441 Commercial Air Conditioning.....	4
HART 2442 Commercial Refrigeration	4

FOURTH SEMESTER

HART 2443 Industrial Air Conditioning	4
<u>Humanities Elective</u>	3
<u>Social/Behavior Sciences Elective</u> ...	3
SPCH 1318 <u>Interpersonal Communications</u> ..	3

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

Human Resources

Human Resources

Certificate and

Associate of Applied Science

The Human Resources Program will prepare students for a career in the Human Resources Industry.

This program will prepare students to be Human Resources Assistants, Human Resources Benefits Coordinators, Human Resources Employment Specialists and Human Resources Technicians.

ADVISORY COMMITTEE

Chair, *Alta Alaniz*, Human Resources Manager, Orchid International; *Diana Vittitoe*, Area Business Director, South Texas Health Systems; *Tammy Leal*, Human Resources Manager, Wal-Mart; *Ricardo Olivares*, Project Training Specialist, South Texas College; *Joe Vasquez*, VP for Human Resources, Knapp Medical Center; *Kathy Jo Almendarez*, VP for Human Resources, Sava-Senior Care

HUMAN RESOURCES ASSISTANT

CERTIFICATE

FIRST SEMESTER **Credit Hours**

ACNT 1303 Introduction to Accounting I.....	3
BMGT 1391 Business Conduct.....	3
ITSC 1409 Integrated Software App. I.....	4
HRPO 1305 Management & Labor Rel.....	3
BMGT 1301 Supervision.....	3

SECOND SEMESTER

HRPO 2301 Human Resource Mgmt.	3
BMGT 1305 Comm. In Management.....	3
HRPO 2307 Organizational Behavior.....	3
HRPO 2306 Benefits & Compensation.....	3
HRPO 2188 Internship/Human Res. Mgmt. ...	1

Total Credit Hours:..... 29

HUMAN RESOURCES SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition.....	3
ITSC 1409 Integrated Software App. I.....	4
HRPO 1306 Basic Mediator Training.....	3
BMGT 1301 Supervision.....	3
ACNT 1303 Introduction to Accounting I.....	3

SECOND SEMESTER

BMGT 1305 Comm. in Management.....	3
HRPO 1302 Human Res. Training & Dev.	3
SPCH 1321 Business & Prof. Speaking.....	3
HRPO 1305 Management & Labor Rel.....	3
HRPO 2301 Human Resource Mgmt.....	3

THIRD SEMESTER

ACNT 1329 Payroll & Business Tax Acc.....	3
<u>Social/Behavioral Science Elective</u>	3
HRPO 2303 Employment Practices.....	3
HRPO 2307 Organizational Behavior.....	3
<u>Math/Nat. Science Elective</u>	4

FOURTH SEMESTER

ACCT 2401 Principles of Fin Accounting.....	4
<u>Humanities Elective</u>	3
HRPO 2304 Employee Relations.....	3
HRPO 2306 Benefits & Compensation.....	3
HRPO 2188 Internship Human Resource.....	1

Total Credit Hours:..... 61

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

Chair *Gerald Stinson*, General Manager-Kings Prosperity; *Russ Coolidge*, Process Engineer, Progressive Molded Parts; *Julio Gurrero*, Tooling Engineer-Alpha XL Mold & Tool; *Ted Reynolds*, General Manager-Universal Metal Products, Inc.; *Barrie Goodacre*, Engineering Manager-GE Aircraft Engines; *Mike Willis*, Director of STMA-STMA, *Felix Zamarripa*, Operations Manager- VS Industries; *Luis Rodriguez*, Production Manager-Humanetics Inc.

INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER Credit Hours

DFTG 1325	Blueprint Reading and 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
DEMR 1301	Shop Safety and Procedures.....	3
IEIR 1310	Motor Controls	3
HYDR 1305	Basic Hydraulics.....	3
RBTC 1359	Pneumatics.....	3

THIRD SEMESTER

WLDG 1337	Introduction to Metallurgy for Manufacturing and Precision Manufacturing	3
MCHN1382	CAPSTONE: Cooperative Education I.....	3

Total Credit Hours:..... 38

PRECISION MANUFACTURING TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FALL SEMESTER Credit Hours

DFTG 1325	Blueprint Reading and Sketching	3
MCHN1343	Machining Mathematics	3
MCHN1438	Machining I	4
MCHN1320	Precision Tools and Measurement.....	3

SPRING SEMESTER

QCTC 1305	Teaming.....	3
DFTG 1313	Drafting for Specific Occupations	3
PLTC 1445	Plastic Processes I.....	4
MCHN1452	Intermediate Machining I.....	4
DEMR 1301	Shop Safety & Procedures	3

SUMMER SESSION

WLDG 1337	Introduction to Metallurgy for Precision Manufacturing	3
MCHN1382	CAPSTONE: Cooperative Education I.....	3

Total Credit Hours:..... 36

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL SEMESTER **Credit Hours**

DFTG 1325 Blueprint Reading and Sketching	3
MCHN1438 Machining I	4
<u>ENGL 1301 Composition</u>	3
MCHN1343 Machining Mathematics	3
MCHN1320 Precision Tools and Measurements	3

SPRING SEMESTER

DFTG 1313 Drafting for Specific Occupations	3
PLTC 1445 Plastic Processes I	4
MCHN1452 Intermediate Machining I.....	4
QCTC 1305 Teaming.....	3
DEMR 1301Shop Safety & Procedures	3

SUMMER SESSION

MCHN1382 CAPSTONE: Cooperative Education I.....	3
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FALL SEMESTER

INMT 1445 Computer Numerical Controls ...	4
WLDG 1337 Introduction to Metallurgy for Precision Manufacturing.....	3
MCHN2341 Advanced Machining I.....	3
<u>Social/Behavioral Science Elective</u>	3
<u>Math/Natural Sciences Elective</u> ...4	

SPRING SEMESTER

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

MCHN2382 CAPSTONE: Cooperative Education II.....	3
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Total Credit Hours:..... 70

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

***PROGRAM ELECTIVES:

MCHN2345 Advanced Machining II.....	3
MCHN 1293 Cost Estimating.....	2
PLTC 2346 Plastic Processes II.....	3
DFTG 2402 Machine Drafting	4
QCTC 1303 Quality Control	3
INMT 2334 Computerized Numerical Control Programming	3

Paralegal

Paralegal

Associate of Applied Science

The Paralegal Associate of Applied Science is a two-year program that prepares men and women for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking, and skills in legal research and writing.

ADVISORY COMMITTEE

Frederick J. Biel, Atlas & Hall; *Luanna Castellano*, Gonzalez, Gaytan, Garza & Castillo, L.L.P.; *David E. Cazares*, Attorney Law Office of David E. Cazares; *Rachel Maldonado*, Paralegal; *Robert Michelena*, Community Member; *Mary Ellen Stocker*, City of McAllen; and *Joy F. Whitne*, Certified Paralegal, Mathis & Donheiser, P.C.

PARALEGAL

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

POFT 1319	Records and Information Management I.....	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 1342	Federal Civil Litigation	3
POFT 2312	Business Correspondence and Communication	3
	<u>Mathematics/Natural Sciences Elective</u>	4

SUMMER SESSION I

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

THIRD SEMESTER

<u>ENGL 1301</u>	<u>Composition</u>	3
LGLA 1353	Wills, Trusts & Probate Administration.....	3
LGLA 2303	Torts & Personal Injury Law.....	3
LGLA 2313	Criminal Law and Procedures	3
LGLA 1305	Legal Writing	3

FOURTH SEMESTER

LGLA 1355	Family Law.....	3
LGLA 2307	Law Office Management.....	3
LGLA 2311	Business Organizations	3
LGLA 2309	Real Property.....	3
LGLA 2331	Advanced Legal Research and Writing.....	3

SUMMER SESSION II

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

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Plumber Assistant

Plumber Assistant Certificate

This program offering a Certificate in Plumber Assistant will prepare students for careers in Plumbing by meeting state plumbing requirements and assisting students to establish internship opportunities with established plumbing organizations in the local area.

This training program will supplement the state required on-the-job training (OJT) with classroom training to prepare graduates for the state licensing exam.

ADVISORY COMMITTEE

J.D. Vela, Instructor, Mission CISD; *Danny Vasques*, Plumber/Owner, Professional Plumbing; *Gabriel Avendano*, Plumber, Professional Service Plumbing; *Adan Magallanes*, Master Plumber, City of Pharr; *Alma Solis*, Public Works Department, City of McAllen; *Ovidio Castillo*, Plumber/Public Works Department, City of Pharr; *Rolando Gonzalez*, Public Utilities Department, City of Weslaco

PLUMBER ASSISTANT

CERTIFICATE

FIRST SEMESTER **Credit Hours**

PFPPB 1306	Basic Blueprint Reading for Plumbers.....	3
PFPPB 1413	Introduction to the Plumbing Trade	4
PFPPB 1323	Plumbing Codes I	3
PFPPB 1450	Plumbing & Pipefitting Equipment & Safety.....	4

SECOND SEMESTER

PFPPB 1408	Basic Pipefitting Skills.....	4
PFPPB 2308	Piping Standards & Materials	3
PFPPB 2449	Field Measuring, Sketching, and Layout.....	4
PFPPB 2315	CAPSTONE: Intermediate Technologies for Piping Trades..	3

Total Credit Hours..... 28

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Anthropology

Anthropology, Field of Study

Associate of Arts

Anthropology is the study of humankind, from its beginnings millions of years ago to the present day. The most common goal of anthropology is to help us understand who we are, how we came to be that way--and where we may go in the future. Anthropology deals with the mechanism of biological evolution, genetic inheritance, human adaptability, and fossils relating to human evolution. Anthropologists also study how humans as a species have adapted to the changing environment, and study how people have the amazing ability to adapt their surroundings to their own purposes, who can speak, invent, imagine, and dream. Humans create and modify culture. They study different parts of culture, different tribes around the world, and how these tribes/societies develop and express culture.

Anthropologists work in federal, state and local government, international agencies, healthcare centers, nonprofit associations, research institutes and marketing firms as research directors, science analysts and program officers. Archaeologists work off campus in environmental projects, human-impact assessment, and resource management.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

ANTHROPOLOGY CONCENTRATION:

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

- ANTH 2301 Physical Anthropology
- ANTH 2302 Introduction to Archeology
- ANTH 2351 Cultural Anthropology
- HUMA2323 World Cultures
- SOCI 1301 Introductory Sociology

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field

of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

ANTHROPOLOGY

Field of study

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- ANTH 2301 Physical Anthropology.....3

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- SOCI 1301 Introductory Sociology.....3
Social & Behavioral Science Elective-
Core Curriculum3
- Visual & Performing Arts Elective-
Core Curriculum3

THIRD SEMESTER

- GOVT 2301 American Government I.....3
Mathematics Elective-
Core Curriculum3-4
- ANTH 2302 Introduction to Archeology3
Natural Sciences Elective-
Core Curriculum4

FOURTH SEMESTER

- GOVT 2302 American Government II3
- HUMA2323 World Cultures.....3
- ANTH 2351 Cultural Anthropology.....3
Natural Sciences Elective-
Core Curriculum4
- Humanities Elective-
Core Curriculum3
- *Free Elective-Field of
Study (if required)1

Child Development

Specialization: Infant and Toddler Certificate

The Infant and Toddler Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from birth through age three. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA). All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

Specialization: Preschool Certificate

The Preschool Certificate prepares students for entry-level positions in the field of Child Development. This certificate is designed to provide instruction and field experience necessary for successful care and guidance of young children with emphasis from three to five years. This certificate also provides students an option to apply for direct assessment for the Child Development Associate Credential (CDA). All students participating in Field Study courses must have a negative TB test and no criminal record.

Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

THEA is waived for certificate plans.

Child Development Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to eight years of age. Emphasis is placed on

the importance and need for early childhood education and quality care of young children. Students will be prepared to find jobs in private kindergartens and in child care centers such as Head Start programs and preschool programs. This degree meets the No Child Left Behind Act requirements for teacher aides and other paraprofessionals in public schools.

Prior to field site placement, students must have a negative TB test and no criminal record.

ADVISORY COMMITTEE

Raquel Oliva, Chair, Christian Children's Fund; *Nora Silva Munoz*, Director Education Hildalgo County Headstart; *Gloria Villarreal*, Director of community Development Institute; *Dana Anthony*, State Department of Family Protective Services; *Rep. Veronica Gonzales*, State Representative District 41; *Jose Saenz*, Student South Texas College Child Development Program; *Cynthia Pena*, Director, Edu-Care Learning Center; *Pattie Rosenland*, Director of Easter Seals of Rio Grande Valley; *Irene Rodriguez*, Rio Grande Valley Children's Home; *Mary Capello or Representative*, Texas Migrant Council; *Paul Hernandez*, Dean of Student Support Services for South Texas College

Early Childhood Intervention Certificate

The Early Childhood Intervention Certificate focuses on intervention strategies for young children and their families who may be at risk and prepares students to assist in providing services and conducting observation and assessment of young children with special needs in a center or home setting.

Graduates of the Early Intervention Certificate assist in providing early intervention strategies in educational community settings with children and their families. All students participating in Field Study courses must have a negative TB test and no criminal record.

THEA is waived for certificate plans.

Child Development

Specialization:

INFANT AND TODDLER

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1356 Emergent Literacy for Early Child	3
**CDEC1417 Child Development Associate Training I	4
*CDEC1166 Field Study I	1
CDEC 2304 Child Abuse and Neglect	3

SECOND SEMESTER

TECA 1318 Wellness of the Young Child	3
CDEC 1321 The Infant & Toddler	3
CDEC 2326 Administration of Programs for Children I	3
**CDEC 2422 Child Development Associate Training II	4
*CDEC 1167 CAPSTONE: Field Study II	1
CDEC 1358 Creative Arts for Early Childhood	3

Total Credit Hours: .. 26-34

* By arrangement, all Field Study will be conducted at a pre-approved site.

**Optional courses for student pursuing the CDA Credential

Child Development

Specialization:

PRESCHOOL

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1319 Child Guidance	3
TECA 1311 Educating Young Children	3
CDEC 1359 Children with Special Needs or CDEC 2340	3
CDEC 1356 Emergent Literacy for Early Childhood	3
**CDEC 1417 Child Development Associate Training I	4
*CDEC 1166 Capstone: Field Study I	3

SECOND SEMESTER

CDEC 1313 Curriculum Resources for Early Childhood Programs	3
TECA 1318 Wellness of the Young Child	3
CDEC 2326 Administration of Programs for Children I	3
**CDEC 2422 Child Development Associate Training II	4
CDEC 2307 Math and Science for Early Childhood	3
*CDEC 2166 CAPSTONE: Field Study III	1

Total Credit Hours: .. 26-34

* By arrangement, all Field Study will be conducted at a pre-approved site.

** Optional courses for students pursuing the CDA credential.

EARLY CHILDHOOD INTERVENTION

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

CDEC 1319 Child Guidance	3
TECA 1354 Child Growth and Development	3
CDEC 1359 Children with Special Needs.....	3
CDEC 2304 Child Abuse and Neglect.....	3
CDEC 2315 Diverse Cultural/Multilingual Education	3
*CDEC 1166 CAPSTONE: Field Study I.....	1

SECOND SEMESTER

TECA 1318 Wellness of the Young Child.....	3
CDEC 2340 Instructional Techniques for Children with Special Needs.....	3
CDEC 1323 Observation and Assessment	3
POFT 1309 Administrative Office Procedures I.....	3

Total Credit Hours: 28

*By arrangement, all Field Study will be conducted at a pre-approved special needs site.

CHILD DEVELOPMENT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER **Credit Hours**

TECA 1354 Child Growth and Development	3
TECA 1311 Educating Young Children	3
ENGL 1301 Composition	3
PSYC 2301 General Psychology	3
COSC 1301 Microcomputer Applications	3
CDEC 1166 Field Study I**	1

SECOND SEMESTER

TECA 1318 Wellness of the Young Child.....	3
TECA 1303 Family, School, and Community ...	3
SPCH 1311 Introduction to Speech Communication	3
EDUC 1325 Principles and Practices of Multi-Cultural Education	3
	<u>Math/Natural Science Elective</u> ...3
CDEC 1167 Field Study II**	1

THIRD SEMESTER

CDEC 1319 Child Guidance	3
CDEC 1356 Emergent Literacy for Early Childhood.....	3
CDEC 2307 Math and Science for Early Childhood	3
CDEC 1359 Children with Special Needs or CDEC 2340	3
CDEC 2166 Field Study III**.....	1

FOURTH SEMESTER

CDEC 1321 The Infant and Toddler.....	3
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1313 Curriculum Resources for Early Childhood Program	3
CDEC 2326 Administration of Programs for Children I.....	3
	<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.

Communication

Communication, Field of Study Associate of Arts

The Associate of Arts degree in Communication with a speech concentration is a focused program of study which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills.

Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

COMMUNICATION

Field of study

ASSOCIATE OF ARTS

The program is intended to help instill a sense of competence and clarity in applying professional communication skills. The development of strong communication skills will encourage confidence and professionalism in all communication situations.

FIELD OF STUDY

Courses of Study **16 credits**

- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communication
- SPCH 1321 Business and Professional Speaking
- SPCH 2333 Discussion and Small Group Communication
- SPCH 2335 Argument and Debate
Kinesiology Elective (1 Credit)

STC CORE CURRICULUM **44-45 Credits**

In addition to the courses in the Field of Study, the student is required to take 44-45 credit hours from the STC Core Curriculum listed on pages 89-93 in the STC 2008-2009 Catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

Speech Communication majors must take Speech 1311-Introduction to Speech Communication to fulfill the Speech component of the core curriculum.

Field of Study: 16
STC Core Curriculum: 44-45
Total Credit Hours: 60-61

Communication

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition	3
*SPCH1311	Introduction to Speech Communication	3
HIST 1301	United States History I	3
	Humanities Elective- Core Curriculum	3
COSC 1301	Microcomputer Applications (or COSC 1336).....	3

SECOND SEMESTER

ENGL 1302	Composition II & Rhetoric	3
*SPCH1318	Interpersonal Communication ..	3
HIST 1302	United States History II	3
	Social & Behavioral Sciences Elective-Core Curriculum.....	3
	Mathematics Elective- Core Curriculum.....	3-4

THIRD SEMESTER

GOVT 2301	American Government I.....	3
*SPCH 1315	Public Speaking	3
*SPCH 2333	Discussion & Small Group.....	3
	Natural Sciences Elective- Core Curriculum.....	4
	Visual & Performing Arts Elective- Core Curriculum.....	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
*SPCH 1321	Business and Professional Speaking.....	3
*SPCH 2335	Argument and Debate.....	3
	Natural Sciences Elective- Core Curriculum.....	4
	*Kinesiology Elective.....	1

*Field of Study Courses

Criminal Justice

Criminal Justice, Field of Study

Associate of Arts

The need for college-level training in the field of Criminal Justice has grown dramatically. Law enforcement, correctional, probation and parole agencies have recognized the value of college training for their employees.

After completion of the Criminal Justice Associate Degree program, students may transfer to a four-year institution or they will have the basic knowledge to enter any public safety agency at the federal, state, and local level, as well as agencies in the private sector of insurance and security technology.

CRIMINAL JUSTICE

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15-16 credits

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

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

Free Elective 1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. **Criminal Justice majors must take SOCI 1301-Introductory Sociology to fulfill to Social/Behavioral Science component of the Core Curriculum.**

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Criminal Justice

Recommended Course Sequence

FIRST SEMESTER	Credit Hours
COSC 1301 Microcomputer Applications	3
SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301 United States History I or HIST 2327	3
ENGL 1301 Composition	3
*Criminal Justice Elective-Field of Study	3

SECOND SEMESTER

HIST 1302 United States History II or HIST 2328	3
ENGL 1302 Composition II-Rhetoric	3
GOVT 2301 American Government I	3
Visual & Performing Arts Elective-Core Curriculum	3
*Criminal Justice Elective-Field of Study	3

THIRD SEMESTER

Mathematics Elective-Core Curriculum	3-4
Natural Sciences Elective-Core Curriculum	4
SOCI 1301 Introductory Sociology	3
*Criminal Justice Elective-Field of Study	3

FOURTH SEMESTER

GOVT 2302 American Government II	3
Natural Sciences Elective-Core Curriculum	4
Humanities Elective-Core Curriculum	3
*Criminal Justice Elective-Field of Study	3
*Criminal Justice Elective-Field of Study	3
*Free Elective-Field of Study (If required)	1

*Courses to be chosen from Field of Study

Education

Associate of Arts in Teaching

- **EC-4 Early Childhood Specialization**
- **EC-4 Generalist**
- **4-8 Generalist**
- **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 a minimum of 60 credit hours of coursework including 45 hours of recommended courses from the core curriculum and 15-18 hours in the field of study.

Also required are the Introduction to 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.

Specialization: EC-4 Early Childhood

Associate of Arts in Teaching

This is a recommended course of study for students who plan to pursue a baccalaureate degree at any Texas public university offering baccalaureate programs leading to initial teacher certification. It is recommended that students contact the transferring university to determine which courses will be accepted. This degree meets the No Child Left Behind Act requirements for teacher aides and other paraprofessionals.

The Early Childhood “degree specialization” refers only to the degree program offered at a university and not to a particular SBEC certification area. All EC-4 Generalists (except EC-4 Generalist Bilingual and EC-4 Generalist ESL) no matter the university degree specialization take the same TExES examination for certification and are certified to teach in any EC-4 classroom. Students taking the TECA courses may be required to complete criminal history checks and provide a negative TB test.

Completion of an AAT does not necessarily guarantee admission to a university teacher education program. Any additional requirements with regard to grade point average and assessments must be satisfied as required by the receiving university.

Specialization:

EC-4 EARLY CHILDHOOD

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 89-93 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 Development3
- TECA 1311 Educating Young Children3
- ENGL 1301 Composition3
Social & Behavioral Science
Elective-Core Curriculum3
- COSC 1301 Microcomputer Applications3

SECOND SEMESTER

- TECA 1318 Wellness of the Young Child3
- TECA 1303 Family, School, & Community3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- MATH 1414 College Algebra4

THIRD SEMESTER

- HIST 1301 United States History I3
- GOVT 2301 American Government I3
- ENGL 1302 Composition II-Rhetoric3
Visual & Performing Arts Elective-
Core Curriculum3
- PHYS 1415 Physical Science I4

FOURTH SEMESTER

- HIST 1302 United States History II3
- GOVT 2302 American Government II3
- PHYS 1417 Physical Science II4
Humanities Elective-
Core Curriculum3
- MATH 1350 Fundamentals of
Mathematics I3

EC-4 GENERALIST

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 89-93 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, EC-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)

Field of Study: 19

STC Core Curriculum: 45

Total Credit Hours: 64

EC-4 Generalist

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- EDUC 1301 Introduction to the Teaching Profession3
- COSC 1301 Microcomputer Applications3
- HIST 1301 United States History I3
- ENGL 1301 Composition3
- PHYS 1415 Physical Science I.....4

SECOND SEMESTER

- HIST 1302 United States History II3
- ENGL 1302 Composition II - Rhetoric3
- MATH 1414 College Algebra4
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321.....3
- PHYS 1417 Physical Science II.....4

THIRD SEMESTER

- Humanities Elective-Core Curriculum3
- GOVT 2301 American Government I.....3
- MATH 1350 Fundamentals of Mathematics I.3 Visual & Performing Arts Elective-Core Curriculum3
- BIOL 1409 General Biology II.....4

FOURTH SEMESTER

- BIOL 2306 Environmental Biology.....3
- GOVT 2302 American Government II3
- MATH 1351 Fundamentals of Mathematics II3
- EDUC 2301 Introduction to Special Populations3
- Social & Behavioral Science Elective-Core Curriculum3

4-8 GENERALIST

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 89-93 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, EC-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)

Field of Study: 19

STC Core Curriculum: 45

Total Credit Hours: 64

4-8 Generalist

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- EDUC 1301 Introduction to the Teaching Profession3
- COSC 1301 Microcomputer Applications3
- HIST 1301 United States History I3
- ENGL 1301 Composition3
- PHYS 1415 Physical Science I.....4

SECOND SEMESTER

- HIST 1302 United States History II3
- ENGL 1302 Composition II-Rhetoric3
- MATH 1414 College Algebra.....4
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321.....3
- PHYS 1417 Physical Science II.....4

THIRD SEMESTER

- Humanities Elective-Core Curriculum.....3
- GOVT 2301 American Government I.....3
- MATH 1350 Fundamentals of Mathematics I.3 Visual & Performing Arts Elective-Core Curriculum.....3
- BIOL 1409 General Biology II.....4

FOURTH SEMESTER

- BIOL 2306 Environmental Biology.....3
- GOVT 2302 American Government II3
- MATH 1351 Fundamentals of Mathematics II3
- EDUC 2301 Introduction to Special Populations.....3 Social & Behavioral Science Elective-Core Curriculum3

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 89-93 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 Profession3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- COSC 1301 Microcomputer Applications3
- HIST 1301 United States History I3
- ENGL 1301 Composition3

SECOND SEMESTER

- EDUC 2301 Introduction to Special Populations.....3
- Visual & Performing Arts Elective-Core Curriculum3
- HIST 1302 United States History II3
- ENGL 1302 Composition II-Rhetoric3
- MATH 1414 College Algebra4

THIRD SEMESTER

- PHYS 1415 Physical Science I (or BIOL 1408) .4
- GOVT 2301 American Government I.....3
- Humanities Elective-Core Curriculum3
- Social & Behavioral Sciences Elective-Core Curriculum3
- Content Area Elective-Field of Study3

FOURTH SEMESTER

- PHYS 1417 Physical Science II (or BIOL 1409) 4
- GOVT 2302 American Government II3
- Content Area Elective-Field of Study3
- Content Area Elective-Field of Study3
- Content Area Elective-Field of Study3

English

English, Field of Study

Associate of Arts

The field of study curriculum in English transfers as a block leading to an English minor, Bachelor of Arts in General Studies, or a Bachelor of Arts in English. The flexible structure of this field of study provides students an opportunity to explore their own interest in either Literature or Creative Writing, while also providing a firm foundation towards the completion of a minor or major in English.

The course load allows students to complete their minor or major at a four year institution and have the required number of courses within a teaching discipline (which according to TEA regulations must include 24 credit hours in their teaching discipline to qualify for a teaching position). With a specialization in English, students will be uniquely prepared to succeed in today's competitive job market and will have a variety of employment opportunities available, including such fields as technical writing, editing, and teaching, as well as numerous professions that require effective communication and analytical skills.

ENGLISH Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16 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.

Academic Capstone

The student is required to take the following course:

- ENGL 2189 English Academic Capstone

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 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: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

English

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- ENGL 1301 Composition3
- SPCH 1311 Introduction to Speech Communication.....3
- HIST 1301 United States History I or HIST 23273
- Mathematics Elective - Core Curriculum.....3-4
- COSC 1301 Microcomputer Applications3

SECOND SEMESTER

- ENGL 1302 Composition II-Rhetoric3
- HIST 1302 United States History II or HIST 23283
- 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 Study3
- DRAM 1310 Drama Appreciation3
- Natural Sciences Elective- Core Curriculum4

FOURTH SEMESTER

- *English Elective-Field of Study..3
- *English Elective-Field of Study..3
- GOVT 2302 American Government II3
- Social & Behavioral Science Elective-Core Curriculum3
- ENGL 2189 English Academic Capstone.....1

*Courses to be chosen from 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.

*Note: All Studio Art courses will satisfy the Visual and Performing Arts component of the core curriculum at STC. *If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

Fine Arts

MUSIC CONCENTRATION Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16 Credits

Musical Arts Foundation 12 Credits

- MUSI 1311 Music Theory I
- MUSI 1312 Music Theory II
- MUSI 2311 Music Theory III
- MUSI 2312 Music Theory IV

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

****Free Electives 3 Credits**

The student is required to take a minimum of 3 credit hours from the following list of courses. **Students must not duplicate courses taken to meet Core Curriculum Requirements.**

Piano Class

- MUSI 1181 Piano Class I
- MUSI 1182 Piano Class II
- MUSI 2181 Piano Class III
- MUSI 2182 Piano Class IV
- MUSI 1290 Electronic Music I
- MUSI 1291 Electronic Music II

Voice Class

- MUSI 1183 Voice Class I
- MUSI 1184 Voice Class II
- MUSI 2183 Voice Class III
- MUSI 2184 Voice Class IV
- MUSI 1258 Opera Workshop

Music Ensembles

- MUEN 1121 Band Ensemble
- MUEN 1131 Mariachi Ensemble
- MUEN 1141 Choir Ensemble

Music Theory/Literature

- MUSI 1301 Fundamentals of Music
- MUSI 1309 Music Literature II

Music Applied Instruments

- | | |
|-----------------------------------|----------------------------------|
| MUAP 1201 Applied Violin I | MUAP 1221 Applied Violin II |
| MUAP 1202 Applied Viola I | MUAP 1222 Applied Viola II |
| MUAP 1203 Applied Cello I | MUAP 1223 Applied Cello II |
| MUAP 1204 Applied Double Bass I | MUAP 1224 Applied Double Bass II |
| MUAP 1205 Applied Flute I | MUAP 1225 Applied Flute II |
| MUAP 1206 Applied Clarinet I | MUAP 1226 Applied Clarinet II |
| MUAP 1207 Applied Saxophone I | MUAP 1227 Applied Saxophone II |
| MUAP 1208 Applied Trumpet I | MUAP 1228 Applied Trumpet II |
| MUAP 1209 Applied French Horn I | MUAP 1229 Applied French Horn II |
| MUAP 1210 Applied Trombone I | MUAP 1230 Applied Trombone II |
| MUAP 1211 Applied Baritone I | MUAP 1231 Applied Baritone II |
| MUAP 1212 Applied Oboe I | MUAP 1232 Applied Oboe II |
| MUAP 1213 Applied Bassoon I | MUAP 1233 Applied Bassoon II |
| MUAP 1214 Applied Tuba I | MUAP 1234 Applied Tuba II |
| MUAP 1215 Applied Percussion I | MUAP 1235 Applied Percussion II |
| MUAP 1216 Applied Guitar I | MUAP 1236 Applied Guitar II |
| MUAP 1217 Applied Piano I | MUAP 1237 Applied Piano II |
| MUAP 1218 Applied Voice I | MUAP 1238 Applied Voice II |
| MUAP 2201 Applied Violin III | MUAP 2221 Applied Violin IV |
| MUAP 2202 Applied Viola III | MUAP 2222 Applied Viola IV |
| MUAP 2203 Applied Cello III | MUAP 2223 Applied Cello IV |
| MUAP 2204 Applied Double Bass III | MUAP 2224 Applied Double Bass IV |
| MUAP 2205 Applied Flute III | MUAP 2225 Applied Flute IV |
| MUAP 2206 Applied Clarinet III | MUAP 2226 Applied Clarinet IV |
| MUAP 2207 Applied Saxophone III | MUAP 2227 Applied Saxophone IV |
| MUAP 2208 Applied Trumpet III | MUAP 2228 Applied Trumpet IV |
| MUAP 2209 Applied French Horn III | MUAP 2229 Applied French Horn IV |
| MUAP 2210 Applied Trombone III | MUAP 2230 Applied Trombone IV |
| MUAP 2211 Applied Baritone III | MUAP 2231 Applied Baritone IV |
| MUAP 2212 Applied Oboe III | MUAP 2232 Applied Oboe IV |
| MUAP 2213 Applied Bassoon III | MUAP 2233 Applied Bassoon IV |
| MUAP 2214 Applied Tuba III | MUAP 2234 Applied Tuba IV |
| MUAP 2215 Applied Percussion III | MUAP 2235 Applied Percussion IV |
| MUAP 2216 Applied Guitar III | MUAP 2236 Applied Guitar IV |
| MUAP 2217 Applied Piano III | MUAP 2237 Applied Piano IV |
| MUAP 2218 Applied Voice III | MUAP 2238 Applied Voice IV |

STC CORE CURRICULUM 44-45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed in pages 89-93 in the catalog. **Music majors**

must take MUSI 1306 – Music Appreciation in order to satisfy the Visual and Performing Arts requirement of the Core Curriculum. Music majors must also take MUSI 1308 – Music Literature I in order to satisfy the Humanities requirement of the Core Curriculum.

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

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Music

Recommended Course Sequence

FIRST YEAR-Fall Semester Credit Hours

- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- MUSI 1311 Music Theory I3
- COSC 1301 Microcomputer Applications3

FIRST YEAR-Spring Semester

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- Social & Behavioral Science Elective-Core Curriculum3
- MUSI 1312 Music Theory II3
- MUSI 1306 Music Appreciation3

SECOND YEAR-Fall Semester

- GOVT 2301 American Government I3
- Mathematics Elective- Core Curriculum3-4
- Natural Sciences Elective- Core Curriculum4
- MUSI 2311 Music Theory III3
- *Kinesiology Elective - Field of Study1

SECOND YEAR-Spring Semester

- GOVT 2302 American Government II3
- Natural Sciences Elective- Core Curriculum4
- MUSI 1308 Music Literature I3
- MUSI 2312 Music Theory IV3
- **Free Elective-Field of Study3

**Courses to be chosen from Field of Study

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 17 Credits

Fine Arts Foundation 14 credits

- ARTS 1311 Design I
- ARTS 1312 Design II
- ARTS 1316 Drawing I
- ARTS 1317 Drawing II
- ARTS 2289 Academic Cooperative

Fine Arts Elective 3 credits

The student is required to take a minimum of 3 hours from the following list of courses:

- ARTS 2316 Painting I
- ARTS 2317 Painting II
- ARTS 2323 Drawing III
- ARTS 2324 Drawing IV
- ARTS 2326 Sculpture I
- ARTS 2327 Sculpture II
- ARTS 2333 Printmaking I
- ARTS 2334 Printmaking II
- ARTS 2341 Art Metals/Jewelry Design I
- ARTS 2342 Art Metals/Jewelry Design II
- ARTS 2346 Ceramics I
- ARTS 2347 Ceramics II
- ARTS 2348 Digital Art I
- ARTS 2349 Digital Art II
- ARTS 2356 Photography I
- ARTS 2357 Photography II

STC CORE CURRICULUM 44-45 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 89-93 in the catalog. Student must take ARTS 1303-Art Survey I to fulfill the Visual and Performing Arts Elective. Students must take ARTS 1304-Art Survey II to fulfill the Humanities Elective.

Field of Study: 17

STC Core Curriculum: 44-45

Total Credit Hours: 61-62

Visual Arts

Recommended Course Sequence

FIRST YEAR-Fall Semester Credit Hours

- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- ARTS 1316 Drawing I.....3
- ARTS 1311 Design I3

FIRST YEAR-Spring Semester

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
Social & Behavioral Science Elective-Core Curriculum.....3
- ARTS 1317 Drawing II.....3
- ARTS 1303 Art Survey I.....3

SECOND YEAR-Fall Semester

- GOVT 2301 American Government I.....3
Mathematics Elective-Core Curriculum.....3-4
Natural Sciences Elective-Core Curriculum4
- COSC 1301 Microcomputer Applications3
- ARTS 1312 Design II.....3
- ARTS 1304 Art Survey II.....3

SECOND YEAR-Spring Semester

- GOVT 2302 American Government II3
Natural Sciences Elective-Core Curriculum.....4
Elective-Field of Study.....3
- ARTS 2289 Academic Cooperative.....2

*Courses to be chosen from Field of Study

History

History, Field of Study

Associate of Arts

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, 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 **18 Credits**

The student is required to take the following 4 courses (12 credits):

Note: HIST 1301 & HIST 1302 must be taken prior to taking HIST 2321 & HIST 2322.

- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HIST 2327 Mexican American History I
- HIST 2328 Mexican American History II

*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 **44-45 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 89-93 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. ***Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University History programs:***

Humanities **3 credits**

- PHIL 2307 Introduction to Social and Political Philosophy

History **3 credits**

- HIST 1301 United States History I
- HIST 1302 United States History II

Field of Study: 18

STC Core Curriculum: 44-45

Total Credit Hours: 62-63

History

Recommended Course Sequence

FIRST SEMESTER **Credit Hours**

- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I3
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- *Modern Language or Humanities Elective-Field of Study3

SECOND SEMESTER

- HIST 1302 United States History II3
- ENGL 1302 Composition II-Rhetoric3
- Mathematics Elective-Core Curriculum3-4
- PHIL 2307 Introduction to Social and Political Philosophy3
- Visual & Performing Arts Elective-Core Curriculum3

THIRD SEMESTER

- GOVT 2301 American Government I3
- HIST 2327 Mexican American History I3
- HIST 2321 World Civilizations I3
- Natural Sciences Elective-Core Curriculum4
- *Modern Language or Humanities Elective-Field of Study3

FOURTH SEMESTER

- GOVT 2302 American Government II3
- HIST 2322 World Civilizations II3
- HIST 2328 Mexican American History II3
- Natural Sciences Elective-Core Curriculum4
- Social & Behavioral Science Elective-Core Curriculum3

*Courses to be chosen from 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 16 Credits

The student is required to take a minimum of 16 credit hours. The 16 credit hours must include a one credit hour Kinesiology activity class. The Field of Study courses must be chosen from **two (2) or more AA or AS field of study** options listed in the catalog. *Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.*

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Interdisciplinary Studies Recommended Course Sequence

FIRST SEMESTER Credit Hours

COSC 1301	Microcomputer Applications	3
SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3
HIST 1301	United States History I or HIST 2327	3
ENGL 1301	Composition	3
	*Elective-Field of Study	3

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
GOVT 2301	American Government I	3
	Visual & Performing Arts Elective-Core Curriculum	3
	*Elective-Field of Study	3
	*Kinesiology Elective-Field of Study	1

THIRD SEMESTER

	Mathematics Elective-Core Curriculum	3-4
	Natural Sciences Elective-Core Curriculum	4
	Social & Behavioral Science Elective-Core Curriculum	3
	*Elective-Field of Study	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
	Natural Sciences Elective-Core Curriculum	4
	Humanities Elective-Core Curriculum	3
	*Elective-Field of Study	3
	*Elective-Field of Study	3

*Courses to be chosen from Field of Study

Kinesiology

The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology and Health lecture courses are transferable toward a B.S. degree in Kinesiology and Health at UTPA. Additionally, the department offers a diverse range of physical activity laboratory courses (individual and team sports), which fulfill the required kinesiology physical activity credits for a four-year degree and promotes life-long learning.

Many students with a disability participate in physical education. The Kinesiology Department in conjunction with ADA can arrange for an adapted program or advise the student for course selection. Students with disabilities who wish to have the physical education requirement waived must meet with the program chair.

NOTE: Physical Education Special Activity Fee approved for the 2008-2009 calendar is \$55.00 per course.

Physical Activities:

- KINE 1101 FITNESS AND MOTOR DEVELOPMENT I
- KINE 1103 WEIGHT TRAINING & CONDITIONING I
- KINE 1104 WEIGHT TRAINING & CONDITIONING II
- KINE 1105 BADMITON I
- KINE 1107 BASKETBALL I
- KINE 1109 BOWLING I
- KINE 1110 BOWLING II
- KINE 1111 FLAG FOOTBALL I
- KINE 1113 GOLF I
- KINE 1114 GOLF II
- KINE 1115 KARATE I
- KINE 1116 KARATE II
- KINE 1119 RACQUETBALL I

- KINE 1120 RACQUETBALL II
- KINE 1121 SOCCER I
- KINE 1123 SOFTBALL I
- KINE 1125 SWIMMING I
- KINE 1126 SWIMMING II
- KINE 1127 TENNIS I
- KINE 1128 TENNIS II
- KINE 1129 VOLLEYBALL I
- KINE 1131 YOGA & FLEXIBILITY TRAINING
- KINE 1132 SELF DEFENSE & PERSONAL SAFETY
- KINE 1133 OUTDOOR ADVENTURE TRAINING
- KINE 1144 FITNESS AND WELLNESS I
- KINE 1149 TEAM SPORTS I
- KINE 1150 TEAM SPORTS II
- KINE 1210 AEROBIC DANCE I
- KINE 1211 AEROBIC DANCE II
- KINE 1251 BEGINNING SCUBA
- KINE 1252 ADVANCED SCUBA
- KINE 1253 LIFE GUARD TRAINING
- KINE 2255 WATER SAFETY INSTRUCTOR

Dance:

- DANC 1210 TAP DANCE
- DANC 1241 BALLET I
- DANC 1242 BALLET II
- DANC 1245 MODERN DANCE
- DANC 1247 JAZZ DANCE
- DANC 1248 JAZZ DANCE II
- DANC 1253 SPANISH BALLET I
- DANC 2303 DANCE APPRECIATION

Lecture Courses:

- KINE 1301 INTRODUCTION TO KINESIOLOGY
- KINE 1304 PERSONAL HEALTH & WELLNESS
- KINE 1305 COMMUNITY & ENVIRONMENTAL HEALTH
- KINE 1306 FIRST AID & SAFETY
- KINE 1308 SPORTS OFFICIATING I
- KINE 1309 SPORTS OFFICIATING II
- KINE 1321 TECHNIQUES OF COACHING SPORTS I
- KINE 1322 TECHNIQUES OF COACHING SPORTS II
- KINE 1331 KINESIOLOGY FOR ELEMENTARY SCHOOL
- KINE 1336 INTRODUCTION TO RECREATION
- KINE 1346 DRUG USE & ABUSE IN SOCIETY

KINESIOLOGY Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 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 1144 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 44-45 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 89-93 of the catalog.

Field of Study: 17

STC Core Curriculum: 44-45

Total Credit Hours: 61-62

Kinesiology

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- COSC 1301 Microcomputer Applications3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I or HIST 2327 .3
- ENGL 1301 Composition3
- KINE 1321 Techniques of Coaching Sports I or KINE 1331 or KINE 13043
*Kinesiology Elective Area 1-Field of Study 1

SECOND SEMESTER

- KINE 1306 First Aid and Safety3
- HIST 1302 United States History II or HIST 2328..3
- ENGL 1302 Composition II-Rhetoric3
- GOVT 2301 American Government I.....3
Visual & Performing Arts Elective-Core Curriculum3
*Kinesiology Elective Area 2-Field of Study 1

THIRD SEMESTER

- Mathematics Elective - Core Curriculum.....3-4
- Natural Sciences Elective-Core Curriculum 4
- KINE 1301 Introduction to Kinesiology.....3
- KINE 1101 Fitness and Motor Development I... 1
*Kinesiology Elective Area 2-Field of Study 1
*Kinesiology Elective Area 1-Field of Study 1

FOURTH SEMESTER

- KINE 1144 Fitness and Wellness I 1
- GOVT 2302 American Government II3
Natural Sciences Elective-Core Curriculum 4
- Humanities Elective-Core Curriculum3
- Social & Behavioral Science Elective-Core Curriculum3
*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: Spanish

Concentration: Spanish/English Translation

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society. Students declaring a field of study in Languages and Cultural Studies may choose courses in one or more of the following concentrations: Spanish, Bilingual/Bicultural Studies, Spanish/English Translation and American Sign Language.

AMERICAN SIGN LANGUAGE CONCENTRATION

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16 Credits

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

- SGNL 1301 Beginning American Sign Language I
- SGNL 1302 Beginning American Sign Language II
- SGNL 2301 Intermediate American Sign Language I
- SGNL 2302 Intermediate American Sign Language II
- PHIL 2306 Introduction to Ethics

*Kinesiology Elective

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

American Sign Language Concentration

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- COSC 1301 Microcomputer Applications3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321.....3
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- SGNL 1301 Beginning American Sign Language I.....3

SECOND SEMESTER

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- GOVT 2301 American Government I.....3
Visual & Performing Arts Elective-Core Curriculum3
- SGNL 1302 Beginning American Sign Language II.....3

THIRD SEMESTER

- Mathematics Elective-Core Curriculum.....3-4
- Natural Sciences Elective-Core Curriculum4
- Social & Behavioral Science Elective-Core Curriculum3
- SGNL 2301 Intermediate American Sign Language I.....3
- *Kinesiology Elective-Field of Study1

FOURTH SEMESTER

- GOVT 2302 American Government II3
Natural Sciences Elective-Core Curriculum4
- Humanities Elective-Core Curriculum.....3
- SGNL 2302 Intermediate American Sign Language II.....3
- PHIL 2306 Introduction to Ethics3

BILINGUAL/BICULTURAL STUDIES CONCENTRATION

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 16 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

*Kinesiology Elective

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

**The student is required to take 3 credits from the following list:

EDUC 1301 Introduction to the Teaching Profession

EDUC 1325 Principles and Practices of Multicultural Education

MATH 1350 Fundamentals of Mathematics I

MATH 1351 Fundamentals of Mathematics II

PHIL 1301 Introduction to Philosophy

PHIL 2303 Introduction to Logic

PHIL 2306 Introduction to Ethics

PHIL 2307 Introduction to Social and Political Philosophy

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Bilingual/Bicultural Studies Concentration

Recommended Course Sequence

FIRST SEMESTER Credit Hours

COSC 1301 Microcomputer Applications3

SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213

HIST 1301 United States History I or HIST 23273

ENGL 1301 Composition3

SPAN 2313 Spanish for Spanish Speakers I or SPAN 13113

SECOND SEMESTER

HIST 1302 United States History II or HIST 23283

ENGL 1302 Composition II-Rhetoric3

GOVT 2301 American Government I3
Visual & Performing Arts Elective-Core Curriculum3

SPAN 2315 Spanish for Spanish Speakers II or SPAN 13123

THIRD SEMESTER

Mathematics Elective - Core Curriculum3-4

Natural Sciences Elective-Core Curriculum4

Social & Behavioral Science Elective-Core Curriculum3

SPAN 2311 Intermediate Spanish I3

*Kinesiology Elective-Field of Study1

FOURTH SEMESTER

GOVT 2302 American Government II3
Natural Sciences Elective-

Core Curriculum4

Humanities Elective-Core Curriculum3

SPAN 2312 Intermediate Spanish II3

**Elective-Field of Study3

**Course to be chosen from Field of Study

SPANISH CONCENTRATION Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **16 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

*Kinesiology Elective

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

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

- SPAN 2321 Introduction to Spanish Literature I
- SPAN 2322 Introduction to Spanish Literature II
- SPAN 2323 Introduction to Latin American Literature
- SPAN 2324 Spanish Culture
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction To Social and Political Philosophy
- 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 **44-45 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 89-93 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Spanish Concentration *Recommended Course Sequence*

FIRST SEMESTER **Credit Hours**

- COSC 1301 Microcomputer Applications3
- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- SPAN 2313 Spanish for Spanish Speakers I or SPAN 13113

SECOND SEMESTER

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- GOVT 2301 American Government I3
- Visual & Performing Arts Elective - Core Curriculum3
- SPAN 2315 Spanish for Spanish Speakers II or SPAN 13123

THIRD SEMESTER

- Mathematics Elective- Core Curriculum3-4
- Natural Sciences Elective- Core Curriculum4
- Social & Behavioral Science Elective-Core Curriculum3
- SPAN 2311 Intermediate Spanish I3
- *Kinesiology Elective- Field of Study1

FOURTH SEMESTER

- GOVT 2302 American Government II3
- Natural Sciences Elective- Core Curriculum4
- Humanities Elective- Core Curriculum3
- SPAN 2312 Intermediate Spanish II3
- **Elective-Field of Study3

**Course to be chosen from Field of Study

SPANISH/ENGLISH TRANSLATION CONCENTRATION

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 17 Credits

The student is required to take the following 5 courses: (17 credits):

- SPAN 1505 Intensive Beginning Spanish
- SPAN 2311 Intermediate Spanish
(for translators)
- SPAN 2316 Career Spanish I (for translators)
- SPAN 2317 Career Spanish II (for translators)
- SPAN 2389 Academic Cooperative
(for translators)

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements.

Field of Study: 17

STC Core Curriculum: 44-45

Total Credit Hours: 61-62

Spanish/English Translation

Concentration

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- COSC 1301 Microcomputer Applications3
- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- SPAN 1505 Intensive Beginning Spanish.....5

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- GOVT 2301 American Government I.....3
Visual & Performing Arts Elective-
Core Curriculum3
- SPAN 2311 Intermediate Spanish I
(for translators).....3

THIRD SEMESTER

- Mathematics Elective -
Core Curriculum.....3-4
- Natural Sciences Elective-
Core Curriculum4
- Social & Behavioral Science
Elective-Core Curriculum3
- SPAN 2316 Career Spanish I (for translators) ...3

FOURTH SEMESTER

- GOVT 2302 American Government II3
Natural Sciences Elective-
Core Curriculum4
- Humanities Elective-
Core Curriculum.....3
- SPAN 2317 Career Spanish II (for translators)..3
- SPAN 2389 Academic Cooperative
(for translators).....3

Mexican-American Studies

Mexican-American Studies,

Field of Study

Associate of Arts

This program is intended to both help instill a sense of cultural pride in those Hispanics who take the field of study, as well as an appreciation for the evolution of Mexican American culture for those who do not come from this background. This program provides the historical and cultural curriculum to install confidence and respect for the processes that have combined to create the modern Mexican American.

MEXICAN-AMERICAN STUDIES

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 18 Credits

GOVT 2311	Mexican American Politics
ENGL 2351	Mexican-American Literature
HIST 1301	United States History I or HIST 1302 United States History II
SPAN 2312	Intermediate Spanish II or SPAN 2315 Spanish for Spanish Speakers II
HUMA 1305	Introduction to Mexican American Studies
HUMA 1311	Mexican-American Fine Arts Appreciation

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Within the choices of courses in the Core Curriculum the following courses must be taken in order to meet requirements of the Mexican-American Studies Program:

Humanities 3 credits

PHIL 1301 Introduction to Philosophy

History 3 credits

HIST 2327 Mexican American History I
HIST 2328 Mexican American History II

Field of Study: 18

STC Core Curriculum: 44-45

Total Credit Hours: 62-63

Mexican-American Studies

Recommended Course Sequence

FIRST SEMESTER Credit Hours

SPAN 2312	Intermediate Spanish II or SPAN 2315***	3
COSC 1301	Microcomputer Applications	3
HIST 2327	Mexican American History I Social & Behavioral Science Elective-Core Curriculum	3
HUMA 1305	Introduction to Mexican American Studies	3

SECOND SEMESTER

HIST 2328	Mexican American History II	3
ENGL 1301	Composition Mathematics Elective- Core Curriculum	3-4
PHIL 1301	Introduction to Philosophy Visual & Performing Arts Elective- Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I	3
GOVT 2311	Mexican-American Politics	3
ENGL 1302	Composition II-Rhetoric Natural Sciences Elective- Core Curriculum	4
HUMA 1311	Mexican-American Fine Arts Appreciation	3

FOURTH SEMESTER

GOVT 2302	American Government II	3
HIST 1301	United States History I or HIST 1302	3
ENGL 2351	Mexican-American Literature Natural Sciences Elective- Core Curriculum	4
SPCH 1311	Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321	3

***Please refer to catalog for course prerequisites

Philosophy

Philosophy, Field of Study

Associate of Arts

The Associates of Arts degree with a field of study in Philosophy is designated for students planning to transfer to a baccalaureate degree in Philosophy or Liberal Arts at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major or minor in Philosophy to transfer to four-year institutions with substantial course work completed.

Completing a Philosophy program can expand opportunities in teaching, law school, and other related areas while teaching lifetime skills of analysis and multicultural reasoning. The Philosophy program has a foreign language requirement attached to it that will complete most four-year institution requirements.

PHILOSOPHY

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY **16 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 and 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.

***Kinesiology Elective**

The student is required to take one course (1 credit hour minimum) of a Kinesiology Elective.

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 44-45 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 89-93 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: 16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

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 or HIST 2327	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
	*Kinesiology Elective- Field of Study	1

SECOND SEMESTER

HIST 1302	United States History II or HIST 2328	3
ENGL 1302	Composition II-Rhetoric	3
	Mathematics Elective - Core Curriculum.....	3-4
PHIL 1301	Introduction to Philosophy.....	3
	Visual & Performing Arts Elective- Core Curriculum	3

THIRD SEMESTER

GOVT 2301	American Government I.....	3
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 and 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 from 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.

The Political Science program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing the Political Science can expand opportunities in teaching, law school, and other related areas of public policy

POLITICAL SCIENCE (GOVERNMENT)

Field of study

ASSOCIATE OF ARTS

TSI LIABLE

FIELD OF STUDY 15 Credits

The student is required to take the following course (6 credits):

- GOVT 2304 Introduction to Political Science
- GOVT 2311 Mexican American Politics

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

- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- ECON 2301 Principles of Economics I-Macro
- PSYC 2317 Statistical Methods in Psychology
- MATH 1442 Statistics

The student is required to take two semesters (6 credits) of modern foreign language.

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Political Science majors must take MATH 1414 - College Algebra, MATH 1442 - Statistics, MATH 2412 - Precalculus Algebra and Trigonometry, or MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum. **Within the choices**

of courses in the Core Curriculum the following courses must be taken in order to meet requirements of University Political Science programs:

Humanities 3 credits

- PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 15

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 13213
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- GOVT 2301 American Government I3

SECOND SEMESTER

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- MATH 1414 College Algebra or MATH 1442 or MATH 2412 or MATH 24134
- GOVT 2302 American Government II Visual & Performing Arts Elective-Core Curriculum3

THIRD SEMESTER

- GOVT 2304 Introduction to Political Science3
- Elective-Field of Study3
- GOVT 2311 Mexican American Politics3
- Natural Sciences Elective-Core Curriculum4
- *Modern Language Elective-Field of Study3

FOURTH SEMESTER

- GOVT 2302 American Government II3
- PHIL 2307 Introduction to Social & Political Science3
- Natural Sciences Elective-Core Curriculum4
- Social & Behavioral Science Elective-Core Curriculum3
- *Modern Language Elective-Field of Study3

*Courses to be chosen from Field of Study

Psychology

Psychology, Field of Study

Associate of Arts

Psychology is the scientific study of behavior and mental processes. Some of the many areas of interest to psychologists include neuroscience, sensation and perception, memory, cognition, language, intelligence, consciousness, developmental psychology, personality, psychological disorders, group behavior, counseling, education, work, and emotions.

The Associate of Arts (A.A.) in Psychology is an excellent transfer program since the core curriculum parallels the first two years of most four-year psychology degrees. The Psychology degree offers students an opportunity to become familiar with the different fields of Psychology, which will enable them to make an informed choice on how to continue their careers. Those who are interested in Psychology are interested in personal growth, counseling and other mental health services, or fields that involve individual human interaction such as retail, advertising, human services, education, personnel resources, business, service industries, health, the biological sciences, computer programming, and public relations.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

PSYCHOLOGY CONCENTRATION:

The student is required to take the following 4 courses (12 credits):

- PSYC 2301 General Psychology
- PSYC 2307 Adolescent Psychology
- PSYC 2317 Statistical Methods in Psychology
- SOCI 1301 Introductory Sociology

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2314 Lifespan Growth & Development.
- SOCI 2301 Marriage and the Family
- SOCI 1306 Contemporary Social Problems

Free Elective.....1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

PSYCHOLOGY

Field of study

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- PSYC 2301 General Psychology3

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- 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
Mathematics Elective-
Core Curriculum.....3-4
- PSYC 2307 Adolescent Psychology.....3
Natural Sciences Elective-
Core Curriculum4

FOURTH SEMESTER

- GOVT 2302 American Government II3
- PSYC 2317 Statistical Methods in Psychology .3
*Psychology Elective-
Field of Study3
Natural Sciences Elective-
Core Curriculum4
Humanities Elective-
Core Curriculum.....3
*Free Elective-Field of
Study (if required) 1

*Course to be chosen from the Field of Study

Social Work

Social Work, Field of Study Associate of Arts

Social workers provide advice, advocacy, and support to people with personal and social problems. They also help with community and social problems. Social work is a profession devoted to helping people function the best they can in their environment. This can mean providing direct services or therapy directly to people, or working for change to improve social conditions.

The Associate of Arts (A.A.) in Social Work is an excellent transfer program since the core curriculum parallels the first two years of most four-year social work degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

SOCIAL WORK CONCENTRATION:

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

- SOCW 2361 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

Free Elective.....1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog. **Students in the Social Work Field**

of Study must take SOCI 2301-Marriage and the Family to fulfill the Social/Behavioral Sciences Elective Option in the Core Curriculum.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

SOCIAL WORK

Field of study

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 1321.....3
- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- PSYC 2301 General Psychology3

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
Humanities Elective-
Core Curriculum3
- Visual & Performing Arts Elective-
Core Curriculum3
- SOCI 1301 Introductory Sociology.....3

THIRD SEMESTER

- GOVT 2301 American Government I.....3
Mathematics Elective-
Core Curriculum.....3-4
- SOCW 2361 Introduction to Social Work3
- SOCI 2301 Marriage and the Family.....3
Natural Sciences Elective-
Core Curriculum4

FOURTH SEMESTER

- GOVT 2302 American Government II3
- PSYC 2317 Statistical Methods in Psychology..3
- SOCW 2362 Social Welfare as a Social
Institution.....3
Natural Sciences Elective-
Core Curriculum4
- *Free Elective-Field of
Study (if required) 1

Sociology

Sociology, Field of Study

Associate of Arts

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociologists study how deviance, crime, marriage, family, politics, education, race, gender, and religion affect individuals. The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few fields have such broad scope and relevance for research, theory and application of knowledge.

Sociology is an excellent transfer program. Since the study of Sociology covers the basic structures of human society with its cultures and stratifications, it is a popular major among those who want to enter career fields that address social change and social support such as human resources, human services, public relations, government agencies and any other institution that requires knowledge of social science research.

TSI LIABLE

FIELD OF STUDY 15-16 Credits

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

SOCIOLOGY CONCENTRATION:

The student is required to take the following 4 courses (12 credits):

- SOCI 1301 Introductory Sociology
- SOCI 1306 Contemporary Social Problems
- SOCI 2301 Marriage and the Family
- PSYC 2301 General Psychology

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

- ANTH 2301 Physical Anthropology
- ANTH 2351 Cultural Anthropology
- PSYC 2314 Lifespan Growth & Development
- PSYC 2317 Statistical Methods in Psychology
- PSYC 2319 Social Psychology

Free Elective.....1 Credit Minimum

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional free elective (1 credit minimum) to complete the Field of Study.

STC CORE CURRICULUM 44-45 Credits

In addition to the courses in the Social Sciences Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

SOCIOLOGY

Field of study

ASSOCIATE OF ARTS

Recommended Course Sequence

FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech Communication or SPCH 1315 or SPCH 1318 or SPCH 1321.....3
- HIST 1301 United States History I or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- SOCI 1301 Introductory Sociology.....3

SECOND SEMESTER

- HIST 1302 United States History II or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- PSYC 2301 General Psychology3
- Visual & Performing Arts Elective-Core Curriculum3
- Social & Behavioral Science Elective-Core Curriculum3

THIRD SEMESTER

- GOVT 2301 American Government I.....3
- Mathematics Elective-Core Curriculum3-4
- SOCI 1306 Contemporary Social Problems..3
- Natural Sciences Elective-Core Curriculum4

FOURTH SEMESTER

- GOVT 2302 American Government II3
- SOCI 2301 Marriage and the Family.....3
- *Sociology Elective-Field of Study3
- Natural Sciences Elective-Core Curriculum4
- Humanities Elective-Core Curriculum3
- *Free Elective-Field of Study (if required)1

*Course to be chosen from the Field of Study

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Biology

Biology, Field of Study **Associate of Science**

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post-graduate degree.

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

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 89-93

of the catalog. **Biology majors must take CHEM 1411-General Chemistry I and CHEM 1412-General Chemistry II in order to satisfy the Natural Sciences requirements of the core curriculum. Biology majors must also take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the core curriculum.**

Field of Study: 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 or HIST 2327	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 or HIST 2328	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

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

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

STC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog.

Chemistry majors must take the sequence PHYS 1401-College Physics I and PHYS 1402-College Physics II or the sequence BIOL 1408-General Biology I and BIOL 1409-General Biology II in order to satisfy the Natural Sciences requirement of the core curriculum. Chemistry majors must also take MATH 1414-College Algebra or higher to meet the Mathematics component of the Core Curriculum.

Field of Study: 16

STC Core Curriculum: 45

Total Credit Hours: 61

Chemistry

Recommended Course Sequence

FIRST SEMESTER Credit Hours

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

SECOND SEMESTER

HIST 1301	United States History I or HIST 2327	3
ENGL 1302	Composition II-Rhetoric	3
	Social & Behavioral Science Elective-Core Curriculum	3
CHEM 1412	General Chemistry II	4
SPCH 1311	Intro. 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 or HIST 2328	3
GOVT 2301	American Government I	3
PHYS 1401	College Physics I or BIOL 1408	4
CHEM 2423	Organic Chemistry I	4

FOURTH SEMESTER

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

Computer Science

Computer Information Systems

Field of Study

Associate of Science

This program is designed for students who plan to specialize in Business Computer Applications at a four-year college or university. In addition to completing the General Education requirements as outlined in this catalog, students take business classes in accounting, economics and business programming languages which will fulfill the Computer Information Systems degree. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Field of Study

Associate of Science

This program is designed for students who plan to specialize in Computer Software Engineering and Computer Science at a four-year college or university. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities

Computer Science

The Bureau of Labor Statistics estimates that through the year 2012 some computer-related occupations will be some of the fastest growing occupations increasing by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent technical talent

to fulfill their needs. Some disciplines under Computer Science include:

- Computer Programmer
- Programmer Analyst
- Software Engineers
- Computer and Information Scientist
- Computer Hardware Engineers

Computer Information Systems

The Bureau of Labor Statistics estimates that through the year 2012, computer-related employment in such areas as Computer Systems Analysts, Database Administrators, and Computer and Information Systems Managers will increase by more than 36 percent nationally. Graduates of the Computer Science Department are in high demand. Companies are struggling to find competent talent to fulfill their needs. Some disciplines under Computer Information Systems include the above mentioned as well as:

- Applications Programmers
- Computer Support Specialist
- Information Security Coordinator
- Network and Computer Systems Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

Academic Advisement

Students are assigned to an advisor in the department upon declaring a major in Computer Science. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

COMPUTER INFORMATION SYSTEMS

Field of study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 17 Credits

- COSC 1315 Fundamentals of Programming
- COSC 1430 Computer Programming
- BCIS 1332 Cobol Programming
- BCIS 2332 Advanced Cobol Programming
- ACCT 2401 Principles of Financial Accounting

STC CORE CURRICULUM 45 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 in the catalog. **Computer Information Systems majors must take ECON 2301-Principles of Economics I-Macro to fulfill to Social/Behavioral Science component of the Core Curriculum.** Computer Science majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. **It is recommended that Computer Information Systems majors take PHIL 2303-Introduction to Logic to fulfill the Humanities Elective component of the Core Curriculum.**

Field of Study: 17

STC Core Curriculum: 45

Total Credit Hours: 62

Computer Information Systems Recommended Course Sequence

FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- MATH 1414 College Algebra or MATH 2412
or MATH 24134
- Core Curriculum3-4

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- ACCT 2401 Principles of Financial
Accounting4
- COSC 1315 Fundamentals of
Programming3

THIRD SEMESTER

- GOVT 2301 American Government I3
- ECON 2301 Principles of Economics I-
MACRO3
- Natural Sciences Elective-
Core Curriculum4
- COSC 1430 Computer Programming4
- BCIS 1332 Cobol Programming3

FOURTH SEMESTER

- Visual & Performing Arts Elective-
Core Curriculum3
- GOVT 2302 American Government II3
- Natural Sciences Elective-
Core Curriculum4
- ***Humanities Elective-
Core Curriculum3
- BCIS 2332 Advanced Cobol Programming...3

***Recommended: PHIL 2303-Introduction to Logic

COMPUTER SCIENCE

Field of study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY **15 credits**

- COSC 1336 Programming Fundamentals I
- COSC 1337 Fundamentals of Programming II
- COSC 2336 Fundamentals of Programming III
- COSC 2325 Computer Organization
and Machine Language
- COSC 2330 Advanced Structured Language

STC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STC Core Curriculum listed on pages 89-93 of the catalog. Computer Science majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 15

STC Core Curriculum: 45

Total Credit Hours: 60

Computer Science

Recommended Course Sequence

FIRST YEAR-Fall Semester Credit Hours

- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- MATH 1414 College Algebra or MATH 2412
or MATH 24134
- COSC 1336 Programming Fundamentals I3
- COSC 1301 Microcomputer Applications3

FIRST YEAR-Spring Semester

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- Natural Sciences Elective-
Core Curriculum4
- COSC 1337 Programming Fundamentals II3
- GOVT 2301 American Government I3

SECOND YEAR-Fall Semester

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- Social & Behavioral Science
Elective-Core Curriculum3
- Natural Sciences Elective-
Core Curriculum4
- COSC 2336 Programming Fundamentals III...3

SECOND YEAR-Spring Semester

- GOVT 2302 American Government II3
- COSC 2330 Advanced Structured
Languages3
- COSC 2325 Computer Organization
and Machine Language3
- Visual & Performing Arts Elective-
Core Curriculum3
- Humanities Elective-
Core Curriculum3

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

- MATH 2413 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 89-93 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
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications
or COSC 1336.....3
- MATH 2412 Precalculus Algebra and
Trigonometry**4
- ENGR 1101 Introduction to Engineering1

SECOND SEMESTER

- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- Visual & Performing Arts Elective-
Core Curriculum3
- ENGR 2430 Digital Systems Engineering I.....4
- ENGR 1204 Engineering Graphics.....2

FIRST YEAR-SUMMER

- MATH 2413 Calculus I.....4
- PHYS 2425 University Physics I.....4

THIRD SEMESTER

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- GOVT 2301 American Government I.....3
- ENGR 2301 Statics.....3
- PHYS 2426 University Physics II.....4

FOURTH SEMESTER

- GOVT 2302 American Government II3
- Humanities Elective-
Core Curriculum3
- ENGR 2302 Dynamics.....3
- Social & Behavioral Science
Elective-Core Curriculum.....3

** Check catalog for course pre-requisites

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 44-45 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 89-93 of the catalog. Student must take MATH 1324 or MATH 1414 to fulfill the Mathematics component of the Core Curriculum.

Field of Study: 15-16

STC Core Curriculum: 44-45

Total Credit Hours: 60-61

Mathematics

Recommended Course Sequence

FIRST YEAR-Fall Semester Credit Hours

- HIST 1301 United States History I
or HIST 23273
- ENGL 1301 Composition3
- COSC 1301 Microcomputer Applications3
- MATH 1414 College Algebra or MATH 1324 ..4
- MATH 1442 Statistics (Optional/Recommended) ..4

FIRST YEAR-Spring Semester

- SPCH 1311 Introduction to Speech
Communication or SPCH 1315
or SPCH 1318 or SPCH 13213
- HIST 1302 United States History II
or HIST 23283
- ENGL 1302 Composition II-Rhetoric3
- Visual & Performing Arts Elective-
Core Curriculum3
- MATH 2412 Precalculus Algebra
and Trigonometry.....4

FIRST YEAR-Summer Session

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

SECOND YEAR-Fall Semester

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

SECOND YEAR-Spring Semester

- GOVT 2302 American Government II3
- Natural Science Elective-
Core Curriculum.....4
- Humanities Elective-
Core Curriculum.....3
- MATH 2415 Calculus III4
- MATH 2420 Differential Equations
(Optional/Recommended)4

Physics

Physics, Field of Study

Associate of Science

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics.

Physics students may select a career in a wide range of scientific and technical fields.

The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- Astronomy
- Chemistry
- Elementary or Secondary Education
- Geophysics
- Medicine
- Patent Law
- Seismology
- Biophysics
- Computer Science
- Engineering - Civil, Electrical, Industrial
- Hydrogeology
- Meteorology
- Physics

PHYSICS Field of study

ASSOCIATE OF SCIENCE

TSI LIABLE

FIELD OF STUDY 16 Credits

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

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 89-93 in the Catalog. **Students must take PHYS 1401-College Physics I and PHYS 1402-College Physics II to fulfill the Natural Sciences component of the Core Curriculum. Physics majors must also take MATH 1414-College Algebra to fulfill the Mathematics component of the core curriculum.**

Field of Study: 16

STC Core Curriculum: 45

Total Credit Hours: 61

Physics

Recommended Course Sequence

FIRST SEMESTER Credit Hours

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

SECOND SEMESTER

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

SUMMER SESSION

MATH 2413	Calculus I	4
PHYS 1402	College Physics II	4

THIRD SEMESTER

HIST 1301	United States History I or HIST 2327	3
GOVT 2301	American Government I	3
PHYS 2425	University Physics I	4
	Social & Behavioral Science Elective-Core Curriculum	3

FOURTH SEMESTER

HIST 1302	United States History II or HIST 2328	3
GOVT 2302	American Government II	3
	Humanities Elective-Core Curriculum	3
PHYS 2426	University Physics II	4

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Associate Degree Nursing

Associate Degree Nursing Associate of Applied Science

The Associate Degree Nursing (ADN) program is accredited by the Texas Board of Nursing (BON). This nursing education program is a candidate for accreditation by the National League for Nursing Accrediting Commission. 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 Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.

The program prepares the graduate to begin practice as a professional nurse in a hospital or other structured health care setting. Through assessment of an individual, the nurse plans, implements and evaluates direct nursing care for individuals and their families and is able to monitor and direct peers and ancillary workers in providing nursing care, coordination of care and as a member of the nursing profession.

Students seeking entry in the Associate Degree Nursing Program (ADN) must attend an advisement, complete the *Introduction to Nursing* with a grade of “B” or better, (must meet ACT requirement before being allowed to register for the Introduction to Nursing course) and complete an application for consideration for the program. Students must see an ADN faculty advisor during the Fall or Spring semester to register for the *Introduction to Nursing* course the following semester.

Program Admission Requirements

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas) or SAT of 910 or above. Scores must be within the past five years.
- E. Satisfy program specific requirement for math proficiency.

- F. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the ADN degree plan.
- G. Earn a minimum grade of “B” in “Introduction to Nursing” course within past two years.
- H. Complete prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- I. Satisfy program specific requirements for clinical practice.
- J. Submit a completed ADN program application.

Successful applicants pass a criminal background check, drug screen, and complete all required immunizations, including the Hepatitis series before beginning nursing clinical courses

Selection Criteria

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores (application points are automatically calculated by the online application). All information requested on the application must be on-file with the college and accessible on-line to be accepted for program enrollment.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points. A random draw of applicants with the same acceptance score is used when necessary to complete enrollment.

Program Application

A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment.

Application deadlines are the second Friday in May for fall semester and the second Friday in November for the spring semester.

Applications, after meeting with Faculty Advisor, may 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 and progress to the final Capstone clinical course.

Licensures of Persons with Criminal Convictions

Nurse Practice Act for the State of Texas (Section 301.257) the Texas Board of Nursing may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in a nursing or allied Health program clinical course. This policy requires all students pass a criminal background check prior to enrolling in a clinical course. This policy is implemented to ensure compliance with health care agency standards and state licensing regulations

Students having questions about this rule should see the Clinical Compliance Specialist, ADN Program Director, or the Dean of Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barreiro, MSN, RN, Chief Nurse Executive, Weslaco Rehabilitation Hospital; Chair, *Pamela Bond*, RN, 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; *Katherine Dassler*, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital; *Mary Thomas*, RN, MSN, Education, Mission Regional Medical Center

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

Prerequisites: **Credit Hours**

BIOL 1408 General Biology I.....	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth and Development	3
BIOL 2401 Anatomy & Physiology I	4
#RNSG 1209 Introduction to Nursing	2

FALL SEMESTER

RNSG 1413 Foundations for Nursing Practice	4
RNSG 1362 Clinical I.....	3
RNSG 1205 Nursing Skills I.....	2
RNSG 1301 Pharmacology for Professional Nursing.....	3

SPRING SEMESTER

BIOL 2402 Anatomy & Physiology II.....	4
RNSG 2213 Mental Health Nursing	2
RNSG 1341 Common Concepts of Adult Health	3
RNSG 2262 Clinical-Mental Health (8 weeks)	2
RNSG 2263 Clinical-Medical/ Surgical (8 weeks).....	2
RNSG 1244 Nursing Skills II.....	2

SECOND YEAR

SUMMER SESSION

BIOL 2421 Microbiology	4
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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
##SPCH 1311 Introduction to Speech Communication	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: 72

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the
SPCH 1311 requirement.

ACT Composite of 19 or SAT of 920 required prior to
registration for RNSG 1209-Introduction to Nursing.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

Prerequisites:	Credit Hours
BIOL 1408 General Biology I.....	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth and Development	3
BIOL 2401 Anatomy & Physiology I	4
#RNSG 1209 Introduction to Nursing	2

SPRING SEMESTER

RNSG 1413 Foundations for Nursing Practice	4
RNSG 1362 Clinical I.....	3
RNSG 1205 Nursing Skills I.....	2
RNSG 1301 Pharmacology for Professional Nursing	3

SUMMER SESSION

BIOL 2402 Anatomy & Physiology II.....	4
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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
##SPCH 1311 Introduction to Speech Communication	3

FALL SEMESTER

Humanities Elective.....	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health.....	3
RNSG 2163 Clinical IV (12 weeks).....	1
RNSG 2363 CAPSTONE: Clinical V.....	3

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

##SPCH 1315 or SPCH 1318 may be substituted for the
SPCH 1311 requirement.

ACT Composite of 19 or SAT of 920 required prior to
registration for RNSG 1209-Introduction to Nursing.

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SUMMER ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisites: **Credit Hours**

<u>BIOL 2401</u> <u>Anatomy & Physiology I</u>	4
<u>BIOL 2402</u> <u>Anatomy & Physiology II</u>	4
<u>BIOL 2421</u> <u>Microbiology</u>	4
<u>ENGL 1301</u> <u>Composition</u>	3
<u>COSC 1301</u> <u>Microcomputer Applications</u>	3
<u>PSYC 2314</u> <u>Lifespan Growth and Development</u>	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

SECOND YEAR

SUMMER SESSION

RNSG 1301 Pharmacology for Professional Nursing++	3
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1162 Transition Clinical	1

FALL SEMESTER

RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)	2
RNSG 1412 Nursing Care for the Childbearing and Childrearing Family	4
RNSG 1260 Clinical-Pediatrics/Maternal/Infant (8 weeks)	2
##SPCH 1311 Introduction to Speech Communication*	3

SPRING SEMESTER

<u>Humanities Elective*</u>	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours: 71

LVN/RN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

SPRING ADMISSION

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-RN Transition nursing courses of RNSG 1327 and RNSG 1162.

Prerequisites: **Credit Hours**

<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 and Development</u>	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

#Escrow Credit: Upon successful completion of the transition courses, RNSG 1327 and 1162, the student earns 19 semester credit hours.

++RNSG 1301 Pharmacology may be taken prior to acceptance with an acceptable ACT score and Administrative approval.

*Courses that may be taken prior to acceptance into the LVN-RN program.

##SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

SECOND YEAR

SPRING SEMESTER

RNSG 1301 Pharmacology for Professional Nursing++	3
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1162 Transition Clinical	1
RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)	2

SUMMER SESSION

RNSG 1412 Nursing Card for the Childbearing and Childrearing Family	4
RNSG 1260 Clinical-Pediatrics/Maternal/Infant (8 weeks)	2
##SPCH 1311 Introduction to Speech Communication*	3

FALL SEMESTER

Humanities Elective*	3
RNSG 2121 Management of Client Care	1
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2163 Clinical IV (12 weeks)	1
RNSG 2363 CAPSTONE: Clinical V	3

Total Credit Hours: 71

PARAMEDIC TO RN TRACK

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FALL ADMISSION

FIRST YEAR

Prerequisites:	Credit Hours
BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4
ENGL 1301 Composition	3
COSC 1301 Microcomputer Applications	3
PSYC 2314 Lifespan Growth and Development	3

FALL SEMESTER

RNSG 1301 Pharmacology for Professional Nursing++.....	3
RNSG 1517 Concepts of Nursing Practice I for Articulating Students (1 st 8 weeks)	5
RNSG 1163 Clinical-Paramedic to RN (1 st 8 weeks)	1
RNSG 1341 Common Concepts of Adult Health (8 weeks)	3
RNSG 2263 Clinical-Medical Surgical (8 weeks).....	2

SPRING SEMESTER

BIOL 2421 Microbiology	4
RNSG 1251 Care of the Childbearing Family.....	2
RNSG 2261 Clinical-Maternal Child Health (8 weeks).....	2
RNSG 2201 Care of Children and Families (2 nd 8 weeks)	2
RNSG 2260 Clinical-Pediatrics (2 nd 8 weeks)..	2

SECOND YEAR

SUMMER SESSION

RNSG 2213 Mental Health Nursing	2
RNSG 2262 Clinical-Mental Health (8 weeks)	2
<u>##SPCH 1311 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: 69

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Escrow of 8 credits will be given for RNSG 1423, RNSG 1205, RNSG 1244 upon completion of RNSG 1517, and RNSG 1163.

**SPCH 1315 or SPCH 1318 may be substituted for the SPCH 1311 requirement.

++RNSG 1301-Pharmacology may be taken prior to acceptance with an acceptable ACT score and administrative approval.

Emergency Medical Technology

Emergency Medical Technology

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency.

A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic.

Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

EMT Basic Certificate: Instruction at the basic level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment.

Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications.

EMT Intermediate Certificate: At the intermediate level students will continue to use the foundation they learned as an EMT Basic.

They will study in depth the areas of patient assessment, anatomy and physiology of the circulatory system and the respiratory system. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

EMT Paramedic Certificate: The highest level that an EMT can achieve is the level of paramedic where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment.

The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support.

Students are prepared for both the written and practical Texas Department of State Health Services and National Registry Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health.

Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

EMT Associate of Applied Science: Students may complete the certificate in two and four semesters.

Courses taken for the certificate program may be applied toward completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology. Upon completion of the degree, the student is eligible to apply to the state of Texas as a Licensed Paramedic.

Program Entry Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size is reached. A waiting list is established for next available class if more applications are received than can be accommodated.

Program Application

Program applications are available from EMT faculty and will be discussed and completed during advisement prior to registration. Please contact the EMT Program office at (956)872-3178 for additional information.

NOTE: For up-to-date program information, admission requirements and selection process see: <http://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; *Sally Carpenter*, RN, Rio Grande Regional Hospital; *Chris Sanchez*, Training Officer, Weslaco Fire Department/EMS; *Jason Delatree*, EMT-P, Director, Valley EMS; *Noel Garcia*, EMT-P, EMS Director, Starr County EMS; *Roberto M. Gonzalez*, MD, EMT Program Starr County Medical Director, Private Practice; *Albert Rodriguez*, EMT-P, Director of Operations, Med Care EMS; *Martin Garcia*, Director of Operations, STAT EMS; *Leroy Ramirez*, Director of Operations, Zapata EMS; *Noemi Sanchez*, EMT-I, TDH EMS Program Director; *Jaime Solis*, EMT-P, Director of Operations, Pro-Medic; *Dr. Javier Cortinas*, MD, EMT Program Medical Director, Private Practice TDH EMS Specialist

Emergency Medical Technology

BASIC

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

EMSP 1501 EMT-Basic.....	5
EMSP 1160 CAPSTONE: EMT-Basic Clinical ..	1
EMSP 1166 CAPSTONE: EMT- Basic Practicum.....	1
EMSP 1208 Emergency Vehicle Operations ..	2
EMSP 1371 EMS Documentation	3
EMSP 1358 EMS Response Strategies- "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 EMS Response Strategies- "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 EMS Response Strategies- "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

Liabale 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 EMS Response Strategies- "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
ENGL 1301 <u>Composition</u>	3

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

SUMMER SESSION

BIOL 2401 <u>Anatomy & Physiology I</u>	4
BIOL 2402 <u>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
SPCH 1311 <u>Introduction to Speech Communication</u>	3
<u>Humanities Elective</u>	3

FOURTH SEMESTER

PSYC 2301 <u>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/Transcription Specialist Certificate

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency.

These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office.

It also prepares students to type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies.

Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for Medical Information/Transcription Specialist.

Transcriptionists may pursue a certified medical transcriptions rating by passing the national certification examination administered by the American Association of Medical Transcriptions. Medical Information/Transcription Specialist can pursue a lifelong program of continuing education.

Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

Health Information Technology Associate of Applied Science

The Associate of Applied Science Degree in Health Information Technology prepares students for careers as Health Information Technicians.

Health Information Technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system.

In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards.

As part of the degree plan, students will complete an internship that enables them to gain real-world experience. In addition, students are prepared for a national exam that measures proficiency and competency in the standards set by the American Health Information Management.

**The Commission on Accreditation 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

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

Program Application

Program applications are available from HMAS faculty and will be discussed and completed during advisement prior to registration. If you have questions, please call for an appointment (956) 872-3102.

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

Dan Elizondo, RHIT, Director, HIM Dept., Mission Hospital, *Mary Lou Cavazos*, Office Manager, Mid Valley Physical Therapy, *Lozano Cortez*, HIM Coordinator, *Alfred Gonzalez* TX State Veterans Home, *Karen Genoveses*, Statewide Articulation Professional, Valley View High School, *Minerva Lamar Martinez*, Director, HIM Dept., Starr County Hospital, *Laura Lorenzo de Solis*, Director, HIM Dept., Doctor’s Hospital at Renaissance, *Veronica Ramirez*, Tumor Registry, HIM Dept., Rio Grande Regional Hospital, *Elvia Reyna*, CMT, Transcription Supervisor, Knapp Medical Center, *Nancy Rodriguez*, Office Manager, Rio Grande Regional Surgery Center, *Carolina Avila*, CCS, Coding Supervisor, Doctors’ Hospital at Renaissance, **Martina F. Smith Hill*, RHIT, HIM Director, Weslaco Rehab. Hospital

*Advisory Committee Chair

MEDICAL CODING SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER **Credit Hours**

HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
NURA 1407	Body Systems or VNSG 1420	4
POFM 1309	Medical Office Procedures	3

SECOND SEMESTER

HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
HITT 1211	Computers in Health Care	2
HPRS 2301	Pathophysiology	3
HITT 2331	Advanced Medical Terminology	3
HITT 1349	Pharmacology	3

THIRD SEMESTER

HITT 2372	Advanced CPT Coding-CPT4	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1166	CAPSTONE: Coding Practicum	1

Total Credit Hours: 39

MEDICAL INFORMATION/ TRANSCRIPTION SPECIALIST

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER-Summer **Credit Hours**

HITT 1305	Medical Terminology I	3
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FIRST SEMESTER-Fall

HITT 1301	Health Data Content and Structure	3
NURA 1407	Body Systems or VNSG 1420	4
POFM 1309	Medical Office Procedures	3
MRMT 1307	Medical Transcription I	3

SECOND SEMESTER-Spring

HITT 1211	Computers in Health Care	2
HPRS 2301	Pathophysiology	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
HITT 1349	Pharmacology	3
MRMT 2333	Medical Transcription II	3

THIRD SEMESTER-Fall

HITT 1341	Coding and Classification Systems	3
HITT 2331	Advanced Medical Terminology	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
MRMT 2166	CAPSTONE: Practicum	1

Total Credit Hours: 36

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST YEAR (Summer) Credit Hours

COSC 1301	Microcomputer Applications3
BIOL 2401	Anatomy & Physiology I4
HITT 1305	Medical Terminology I3

FIRST SEMESTER

ENGL 1301	Composition3
BIOL 2402	Anatomy & Physiology II4
HITT 1301	Health Data Content and Structure3
MATH 1414	College Algebra4

SECOND SEMESTER

HPRS 2301	Pathophysiology3
HITT 1253	Legal and Ethical Aspects of Health Information2
HITT 1341	Coding & Classification Systems3
HITT 2331	Advanced Medical Terminology3
HITT 1349	Pharmacology3

THIRD SEMESTER

HITT 2166	Practicum I1
HITT 2335	Coding and Reimbursement Methodologies3
HITT 1345	Health Care Delivery Systems3
SPCH 1321	Business and Professional Speaking3
PSYC 2301	General Psychology3

FOURTH SEMESTER

HITT 2371	Current Procedural Terminology Coding-CPT43
	*Humanities Elective3
HITT 1255	Health Care Statistics2
HITT 2343	Quality Assessment and Performance Improvement3
HITT 2339	Health Information Organization and Supervision3
HITT 2167	CAPSTONE: Practicum II1

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

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

G. Submit a completed Medical Assisting program application.

H. Participate in individual student advisement with Medical Assisting faculty prior to application.

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from Medical Assisting faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872-3116 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

Martin Garza, MD, DLC Pediatric Center, Edinburg; Velma Hinojosa, NCMA DLC Pediatric Center, Edinburg; Emmalou Keyes, RN FNP, Department of Health and Human Services, Hidalgo County; Grace Lawson, Clinic Administrator, El Milagro Clinic, McAllen; Norma Longoria, MA Ex-Officio, South Texas College; Maty Mery, MA, Dr. Canales Family Practice & Obstetrics, Kristen Jiménez-Palacios, BSN Self-employed; Becky Rankin, RN FNP, Planned Parenthood Association of Hidalgo County; Yesenia Saldivar, MA, Wound Care Clinic, McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Raul Santa Ana, MD, El Milagro Clinic, McAllen; Joel Solis, MD, Valley Medical Arts, McAllen; Petra Treviño, El Milagro Clinic, McAllen; Marisol Resendez, El Milagro Clinic, McAllen; Elias V. Leos, El Milagro Clinic, McAllen; Yesenia Muñoz, NCMA, Behavioral Wellness Center, McAllen; Sam Bearden, Behavioral Wellness Center, McAllen

MEDICAL ASSISTANT TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FIRST SEMESTER	Credit Hours
HITT 1305 Medical Terminology I	3
MDCA 1321 Administrative Procedures	3
MDCA 1343 Medical Insurance.....	3
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNSG 1420.....	4
PLAB 1323 Phlebotomy	3

SECOND SEMESTER	
MDCA 1205 Medical Law and Ethics	2
MDCA 1348 Pharmacology & Administration of Medications.....	3
HPRS 2301 Pathophysiology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
MDCA1166 Practicum I	1

SECOND YEAR

THIRD SEMESTER	
PSYC 2301 General Psychology or PSYC 2314	3
SPCH 1311 Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321	3
MDCA1417 Procedures in a Clinical Setting ..	4
MDCA1254 Certified Medical Assisting Exam Review	2
MDCA1167 Practicum II	1

Total Credit Hours: 41

MEDICAL ASSISTANT TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

FIRST SEMESTER	Credit Hours
HITT 1305 Medical Terminology I	3
MDCA 1321 Administrative Procedures	3
MDCA 1343 Medical Insurance.....	3
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNSG 1420.....	4
PLAB 1323 Phlebotomy	3

SECOND SEMESTER	
MDCA 1205 Medical Law & Ethics.....	2
MDCA 1348 Pharmacology & Administration of Medications.....	3
HPRS 2301 Pathophysiology	3
MDCA 1352 Medical Assistant Laboratory Procedures	3
MDCA1166 Practicum I	1

SUMMER SESSION	
**Math/Natural Sciences Elective	4

THIRD SEMESTER	
PSYC 2301 <u>General Psychology or PSYC 2314</u>	3
HITT 1341 Coding Classification Systems ...	3
SPCH 1311 <u>Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321</u>	3
MDCA1417 Procedures in a Clinical Setting ..	4
MDCA1254 Certified Medical Assisting Exam Review	2
MDCA1167 Practicum II	1

FOURTH SEMESTER	
<u>Humanities Elective</u>	3
ENGL 1301 <u>Composition</u>	3
SPAN 1311 Beg. Spanish I (Non-Spanish Speakers) or SPAN 2313 (Spanish Speakers)	3
HITT 2371 Current Procedural Terminology Coding-CPT4	3
MDCA2266 Capstone: Practicum III.....	2

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

**Math/Natural Sciences Elective Options:
BIOL 1408 General Biology I
BIOL 2401 Anatomy & Physiology I
MATH 1414 College Algebra
MATH 1332 Contemporary Mathematics

Occupational Therapy Assistant

Occupational Therapy Assistant Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR).

The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders. Students seeking entry to the OTA Program must complete a program specific application.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone courses listed in the sixth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

Program Admission Requirements

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

- C. Present documentation of a minimum of forty (40) 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 by the specified deadline
- H. Participate in individual student advisement with OTA faculty prior to application.

Selection Criteria

The OTA Program selection criteria are based upon a point system. Qualified applications are ranked in descending order until maximum class size is reached. If not admitted, a new application is required for the next admission cycle.

Program Application

Applications are available annually from the division office, program faculty or program secretary. A class is selected and accepted every fall semester.

NOTE: Please see program WEB page for up-to-date program information, admission requirements, curriculum changes, selection process, and application revisions at <http://www.southtexascollege.edu>.

Graduation Requirements

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Arturo Cruz, OTR, Edinburg; Velma Esparza, OTR, McAllen; Rutb Garza, COTA, Harlingen; Seleste Salamanca, OTR, Mission; Jennifer Ybarra, OTR, Edinburg; Ana Betancourt, OTR, Edinburg; Adina Santillan, COTA, San Juan; Jesse Rodriguez, COTA, McAllen

OCCUPATIONAL THERAPY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a point system for the student selection process.

TSI LIABLE

Pre-requisites	Credit Hours
<u>Humanities Elective</u>	3
<u>PSYC 2314 Lifespan Growth and Development</u>	3
<u>BIOL 2401 Anatomy and Physiology I</u>	4
<u>SPCH 1318 Interpersonal Communications</u> ..	3
<u>ENGL 1301 Composition</u>	3

FIRST SEMESTER

<u>BIOL 2402 Anatomy and Physiology II</u>	4
OTHA 1405 Principles of Occupational Therapy.....	4
OTHA 1409 Human Structure and Function in OT.....	4
OTHA 1415 Therapeutic Use of Occupations or Activities I.....	4

SECOND SEMESTER

OTHA 1341 Occupational Performance- Birth to Adolescence	3
OTHA 1349 Occupational Performance of Adulthood.....	3
OTHA 2301 Pathophysiology in OT.....	3
OTHA 2335 Health Care Management in OT.....	3

THIRD SEMESTER (Summer Session I)

OTHA 1460 Clinical-OTA	4
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FOURTH SEMESTER

OTHA 1353 Occupational Performance for Elders.....	3
OTHA 1419 Therapeutic Interventions I.....	4
OTHA 2309 Mental Health in Occupational Therapy.....	3

FIFTH SEMESTER

OTHA 2366 CAPSTONE: Practicum- OTA (A)	3
OTHA 2367 CAPSTONE: Practicum- OTA (B)	3

SIXTH SEMESTER (Summer Session I)

OTHA 2430 Workplace Skills for the OTA..... 4

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.

Patient Care Assistant

Patient Care Assistant **Certificate**

This is a 21 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly. The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. The second semester focuses on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

Students completing the first semester are qualified to take their State Competency exam Nurse Assistant Competency Evaluation Services (NACES). After completing the two semester program requirements, students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. Students are also prepared to take the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

Program Entry Requirements

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

Selection Process

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

Program Application

Program applications are available from PCA faculty and will be discussed and completed during advisement prior to registration. Please contact the PCA Program office at (956) 872-3116 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 MHRM; *Carl Lueg*, Administrator (owner), Twinbrooke South Nursing Center; *Katbleen 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 Care	4
NURA 1160	Clinical I.....	1
NURA 1407	Body Systems or VNSG 1420.....	4
HITT 1305	Medical Terminology I	3

SECOND SEMESTER

NUPC 1320	Patient Care Technician/Assistant	3
NUPC 1171	Phlebotomy for Patient Care Technicians	1
NUPC 1172	EKG and Monitoring Skills for Patient Care Technicians	1
NUPC 1260	CAPSTONE: Clinical II-A.....	2
NUPC 1261	CAPSTONE: Clinical II-B.....	2

Total Credit Hours: 21

Pharmacy Technology

The Pharmacy Technology program is accredited by the American Society of Health-Systems Pharmacists (ASHP) which is a member of the Pharmacy Technician Certification Board (PTCB).

Pharmacy Technology Program Certificate

The Pharmacy Technology Certificate program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings.

Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records.

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT).

The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

Pharmacy Technology Program Associate of Applied Science

The Pharmacy Technology Associate of Applied Science degree combines the elements of the Certificate program with additional pharmacy technology courses and general education courses to promote overall student development and enhance the knowledge base required for upper level positions in pharmacy technology.

Graduates may be eligible for teaching positions in pharmacy technology programs, and many continue their education to become pharmacists. Some students elect to take the PTCE after successful completion of the third semester and work as a pharmacy technician while completing the last two semesters.

Individuals who initially choose to obtain a Certificate in Pharmacy Technology may apply for the AAS program after successful completion of the Certificate program.

Admission Requirements

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

NOTE: For up-to-date program information, admission requirements and selection process see: <http://www.southtexascollege.edu/nab/pharm.html>

Selection Process

Pharmacy Technology Program selection criteria is upon first come first serve basis for students meeting academic and clinical requirements.

Program Application

General Advisement for the Pharmacy Technology Program is held during fall and spring semesters. Application packets are distributed during this advisement session. The application period is from the first Friday in February through the last Friday in June. Applications are also available from the Pharmacy Technology Program website. Please contact the Program office at (956) 872-3018 for additional information or appointment with program faculty.

Application Deadline:

- *Fall admission is the last Friday in June*

State Board of Pharmacy Registration

The Texas State Board of Pharmacy requires registration of all pharmacy technician trainees. Students admitted to the program are responsible for becoming registered with the Texas State Board of Pharmacy at their own expense. Additional information regarding pharmacy technician trainee licensure may be found the Texas State Board of Pharmacy website: www.tsbp.state.tx.us. The program chair will verify with the Texas State Board of Pharmacy the registration status of all students before the third semester. Students who are not registered with the Texas State Board of Pharmacy as a pharmacy technician trainee will not be eligible to enroll in PHRA 1268 CAPSTONE: Practicum.

Registration Refusal for Persons with Criminal Backgrounds

According to the Texas Pharmacy Act (Section 568.003) the Board of Pharmacy may refuse to issue a pharmacy technician registration to an individual who has been convicted of a felony, a misdemeanor involving moral turpitude, engaged in any fraud, deceit or misrepresentation, has a drug or alcohol dependency or has violated any federal or state pharmacy or drug laws. Students having questions about this rule should contact the Texas State Board of Pharmacy (www.tsbp.state.tx.us). Drug related felony convictions automatically disqualify an individual from taking the PTCE. Other felony convictions may also prevent a person from taking this exam, at the discretion of the PTCEB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board (www.ptcb.org).

Graduation Requirements

To earn a Certificate or Associate of Applied Science in Pharmacy Technology, a student must meet all college graduation requirements and complete all degree plan lecture and lab coursework with a minimum grade of "C" and successfully pass the practicum course.

ADVISORY COMMITTEE

Leonel Guerrero, RPh, Director of Pharmacy, Cornerstone Pharmacy; *Dr. John Villarreal*, University of Texas-Pan American; *Angela Gonzalez*, CPhT, Walgreens Pharmacy; *Adriana Pedraza*, RPh, Doctor's Hospital at Renaissance; *Julio Palacios*, RPh, Department of Veterans Affairs Outpatient Clinic; *Beatrice Godines*, RPh, Mission Regional Medical Center; *Elma Rodriguez*, CPhT, Edinburg Regional Medical Center; *Irene Mireles*, CPhT, Doctor's Hospital at Renaissance; *Victor de la Garza*, RPh, Tropical Texas Behavioral Health Clinic; *David Castro*, RPh, Cardinal Health, Inc.

PHARMACY TECHNOLOGY

CERTIFICATE

TSI EXEMPT

FALL ADMISSION

Pre-requisite Semester Credit Hours

HITT 1305	Medical Terminology I3
	Speech Elective*3
VNSG 1420	Anatomy & Physiology for Allied Health (or BIOL 2401)	4
PHRA 1301	Introduction to Pharmacy3

FIRST SEMESTER

PHRA 1305	Drug Classification3
PHRA 1309	Pharmaceutical Mathematics I	...3
PHRA 1202	Pharmacy Law2
PHRA 1206	Computerized Drug Delivery Systems2

SECOND SEMESTER

PHRA 1345	Intravenous Admixture and Sterile Compounding3
PHRA 1349	Institutional Pharmacy Practice	..3
PHRA 1313	Community Pharmacy Practice	...3
PHRA 1404	Pharmacotherapy and Disease Process4

SUMMER SESSION

PHRA 1243	Capstone: Pharmacy Technician Certification Review2
PHRA 1268	Capstone: Practicum2

Total Credit Hours: 40

*SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321

PHARMACY TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester Credit Hours

HITT 1305	Medical Terminology I3
	Speech Elective*3
VNSG 1420	Anatomy & Physiology for Allied Health (or BIOL 2401)	4
PHRA 1301	Introduction to Pharmacy3

FIRST SEMESTER

PHRA 1305	Drug Classification3
PHRA 1309	Pharmaceutical Mathematics I	...3
PHRA 1202	Pharmacy Law2
PHRA 1206	Computerized Drug Delivery Systems2

SECOND SEMESTER

PHRA 1345	Intravenous Admixture and Sterile Compounding3
PHRA 1349	Institutional Pharmacy Practice	..3
PHRA 1313	Community Pharmacy Practice	...3
PHRA 1404	Pharmacotherapy and Disease Process4

SUMMER SESSION

PHRA 1243	Capstone: Pharmacy Technician Certification Review2
PHRA 1268	Capstone: Practicum2

THIRD SEMESTER

PHRA 1340	Pharmacy Third Party Payment	...3
ENGL 1301	Composition3
PSYC 2301	General Psychology or PSYC 23143
	Humanities Elective3

FOURTH SEMESTER

PHRA 1541	Pharmacy Drug Therapy and Treatment5
SOCI 1301	Introductory Sociology3
	Math/Natural Sciences Elective	...4

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321

Physical Therapist Assistant

Physical Therapist Assistant **Associate of Applied Science**

Physical Therapist Assistants, or PTA's, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families.

PTAs work with patients or clients in a variety of areas such as hospitals, nursing homes, and outpatient clinics, as well as in the home, in schools, and on the job.

The main goal in physical therapy is to help people help themselves. Because of the humanitarian nature of this profession, PTAs must have a genuine interest in caring for others.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. Additional information regarding accreditation may be obtained from the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314; accreditation@apta.org.; (703) 684-2782 or (702) 706-3245.

Program Admission Requirements

- A. All applicants must meet general admission requirements to South Texas College.
- B. High School graduation or GED Equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Must take ACT plus Writing component. Achieve a composite of a 19 or above on the ACT (English, Math, Reading and Science components a minimum of 16 in all areas). ACT Writing component must be an 8 or above. Scores must be current within the last five years.
- E. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all transfer courses and courses completed at STC.
- F. Present documentation of a minimum of fifty (50 hours) of volunteer work experience under the supervision of a PT or PTA in two different settings (Hospital, Nursing Home or Outpatient Setting). Home Health hours are not accepted.
- G. Participate in student advisement session with PTA faculty prior to registration.
- H. Earn a minimum grade of "B" in PTHA 1409 Introduction to Physical Therapy within the last 2 years.

- I. Complete all remaining prerequisites courses with a minimum grade of "C" as listed In the degree plan.
- J. Satisfy program specific requirements for clinical practice.
- K. Submit a completed PTA Program application by the posted deadline.

Selection Process

The PTA Program selection process is based on a point system score. Students are ranked from highest to lowest utilizing verified points based on the sum of 1) a computation score: degree plan GPA times the number of degree plan courses already completed, and 2) "Documentation of Experience Form" scores 3) Required ACT Test scores. Additional points will be awarded for: a "B" or better in College Success Course / or Bachelors Degree or higher. The 30 applicants with the highest scores may be asked to participate in a brief interview prior to final ranking. Applicants are numerically ranked in descending order until maximum class size is reached.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall class. Applications will be available from PTA faculty/staff advisors to students meeting admission requirements. All students interested in the program who are not granted admission (qualified or nonqualified) must reapply each year if they wish to be considered for enrollment. The deadline for submission of completed applications is the Third Friday in May. Applicants will be notified of their status by mid-July. Please contact the PTA program's office at (956) 872-3161 for additional information.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and related Physical Therapy links at www.southtexascollege.edu/nab

Graduation Requirements

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam as a requirement of the final Capstone course.

Licensure of Persons with history of Criminal Conviction / Substance Abuse

- According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse.
- According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found In the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at www.ecptote.state.tx.us

The Board of Trustees approved a new Board Policy (#3337) on July 15, 2004 for all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations.

Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

ADVISORY COMMITTEE

Kilo Alaniz, PTA, Knapp Medical Center; *Cynthia A. Garcia*, MD, Rio Physical Medical Center; *Efrain Guzman*, PT, Spanish Meadows; *Bertha Puig*, PT (Committee Chair), Puig Rehabilitation; *Javier Rocha*, PT, San Miguel Medical Supply; *Robert Puig*, DPT, St. Marie Clinic; *Eloisa Hernandez-Cabrera*, PT, Tru Rehab; *Iris Duran*, PTA, Aptus Therapy Services

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester Credit Hours

BIOL 2401	Anatomy and Physiology I	4
HITT 1305	Medical Terminology I	3
SPCH 1318	Interpersonal Communications	3
ENGL 1301	Composition	3
PTHA 1409	Introduction to Physical Therapy	4

FIRST SEMESTER

BIOL 2402	Anatomy and Physiology II	4
PTHA 1405	Basic Patient Care Skills	4
PTHA 1513	Functional Anatomy	5
PTHA 2201	Essentials of Data Collection	2

SECOND SEMESTER

PSYC 2314	Lifespan Growth and Development	3
PTHA 1321	Pathophysiology	3
PTHA 1531	Physical Agents	5
PTHA 2509	Therapeutic Exercise	5

THIRD SEMESTER

PTHA 1266	Practicum I	2
PTHA 2431	Management of Neurological Disorders	4
PTHA 2435	Rehabilitation Techniques	4
	*Humanities Elective	3

FOURTH SEMESTER

PTHA 2266	Practicum II (6 weeks)	2
PTHA 2267	Practicum III (6 weeks)	2
PTHA 2339	CAPSTONE: Professional Issues	3

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*HUMANITIES ELECTIVE:

Departmental Approval Required

Radiologic Technology

Radiologic Technology

Associate of Applied Science

The Radiologic Technology Program at South Texas College has received approval from the Texas Higher Education Coordinating Board and falls under the Southern Association of Colleges and Schools Accreditation Guidelines. Upon completion of the program, graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, students will be a registered Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer).

Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and or rule out disease or treat injury.

The radiographer is trained and educated in the use of state-of-the-art specialized equipment; radiologic pharmaceuticals and contrast media; radiation safety; radiation protection; and radiographic procedures/positioning for the diagnosis of broken bones, tumors, disease, and malfunction of organs, and the development and critique of radiographs using conventional film or digital imaging techniques.

Program Admission Requirements

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., Texas Higher Education Assessment (THEA), ACCUPLACER, ASSET, and/or COMPASS with program specific exemptions accepted.
- D. Be within three months of 18 years of age or older (required by Bureau of Radiologic Health & Safety Regulation).

- E. Achieve a composite score of 19 or above on the ACT (minimum of 16 in all areas.) Scores must be within the last five years.
- F. Complete all prerequisite courses with a minimum grade of “C” as listed in the degree plan.
- G. Earn a minimum cumulative GPA of 2.5, on a 4.0 scale in all courses in the RADT degree plan.
- H. Submit a completed Radiologic Technology program application.
- I. Participate in individual student advisement with RADT faculty prior to application.
- J. Submission of additional division and program materials as indicated in the advisement session.

Selection Criteria

The RADT program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores.

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the last Friday in May. Applications are available from RADT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment (956) 872-3108.

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; *Steve Cole*, BS, RT (R), Assistant Director, Rio Grande Regional Hospital; *Kathy Levine*, BS, RT (R); *Carlos Pena*, BS, RT (R), Assistant Director of Radiology, McAllen Medical Center; *Armaro Salinas, Jr.*, B.S.M.T. (ASCP), Assistant Hospital Administrator, Starr County Memorial Hospital; *Juan Medina*, RT (R) and *Ray Segundo*, BS, RT (R), Assistant Directors of Radiology, Mission Regional Medical Center; *Sixto Garza*, RT (R), Director of Radiology, Edinburg Children’s Hospital; *Sandra Yanez*, BS, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; *Robert Rivera*, BS, RT (R), Director, Advanced Imaging Center; *Tony Romero*, MBA, RT (R), CEO, Regional Management Consultants

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

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Pre-requisite Term	Credit Hours
BIOL 2401 Anatomy & Physiology I	4
MATH 1414 College Algebra	4
ENGL 1301 Composition	3
HITT 1305 Medical Terminology I	3

FIRST SEMESTER

BIOL 2402 Anatomy & Physiology II	4
RADR 1409 Introduction to Radiography and Patient Care.....	4
RADR 1311 Basic Radiographic Procedures ..	3
RADR 1360 Clinical.....	3

SECOND SEMESTER

PSYC 2301 General Psychology	3
RADR 1313 Principles of Radiographic Imaging I	3
RADR 2301 Intermediate Radiographic Procedures	3
RADR 1266 Practicum I	2

THIRD SEMESTER (Summer Session I)

SPCH 1318 Interpersonal Communications..	3
RADR 2305 Principles of Radiographic Imaging II	3
RADR 1267 Practicum II	2

FOURTH SEMESTER

RADR 2331 Advanced Radiographic Procedures	3
RADR 2309 Radiographic Imaging Equipment.....	3
RADR 2266 Practicum III.....	2

FIFTH SEMESTER

*Humanities Elective	3
RADR 2217 Radiographic Pathology	2
RADR 2213 Radiation Biology & Protection ..	2
RADR 2267 Practicum IV	2

SIXTH SEMESTER (Summer Session II)

RADR 2235 CAPSTONE: Radiologic Technology Seminar.....	2
RADR 2166 CAPSTONE: Practicum V	1

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

*Humanities Elective:

PHIL 2306 Introduction to Ethics, PHIL 2303 Introduction to Logic, HUMA 1301 Introduction to the Humanities I

Respiratory Therapy

Respiratory Therapy Associate of Applied Science

The Respiratory Therapy 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. The program is accredited by the Committee on Accreditation of Respiratory Care (CoARC), located at P.O. Box 2, 630 Route 217, Mellenville, New York 12544 and the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), located at 1361 Park Street, Clearwater, Florida 33756). Upon completion of the program, graduates are eligible to sit for the national certification examination for Respiratory Therapy administered by the National Board for Respiratory Care to acquire eligibility for licensure. Licensure is issued by the Texas Department of Health. Most employers will require that the graduate be certified in CPR.

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

Program Admission Requirements:

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

- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Respiratory Therapy program application.
- H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.

Selection Criteria

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses, and required test scores. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

Program Application

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and non-qualified) must reapply each year if they wish to be considered for enrollment.

Application deadline is the third Friday in May. Applications are available from RT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment at (956) 872-3102.

Graduation Criteria

To earn an Associate of Applied Science in the Respiratory Therapy Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses.

RESPIRATORY THERAPY

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

Pre-requisite Semester Credit Hours

ENGL 1301	Composition	3
VNSG 1420	Anatomy & Physiology for Allied Health.....	4
MATH 1414	College Algebra.....	4
HITT 1305	Medical Terminology I	3
	<u>Social/Behavioral Science Elective*</u>	3

Identifies courses to fulfill minimum 15 credit hour
General Education Requirement

*Social/Behavioral Science Elective:
PSYC 1301; PSYC 2314; SOCI 1301; or SOCI 1306

**Speech Elective: SPCH 1311; SPCH 1315; or SPCH
1318

***Humanities Elective: PHIL 2306; PHIL 2303; or
HUMA 1301

FIRST SEMESTER (Fall)

BIOL 2421	Microbiology	4
RSPT 1429	Respiratory Care Fundamentals I	4
RSPT 2310	Cardiopulmonary Disease.....	3
RSPT 1325	Respiratory Care Sciences.....	3

SECOND SEMESTER (Spring)

	<u>Speech Elective**</u>	3
RSPT 1331	Respiratory Care Fundamentals II	3
RSPT 2217	Respiratory Care Pharmacology..	2
RSPT 2305	Pulmonary Diagnostics.....	3
RSPT 1266	Practicum I.....	2

THIRD SEMESTER (Summer Session III)

RSPT 1141	Respiratory Home Care/ Rehabilitation	1
RSPT 1137	Basic Dysrhythmia Interpretation.....	1
RSPT 1267	Practicum II.....	2

FOURTH SEMESTER (Fall)

	<u>Humanities Elective***</u>	3
RSPT 2314	Mechanical Ventilation	3
RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care.....	4
RSPT 2266	Practicum III.....	2

FIFTH SEMESTER (Spring)

RSPT 2419	Mechanical Ventilation for the Neonatal/Pediatric Patient.....	4
RSPT 2139	Advanced Cardiac Life Support...	1
RSPT 2366	Practicum IV	3

SIXTH SEMESTER (Summer I)

RSPT 2231	CAPSTONE: Simulations in Respiratory Care	2
RSPT 2230	CAPSTONE: Examination Preparation.....	2

Total Credit Hours: 72

Vocational Nursing

Vocational Nursing Certificate

This intensive three or four-semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly.

Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

Program Admission Requirements

Vocational Nursing

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

Selection Process

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field.

Qualified applications are ranked from highest to lowest points.

Ranking of students with the same scores will be in the following priority:

First priority: Alternates to previous years applicant pool

Second priority: Number of courses completed

Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program.

Site Selection: Site placement (Starr, Mid-Valley, and McAllen) is determined following group ranking of the applicant pool. Students are given the opportunity to select a program site in the acceptance letter.

If more accepted applicants are given for a particular site, preference is given to the home address in ranking order. Students that cannot be accommodated at their home site will be given a second site preference according to ranking.

Program Application

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission must reapply for the next available class.

Applications are available annually by appointment for designated class admissions. A class is selected every spring for fall admission. See program chair for schedule of traditional 3-semester option, extended 4-semester option, and program availability at McAllen, Starr County, and Mid-Valley Campus sites.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at 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; *John Cuellar*, Community representative; *Carl Lueg*, President/Owner, Twinbrooke South Nursing Home; *Betty Martinez*, LVN; *Kathleen Mowery*, RN, Director of Education, Mission Regional Medical Center; *Thalia Munoz*, RN, Administrator, Starr County Memorial Hospital; *Macario Villarreal*, RN, Director of Nursing, Retama Nursing Center, Rio Grande City; *Dale Ann Garza-Ray*, LVN, Retama Nursing Center, Rio Grande City; *Pat Palomo*, RN, Director of Education, Doctors Hospital Renaissance; *Pilar Salinas*, LVN, Staff Nurse, Mission Regional Medical Center; *Mark Davis*, RN, Education Department, Mission Regional Medical Center; *Cindy Cardona*, LVN, Case Manager, Knapp Medical Center; *Amy Luna Garcia*, LVN, Staff Nurse, Doctors Hospital Renaissance

VOCATIONAL NURSING

CERTIFICATE

TSI LIABLE

THREE SEMESTER OPTION

FIRST SEMESTER Credit Hours

VNSG 1420 Anatomy and Physiology for Allied Health.....	4
HITT 1305 Medical Terminology I	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 I	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 0085 or equivalent.

◆ACCT 2402

PRINCIPLES OF MANAGERIAL ACCOUNTING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.

Prerequisite: ACCT 2401.

ACNT 1303

INTRODUCTION TO ACCOUNTING I

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

Prerequisite: READ 0080 and MATH 0080 or equivalent.

ACNT 1304

INTRODUCTION TO ACCOUNTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1311

INTRODUCTION TO COMPUTERIZED ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303, ITSC 1409 or COSC 1301.

ACNT 1329

PAYROLL & BUSINESS TAX ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1331

FEDERAL INCOME TAX: INDIVIDUAL

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.

Prerequisite: ACNT 1303.

ACNT 2309

COST ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of budgeting 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 and ACCT 2402.

ACNT 2330

GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.

Prerequisite: ACNT 1303.

ACNT 2331

INTERNAL CONTROL AND AUDITING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the study of internal 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 for business applications.

Prerequisite: None.

POFI 2301 WORD PROCESSING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides in-depth coverage of word processing software focusing on business applications.

Prerequisite: POFT 1227 or permission from the department.

POFI 2340

ADVANCED WORD PROCESSING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.

Prerequisite: POFI 2301.

POFL 1303

LEGAL OFFICE PROCEDURES I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.

Prerequisite: POFT 1329 or permission from the department.

POFL 1305 LEGAL TERMINOLOGY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.

Prerequisite: None.

◆ = DENOTES COLLEGE TRANSFERABLE COURSES

POFL 1340**LEGAL OFFICE PROCEDURES II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

POFL 1355**LEGAL ISSUES AND MEDICAL RECORDS**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of the legal issues regarding medical documents.

Prerequisite: POFT 1329 and POFL 1305.

POFL 1359 LEGAL TRANSCRIPTION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers comprehensive legal vocabulary. It includes organizing and transcribing documents in a law office.

Prerequisite: POFT 1329 and POFT 1301.

POFL 2264 CAPSTONE: PRACTICUM

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

POFL 2301**LEGAL DOCUMENT PROCESSING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the student skill development in the production of legal documents used in the legal and court systems.

Prerequisite: POFT 1329.

POFT 1227**INTRODUCTION TO KEYBOARDING**

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course will teach the student skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

Prerequisite: None.

POFT 1301 BUSINESS ENGLISH

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Prerequisite: None.

POFT 1309**ADMINISTRATIVE OFFICE PROCEDURES I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

Prerequisite: None.

POFT 1319**RECORDS AND INFORMATION MANAGEMENT I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to basic records and information management. It includes the life cycle of a

record, manual and electronic records management, and basic filing procedures and rules.

Prerequisite: None.

POFT 1321 BUSINESS MATH

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

Prerequisite: None.

POFT 1328**BUSINESS AND 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**BEGINNING KEYBOARDING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

Prerequisite: POFT 1227, or permission from the department.

POFT 1349**ADMINISTRATIVE OFFICE PROCEDURES II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

Prerequisite: POFT 1309, POFT 1319, POFL 1349, POFL 2340, and POFT 1328.

POFT 2264 CAPSTONE: PRACTICUM

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

POFT 2303**SPEED AND ACCURACY BUILDING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

Prerequisite: POFT 1329.

POFT 2312**BUSINESS CORRESPONDENCE AND COMMUNICATION**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course teaches the development of writing and presentation skills required to produce effective business documents.

Prerequisite: POFT 1301.

POFT 2331**ADMINISTRATIVE SYSTEMS**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers advanced concepts of project management and office procedures utilizing integration of previously learned office skills.

Prerequisite: POFT 1349 or POFL 1340.

ANTHROPOLOGY

♦ANTH 2301**PHYSICAL ANTHROPOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course serves as an introduction to the theory of human evolution, the study of different hominid species, prehistoric development, and the emergence of culture. It also covers the primary elements of biological, cultural, and social evolution of humans from past to present day.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦ANTH 2302**INTRODUCTION TO ARCHEOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course serves as an introduction to the history, methods, theory, methods of data collection and analysis in the field of modern archeology. It also covers the major events in the development of the world's cultures.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦ANTH 2346**GENERAL ANTHROPOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics and ethnology. (Cross-listed as HUMA 2323.)

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦ANTH 2351**CULTURAL ANTHROPOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

ART

♦ARTS 1301 ART APPRECIATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.

Prerequisite: READ 0080 or equivalent.

♦ARTS 1303 ART SURVEY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of painting, sculpture, architecture, and other arts from prehistory through the middle ages.

Prerequisite: READ 0080 or equivalent.

♦ARTS 1304 ART SURVEY II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of painting, sculpture, architecture, and other arts from the middle ages to the present day.

Prerequisite: READ 0090 or equivalent.

♦ARTS 1311 DESIGN I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: None.

♦ARTS 1312 DESIGN II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: ARTS 1311 or approval of the instructor.

♦ARTS 1316 DRAWING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: None.

♦ARTS 1317 DRAWING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.

Prerequisite: ARTS 1316 or approval of instructor.

♦ARTS 2289**ACADEMIC COOPERATIVE**

CRT HRS:02 LEC HRS:00 LAB HRS:05

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience as a practicing artist. In conjunction with class seminars, the individual student will set specific goals and objectives in the study and/or practice of studio art and/or art history.

Prerequisite: ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317.

♦ARTS 2316 PAINTING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

Prerequisite: None.

♦ARTS 2317 PAINTING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of the instructor.

♦ARTS 2323 DRAWING III

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 1317 or approval of the instructor.

♦ARTS 2324 DRAWING IV

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a further investigation of drawing media and techniques with further emphasis on personal expression,

concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 2323 or approval of the instructor.

♦ARTS 2326 SCULPTURE I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the potential of three-dimensional form in a variety of media.

Prerequisite: None.

♦ARTS 2327 SCULPTURE II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2326 or approval of the instructor.

♦ARTS 2333 PRINTMAKING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the use of basic printmaking media and techniques.

Prerequisite: None.

♦ARTS 2334 PRINTMAKING II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2333 or approval of instructor.

♦ARTS 2341

ART METALS / JEWELRY DESIGN I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an exploration of ideas using basic techniques in jewelry and metal construction.

Prerequisite: None.

♦ARTS 2342

ART METALS / JEWELRY DESIGN II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continued exploration of ideas using techniques in jewelry and metal construction.

Prerequisite: ARTS 2341 or approval of instructor.

♦ARTS 2346 CERAMICS I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course explores the preparation and manipulation of clay for the creation of ceramics.

Prerequisite: None.

♦ARTS 2347 CERAMICS II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2346 or approval of instructor.

♦ARTS 2348 DIGITAL ART I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Prerequisite: None.

♦ARTS 2349 DIGITAL ART II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This studio art course is a continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

Prerequisite: ARTS 2348 or approval of instructor.

♦ARTS 2356

PHOTOGRAPHY I (Fine Arts Emphasis)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

Prerequisite: None.

♦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 1162

TRANSITIONAL CLINICAL

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:04

This course is a health-related work-based learning experience that enables the student to apply specialized nursing theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to ADN Transition Option Track with an unencumbered LVN license.

RNSG 1163

CLINICAL-PARAMEDIC TO RN

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:04

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical instructor.

Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license, or Administrative Approval.

RNSG 1205 NURSING SKILLS I

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1209

INTRODUCTION TO NURSING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course offers an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include knowledge,

judgment, skills and professional values within a legal/ethical framework.

Prerequisite: TSI complete and an ACT composite score of 19 and approval of the ADN faculty only.

RNSG 1244 NURSING SKILLS II
CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: RNSG 1413, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1301, or administrative approval.

RNSG 1251 CARE OF THE CHILDBEARING FAMILY
CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is the study of concepts related to the provision of nursing care for childbearing families. Topics include selected complications. Topics also include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 1260 CLINICAL-PEDIATRICS/MATERNAL/INFANT
CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:08
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts to the care of childbearing families and children from infant to adolescent. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; RNSG 1327, RNSG 1162, RNSG 1301 or administrative approval.

RNSG 1301 PHARMACOLOGY FOR PROFESSIONAL NURSING (formerly RNSG 1201)
CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in the safe administration of medications within a legal/ethical framework.

Prerequisite: Admission to the Professional Nursing Program or administrative approval.

RNSG 1327 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING
CRT HRS:03 LEC HRS:03 LAB HRS:01

Topics related to Professional Nursing Care in this course include health promotion, expanded health assessment, analysis of data, nursing process, nursing process, pharmacology, multi-disciplinary teamwork, and communication. Applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan are examined. Concurrent clinical placement is required.

Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1341 COMMON CONCEPTS OF ADULT HEALTH
CRT HRS:03 LEC HRS:03 LAB HRS:00

In this course, students will study the general principles of

caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 1362 CLINICAL I
CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:12
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1412 NURSING CARE FOR THE CHILDBEARING AND CHILDBEARING FAMILY
CRT HRS:04 LEC HRS:04 LAB HRS:0

Concepts and principles of professional nursing related to the provision of nursing care for childbearing and childbearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antipartum, neonatal, and postpartum periods and the childbearing family from birth to adolescence. It includes competency in knowledge, judgment, skill, and professional values within a legal/ethical framework is examined.

Prerequisite: Admission to the ADN program or administrative approval. Clinical Co-requisite recommended.

RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE
CRT HRS:04 LEC HRS:04 LAB HRS:01

This course provides an introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the ADN program and RNSG 1209.

RNSG 1517 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS
CRT HRS:05 LEC HRS:04 LAB HRS:02

This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; administrative approval.

Concurrent enrollment in RNSG 1163 and RNSG 1301.

RNSG 2121 MANAGEMENT OF CLIENT CARE
CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an exploration of leadership and management

principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2163 CLINICAL IV

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261, and SPCH 1311.

RNSG 2201

CARE OF CHILDREN AND FAMILIES

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is the study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

Prerequisite: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2213

MENTAL HEALTH NURSING

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

Prerequisite: BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301, or administrative approval.

RNSG 2260 CLINICAL-PEDIATRICS

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2261

CLINICAL-MATERNAL CHILD HEALTH

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2262, RNSG 2263, and RNSG 1244.

RNSG 2262

CLINICAL-MENTAL HEALTH

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2263

CLINICAL-MEDICAL/SURGICAL

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1413, RNSG 1362, RNSG 1205, RNSG 1301 or administrative approval.

RNSG 2331

ADVANCED CONCEPTS OF ADULT HEALTH

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on knowledge, judgment, skills and professional values within a legal/ethical framework.

Prerequisite: SPCH 1311, RNSG 2201, RNSG 1251, RNSG 2260, RNSG 2261 or administrative approval.

RNSG 2363

CAPSTONE: CLINICAL V

CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RNSG 2121, RNSG 2331, RNSG 2163.

ASTRONOMY

◆PHYS 1403

INTRODUCTORY ASTRONOMY I (formerly PHYS 1411)

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the first part of a general introduction to astronomy covering modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; black holes; galactic properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.

Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

◆PHYS 1404

INTRODUCTORY ASTRONOMY II (formerly PHYS 1412)

CRT HRS:04 LEC HRS:03 LAB HRS:03

This second part of a general introduction to astronomy covering classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools(spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.

Prerequisite: PHYS 1403.

AUTOMOTIVE TECHNOLOGY

AUMT 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1267 PRACTICUM II

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department.

AUMT 1305

INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automobile maintenance.

Prerequisite: None.

AUMT 1345

AUTOMOTIVE HEATING & AIR CONDITIONING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the theory of automotive air conditioning and heating systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

Prerequisite: DEMR 1401 or AUMT 1407.

AUMT 1407

AUTOMOTIVE ELECTRICAL SYSTEMS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Also to include electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Emphasis is placed on electrical schematic diagrams and service manuals.

Prerequisite: None.

AUMT 1410

AUTOMOTIVE BRAKE SYSTEMS

CRT HRS:04 LEC HRS:02 LAB HRS:08

This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

Prerequisite: Concurrent enrollment in AUMT 1407.

AUMT 1416

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**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.

AUMT 2421**AUTOMOTIVE ELECTRICAL LIGHTING & ACCESSORIES**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.

Prerequisite: AUMT 1407.

AUMT 2425**AUTOMOTIVE AUTOMATIC TRANSMISSION & TRANSAXLE**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

Prerequisite: AUMT 1407.

AUMT 2434**AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS II**

CRT HRS:04 LEC HRS:02 LAB HRS:08

This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

CSIR 1355**INDUSTRY CERTIFICATIONS**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course prepares the student for the certifications required by industry.

Prerequisite: None.

BIOLOGY

◆BIOL 1322**NUTRITION AND DIET THERAPY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

◆BIOL 1408 GENERAL BIOLOGY I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆BIOL 1409 GENERAL BIOLOGY II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 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: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆BIOL 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: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆BIOL 2306**ENVIRONMENTAL BIOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed. The lecture will include hands-on laboratory activities.

Prerequisite: None.

◆BIOL 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 performance 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: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆BIOL 2402

ANATOMY & PHYSIOLOGY II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2401 with a grade of "C" or better.

◆BIOL 2416 GENETICS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 with a grade of "C" or better.

◆BIOL 2421 MICROBIOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 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 1409 or COSC 1301.

BMGT 1309

INFORMATION AND PROJECT MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course explores critical path methods for planning and

controlling projects. It includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

Prerequisite: None.

BMGT 1391 BUSINESS CONDUCT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the business code of conduct as it relates to management practices, employee relations, and organizational structure. Topics include employee performance, interpersonal relations, teamwork dynamics, resolving organizational problems, and dealing with ethical issues related to business.

Prerequisite: None.

BMGT 2168

CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Approval of Practicum Coordinator.

BMGT 2303

PROBLEM SOLVING AND DECISION MAKING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes decision making and problem solving process in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.

Prerequisite: None.

BNKG 1340 MONEY AND 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 relates consumer credit to the lending process.

Prerequisite: None.

BNKG 1347 BANK MARKETING

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.

Prerequisite: None.

BNKG 1349 COMMERCIAL LENDING

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation, federal regulations, and state laws related to business and industrial lending.

Prerequisite: None.

BNKG 1356 ANALYZING FINANCIAL STATEMENTS

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a study of the process of evaluating financial statement, cash flow, and ratio analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: ACNT 1303.

BUSG 1303 PRINCIPLES OF FINANCE

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.

Prerequisite: None.

BUSG 2309 SMALL BUSINESS MANAGEMENT

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 0080 or equivalent.

♦BUSI 2301 BUSINESS LAW

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course covers principles of law which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies.

Prerequisite: None. (Transfers only as an elective)

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 EXPORTS

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures are stressed.

Prerequisite: None.

IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS/TRADE

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

Prerequisite: None.

IBUS 2345 IMPORT CUSTOMS REGULATIONS I

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisal, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.

Prerequisite: None.

IBUS 2371 IMPORT CUSTOMS REGULATIONS II

CRT HRS:03 LEC HRS:02 LAB HRS:02
 This course is a continuation of Import Customs Regulations I. Topics include the history and use of the U.S. Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.

Prerequisite: IBUS 2345.

LMGT 1319 INTRODUCTION TO BUSINESS LOGISTICS

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

Prerequisite: None.

LMGT 1321 PRINCIPLES OF MATERIAL MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course introduces the principles of material management to include inventory control and forecasting activities.

Prerequisite: None.

LMGT 1325 WAREHOUSE AND DISTRIBUTION CENTER MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course emphasizes physical distribution and total

supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

Prerequisite: LMGT 1319.

MRKG 1301 CUSTOMER 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.

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 overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.

Prerequisite: None.

MRKG 2349 ADVERTISING AND SALES PROMOTION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

Prerequisite: None.

BUSINESS COMPUTER SYSTEMS

ARTC 1413 DIGITAL PUBLISHING I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

Prerequisite: ITSC 1409.

ARTV 1445 3-D MODELING AND RENDERING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a studio course in technique of three-dimensional (3-D) modeling utilizing 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: ITSC 1409.

FLMC 2431 VIDEO GRAPHICS AND VISUAL EFFECTS II

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is the study of the applications of computers to production. Topics include vector and raster graphics; rendering techniques; the design and production of three-dimensional materials; and the selection of hardware, software, and peripherals for video production.

Prerequisite: ARTC 1413 and ARTV 1445.

IMED 1445 INTERACTIVE MULTIMEDIA I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

Prerequisite: ARTC 1413 and ARTV 1445.

IMED 2166 CAPSTONE: MULTIMEDIA PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: FLMC 2431 and IMED 1445.

IMED 2405 MULTIMEDIA COURSEWARE DEVELOPMENT II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides in-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products.

Prerequisite: IMED 1445 and ITSE 1411.

IMED 2409 INTERNET COMMERCE

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data, integration, creating web sites in order to collect information, and performing on-line transactions.

Prerequisite: ITSC 1409 and ITSE 1411.

IMED 2459 INTERACTIVE WEB ELEMENTS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming.

Prerequisite: ITSE 1411 and ITSE 2402.

ITNW 1425 FUNDAMENTALS OF NETWORKING TECHNOLOGIES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Prerequisite: Completion of READ 0080 or equivalent.

ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

Prerequisite: ITSY 1400 or ITNW 1425.

ITNW 2164**CAPSTONE: NETWORK PRACTICUM**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: ITNW 2435, ITSY 1400 and ITSY 1442.

ITNW 2406**ADVANCED NETWORK ADMINISTRATION FOR INTRANETWARE**

CRT HRS:04 LEC HRS:03 LAB HRS:04

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 1442.

ITNW 2409**NETWORK ADMINISTRATION FOR INTRANET**

CRT HRS:04 LEC HRS:03 LAB HRS:04

In this course, students will learn to perform the role of network administrator or system manager for an Intranet network.

Prerequisite: ITNW 2421.

ITNW 2421**NETWORKING WITH TCP/IP**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.

Prerequisite: ITNW 1425.

ITNW 2435**NETWORK TROUBLESHOOTING AND SUPPORT**

CRT HRS:04 LEC HRS:03 LAB HRS:04

In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.

Prerequisite: ITNW 2421 and ITNW 1454.

ITSC 1164**CAPSTONE: INFORMATION SECURITY PRACTICUM**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: ITSY 2441 and ITSY 2443.

ITSC 1165**CAPSTONE: TECHNOLOGY SUPPORT PRACTICUM**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: ITSC 1425, ITNW 2421, and ITNW 1454.

ITSC 1405**INTRODUCTION TO PC OPERATING SYSTEMS**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Prerequisite: Completion of READ 0080 or equivalent.

ITSC 1407**UNIX OPERATING SYSTEM I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

Prerequisite: ITNW 1425.

ITSC 1409**INTEGRATED SOFTWARE APPLICATIONS I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: Completion of READ 0080 or equivalent.

ITSC 1425**PERSONAL COMPUTER HARDWARE**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

Prerequisite: ITSC 1409.

ITSC 2165**CAPSTONE: SYSTEMS ADMINISTRATION PRACTICUM**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: ITNW 2435.

ITSC 2346**COMPUTER CENTER MANAGEMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.

Prerequisite: ITNW 2435 or ITSY 2441.

ITSC 2439**PERSONAL COMPUTER HELP DESK**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Prerequisite: ITNW 1425 and ITNW 2435.

ITSE 1411**BEGINNING WEB PAGE PROGRAMMING**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides instruction in web page programming including mark-up and scripting languages.

Prerequisite: Completion of READ 0080 or equivalent.

ITSE 1431**INTRODUCTION TO VISUAL BASIC PROGRAMMING**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to computer programming

using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

Prerequisite: ITSC 1409.

ITSE 2286
INTERNSHIP-COMPUTER PROGRAMMING

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: IMED 2409, and ITSE 2402.

ITSE 2402
INTERMEDIATE WEB PROGRAMMING

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers techniques for web development. It includes server-side and client-side scripting.

Prerequisite: ITSE 1411 and ITSE 1402.

ITSE 2409
DATABASE PROGRAMMING

CRT HRS:04 LEC HRS:03 LAB HRS:04

In this course the student will learn database development using database programming techniques emphasizing database structures, modeling, and database access.

Prerequisite: ITSC 1409.

ITSW 1404
INTRODUCTION TO SPREADSHEETS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides the student with instruction in the concepts, procedures, and application of electronic spreadsheets.

Prerequisite: ITSC 1409.

ITSW 1410
INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite: ITSC 1409.

ITSW 2434
ADVANCED SPREADSHEETS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is designed to provide the student with advanced techniques for developing and modifying spreadsheets. The course includes macros and data analysis functions.

Prerequisite: ITSC 1409.

ITSY 1400
FUNDAMENTALS OF INFORMATION SECURITY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

Prerequisite: ITNW 1425.

ITSY 1442
INFORMATION TECHNOLOGY SECURITY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides instruction in security for network

hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

Prerequisite: ITNW 2421.

ITSY 2401
FIREWALLS AND NETWORK SECURITY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course will identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. It will examine security incident postmortem reporting and ongoing network security activities.

Prerequisite: ITSY 2441.

ITSY 2441
SECURITY MANAGEMENT PRACTICES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

Prerequisite: ITNW 2421.

ITSY 2443
COMPUTER SYSTEM FORENSICS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

Prerequisite: ITNW 2421.

POFI 2431 **DESKTOP PUBLISHING**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course includes in-depth coverage of desktop publishing terminology, text, editing, and use of design principles. Emphasis is placed on layout techniques, graphics, multiple page displays, and business applications.

Prerequisite: ITSC 1409.

CHEMISTRY

◆CHEM 1411 **GENERAL CHEMISTRY I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

In this course, basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent, or completion of READ 0090 with a grade of "C" or better; and a score of 68+ on the Elementary Algebra ACCUPLACER Exam or equivalent, or completion of MATH 0090 with a grade of "C" or better.

◆CHEM 1412 **GENERAL CHEMISTRY II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of CHEM 1411 covering ionic equilibrium, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411 with a grade of "C" or better.

◆CHEM 2423 **ORGANIC CHEMISTRY I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of carbon chemistry that considers covalent

bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412 with a grade of "C" or better.

◆CHEM 2425 ORGANIC CHEMISTRY II
CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423 with a grade of "C" or better.

CHILD DEVELOPMENT

CDEC 1166 FIELD STUDY I

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: None.

CDEC 1167 FIELD STUDY II

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 1166.

CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course covers fundamentals of curriculum design and implementation of developmentally appropriate programs for young children.

Prerequisite: None.

CDEC 1319 CHILD GUIDANCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.

Prerequisite: None.

CDEC 1321 THE INFANT AND TODDLER

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.

Prerequisite: None.

CDEC 1323 OBSERVATION AND ASSESSMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of observation skills, assessment techniques, and documentation of children's development.

Prerequisite: None.

CDEC 1356 EMERGENT LITERACY FOR EARLY CHILDHOOD

CRT HRS:03 LEC HRS: LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

Prerequisite: None.

CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

Prerequisite: None.

CDEC 1359 CHILDREN WITH SPECIAL NEEDS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

Prerequisite: None.

CDEC 1417 CHILD DEVELOPMENT ASSOCIATE TRAINING I

CRT HRS:04 LEC HRS:03 LAB HRS:04

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 2166 FIELD STUDY III

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 1166.

CDEC 2167 CAPSTONE:FIELD STUDY IV

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CDEC 2166.

CDEC 2304 CHILD ABUSE AND NEGLECT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. It includes methods of referral to public and private agencies that deal with investigation and treatment.

Prerequisite: None.

CDEC 2307 MATH AND SCIENCE FOR EARLY CHILDHOOD

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

Prerequisite: None.

CDEC 2315**DIVERSE CULTURAL/MULTILINGUAL EDUCATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of multicultural education to include the relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

Prerequisite: None.

CDEC 2326**ADMINISTRATION OF PROGRAMS FOR CHILDREN I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a practical application of management procedures for early child care education programs; including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

CDEC 2340**INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS (formerly CDEC 1340)**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an exploration of the development and implementation of curriculum for children with special needs.

Prerequisite: None.

CDEC 2422**CHILD DEVELOPMENT ASSOCIATE TRAINING II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study covered in this course included safety, health, learning environment, self, social, and guidance.

Prerequisite: Completion of or concurrent enrollment in CDEC 1417.

♦EDUC 1325**PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

Prerequisite: None.

♦TECA 1303**FAMILY, SCHOOL, AND COMMUNITY**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

Prerequisite: None.

♦TECA 1311**EDUCATING YOUNG CHILDREN**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

Prerequisite: None.

♦TECA 1318**WELLNESS OF THE YOUNG CHILD**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings.

Prerequisite: None.

♦TECA 1354**CHILD GROWTH AND DEVELOPMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the principles of normal child growth and development from conception to adolescence. This course focuses on physical, cognitive, social, and emotional domains of development.

Prerequisite: None.

COLLEGE SUCCESS

ORIN 0101 COLLEGE SUCCESS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course helps the student to perform successfully in college by understanding his or her emotional intelligence skills, personal learning style, understanding and using college policies and procedures, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, listening effectively, communicating well both orally and in writing, and by learning and applying library and technological research techniques. This course is a requirement for all first-time developmental students who have not passed all sections of the ACCUPLACER. This course is also required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who have passed all sections of the ACCUPLACER.

Prerequisite: None.

COMBINATION WELDING

WLDG 1323**Welding Safety, Tools and Equipment**

CRT HRS:03 LEC HRS:03 LAB HRS:00

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints.

Prerequisites: none

WLDG 1428**INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Prerequisites: none

WLDG 1313**INTRODUCTION TO BLUEPRINT READING FOR WELDERS**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Prerequisites: none

WLDG 1457**INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)**

CRT HRS: 04 LEC HRS:02 LAB HRS:06
 A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Prerequisites: WLDG 1323, WLDG 1428, WLDG 1313, WLDG 1430

WLDG 1430**INTRODUCTION TO GAS METAL ARC WELDING (GMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
 A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Prerequisites: none

WLDG 1417**INTRODUCTION TO LAYOUT AND FABRICATION**

CRT HRS:04 LEC HRS:02 LAB HRS:06
 A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Prerequisites: WLDG 1323, WLDG 1428, WLDG 1313, WLDG 1430

WLDG 1434**INTRODUCTION TO GAS TUNGSTEN ARC (GTAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
 An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

Prerequisites: WLDG 1428, WLDG 1313, WLDG 1430, WLDG 1323

WLDG 2406**INTERMEDIATE PIPE WELDING**

CRT HRS:04 LEC HRS:02 LAB HRS:06
 A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Prerequisites: WLDG 1457, WLDG 1312, WLDG 1317, WLDG 1434

WLDG 2443**ADVANCED SHIELDED METAL ARC WELDING (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06
 Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Prerequisites: WLDG 1457, WLDG 1317, WLDG 1312, WLDG 1434

WLDG 1412**INTRODUCTION TO FLUX CORED ARC WELDING (FCAW) (2-6-4)**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

Prerequisites: WLDG 1428, WLDG 1430, WLDG 1323, WLDG 1313

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 0090 or ENGL 0091 or equivalent.

◆COMM 2315**NEWS GATHERING AND WRITING II**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

Prerequisite: COMM 2311.

COMPUTER-AIDED DRAFTING AND DESIGN

ARCE 1303**ARCHITECTURAL MATERIALS AND METHODS OF CONSTRUCTION**

CRT HRS:03 LEC HRS:02 LAB HRS:02
 This course covers properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

Prerequisite: DFTG 1315.

ARCE 1321**ARCHITECTURAL ILLUSTRATION**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course covers architectural drawing and sketching. Emphasis is on freehand drawing, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.

Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.

ARCE 1352**STRUCTURAL DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. It includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

Prerequisite: DFTG 1305, DFTG 1309, OR ARTC 1321.

ARCE 2352**MECHANICAL AND ELECTRICAL SYSTEMS**

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course covers the properties of building materials (assemblies), specifications, codes, vendor references, and

uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction.

Prerequisite: Completion of or concurrent enrollment in DFTG 2338, DFTG 1317 and DFTG 2328.

ARTC 1302 DIGITAL IMAGING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

Prerequisite: None.

ARTC 1317 DESIGN COMMUNICATION I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

Prerequisite: ARTC 1302 and ARTC 1321.

ARTC 1321 ILLUSTRATION TECHNIQUES I

CRT HRS:03 LEC HRS: LAB HRS:04

This course is the study of illustration techniques in various media. Emphasis is on creative interpretation and disciplined draftsmanship for visual communication of ideas.

Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.

ARTC 1353 COMPUTER ILLUSTRATION

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course develops mastery of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations. The course includes principles of layout and design and manipulation of text graphics.

Prerequisite: DFTG 1309.

ARTC 2301 ILLUSTRATION TECHNIQUES II (formerly ARTC 1350)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers illustration techniques and concepts for production, rough design, sketching, and discussions of various media and reproduction processes.

Prerequisite: ARTC 1321.

ARTC 2340 COMPUTER ILLUSTRATION II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers advanced use of software capabilities with emphasis on various output procedures, the resolution of complex design issues, and concept development.

Prerequisite: ARTC 1353.

ARTC 2347 DESIGN COMMUNICATION II

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is the advanced study of design, development, and art direction. Emphasis will be placed on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

Prerequisite: ARTC 1317.

ARTV 1341 3-D ANIMATION I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides instruction in three-dimensional (3-D) modeling and rendering techniques including lighting,

staging, camera, and special effects. Emphasis will be placed on 3-D modeling building blocks using primitives to create simple or complex objects.

Prerequisite: ARTC 1321, ARTC 1353, DFTG 2340.

ARTV 1351 DIGITAL VIDEO

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides skill development in producing and editing video and sound for multimedia or web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.

Prerequisite: PHTC 2331.

CNBT 1346 CONSTRUCTION ESTIMATING I

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course includes the fundamentals of estimating materials and labor costs in construction. The student will identify estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

Prerequisite: ARTC 1353.

DFTG 1305 TECHNICAL DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1309 BASIC COMPUTER-AIDED DRAFTING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

Prerequisite: Completion of or concurrent enrollment in DFTG 1305 or ARTC 1321.

DFTG 1315 ARCHITECTURAL BLUEPRINT READING AND SKETCHING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course examines the fundamentals of blueprint reading for the construction industry.

Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1317 ARCHITECTURAL DRAFTING-RESIDENTIAL

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures is covered. Emphasis is placed on light frame construction methods.

Prerequisite: DFTG 1305, DFTG 1309 or ARTC 1321.

DFTG 1371 INTRODUCTION TO THE CIVIL DRAFTING PROFESSION

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the civil drafting profession. It familiarizes the student with local businesses, common practices, and professional advancement. The course also introduces and explores the various types of drawings, maps, and plans that are prepared by civil engineering firms and surveyors.

Prerequisite: None.

DFTG 1372**FINAL PRESENTATION/PORTFOLIO DEVELOPMENT**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes will be placed on the development and preparation of a portfolio comprised of completed CAD projects to meet required professional standards. Each student will be required to design and complete a set of drawing documents of their own design to be included as part of their portfolio. The evaluation and demonstration of the final portfolio to industry professionals will be required.

Prerequisite: DFTG 1317 AND DFTG 2328.

DFTG 1380**COOPERATIVE EDUCATION**

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 2338 and ARCE 2352.

DFTG 2300**INTERMEDIATE ARCHITECTURAL DRAFTING-RESIDENTIAL**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continued application of principles and practices used in residential construction.

Prerequisite: DFTG 1317 and DFTG 2319.

DFTG 2319**INTERMEDIATE COMPUTER-AIDED DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2d and/or 3d environments and extracting data. A portfolio to be submitted for evaluation will be required.

Prerequisite: DFTG 1305, DFTG 1309, or ARTC 1321.

DFTG 2321**TOPOGRAPHICAL DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers plotting of surveyor's field notes. It includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

Prerequisite: DFTG 1309.

DFTG 2328**ARCHITECTURAL DRAFTING-COMMERCIAL**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 2330**CIVIL DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an in-depth study of drafting methods and principles used in civil engineering.

Prerequisite: SRVY 1313 and DFTG 2321.

DFTG 2332**CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course presents advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.

Prerequisite: SRVY 1342, SRVY 2309, DFTG 2328 and GISC 1311.

DFTG 2338**FINAL PROJECT-ADVANCED DRAFTING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a drafting course in which students participate in a comprehensive project from conception to conclusion.

Prerequisite: Completion of or concurrent enrollment in DFTG 2352, DFTG 1317, and DFTG 2328.

DFTG 2340**SOLID MODELING/DESIGN**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.

Prerequisite: DFTG 1317, DFTG 2319.

GISC 1301**CARTOGRAPHY AND GEOGRAPHY IN GIS & GPS (formerly CRTG 1301)**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.

Prerequisite: Completion of or concurrent enrollment in GISC 2320.

GISC 1311**INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (formerly CRTG 1311)**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

Prerequisite: Completion of, or concurrent enrollment in DFTG 1309.

GISC 1321**INTRODUCTION TO RASTER-BASED GIS (formerly CRTG 1321)**

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: GISC 1301.

GISC 1364**CAPSTONE:GIS PRACTICUM (formerly CRTG 1364)**

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: DFTG 2319 and GISC 1311.

GISC 2301**DATA ACQUISITION AND ANALYSIS IN GIS
(formerly CRTG 2301)**

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: GISC 1301 and DFTG 2319.

GISC 2311**GEOGRAPHIC INFORMATION SYSTEMS (GIS)
APPLICATIONS (formerly CRTG 2311)**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.

Prerequisite: GISC 1301, GISC 1321, and DFTG 2319.

GISC 2320**INTERMEDIATE GEOGRAPHIC INFORMATION
SYSTEMS (GIS)
(formerly CRTG 2320)**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.

Prerequisite: Completion of GISC 1311 and DFTG 1309.

GISC 2364**CAPSTONE:GIS PRACTICUM
(formerly CRTG 2364)**CRT HRS:03 LEC HRS:00
OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: GISC 1311, GISC 2311, ITSE 2409.

GRPH 1380**CAPSTONE: DIGITAL IMAGING DESIGN**CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20

This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

Prerequisite: ARTC 1353, ARTC 1317, ARCE 1321, DFTG 2319, and DFTG 1317.

GRPH 2380**CAPSTONE: DIGITAL IMAGING DESIGN**CRT HRS:03 LEC HRS:01
OFF CAMPUS LAB HRS:20

This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

Prerequisite: IMED 2311, ARTV 1341, ARTV 1351, ARTC 2340.

IMED 2311**PORTFOLIO DEVELOPMENT**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course places emphasis on preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

Prerequisite: ARCE 1321, ARTC 2347, ARTC 2331 and DFTG 2340.

PHTC 1347**LANDSCAPE PHOTOGRAPHY**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.

Prerequisite: ARTC 2331.

PHTC 2331**ARCHITECTURAL PHOTOGRAPHY**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.

Prerequisite: ARTC 1317.

SRVY 1313 PLANE SURVEYING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.

Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1315 SURVEYING CALCULATIONS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the mathematics used in surveying and mapping, eg., algebra, plane trigonometry, and plane, solid and analytical geometry.

Prerequisite: DFTG 1309, MATH 1414 or TECM 1303.

SRVY 1341 LAND SURVEYING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.

Prerequisite: SRVY 1313.

SRVY 1342**GLOBAL POSITIONING SYSTEM TECHNIQUES FOR
SURVEY/MAPPING**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.

Prerequisite: SRVY 1313 and DFTG 2330.

SRVY 1349
SURVEYING CALCULATIONS II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a study of the mathematical applications used in surveying and mapping. An overview of software and hardware, including programmable calculators used in problem solving will be covered.

Prerequisite: SRVY 1315.

SRVY 1380
COOPERATIVE EDUCATION

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

Prerequisite: SRVY 1315, DFTG 2321, DFTG 2319, DFTG 1371.

SRVY 2309
COMPUTER AIDED MAPPING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographical maps utilizing coordinate geometry will also be covered.

Prerequisite: DFTG 2319, SRVY 1313, DFTG 2321 and DFTG 2330.

SRVY 2313
CONTROL SURVEYING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes field astronomy calculations, state plane coordinates and the reduction of information received from Global Positioning System receivers.

Prerequisite: SRVY 1341, DFTG 2321, and DFTG 2330.

SRVY 2339
ENGINEERING DESIGN SURVEY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout. It also includes the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.

Prerequisite: SRVY 1341, DFTG 2321, DFTG 2330, and SRVY 1342.

SRVY 2380
COOPERATIVE EDUCATION

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

Prerequisite: DFTG 2328.

COMPUTER AND INFORMATION TECHNOLOGIES

CITP 3302
ADVANCED NETWORKING (NETWORKING +)

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course prepares individuals for a career as a Network Engineer in the Information Technology support industry. Students will be taught the various responsibilities and tasks required for service engineer to successfully perform in a specific environment.

Prerequisite: ITNW2421.

CITP 3305
SYSTEM ANALYSIS AND DESIGN

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course provides a systematic approach to developing computer-based information systems utilizing the system development life cycle (SDLC) with the emphasis on analysis and design. Students will participate in a real-world project that will enable them to implement certain facets of system development. Topics include feasibility study/project planning, requirements definition and analysis, and user interface design.

Prerequisite: None.

CITP 3310
SURVEY OF PROGRAMMING LANGUAGES

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.

Prerequisite: None.

CITP 3312
FUNDAMENTALS OF INFORMATION SECURITY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.

Prerequisite: ITNW 2421.

CITP 3320
DATABASE MANAGEMENT

CRT HRS:03 LEC HRS:02 LAB HRS:02

In this course, the logical concept and physical organization of relational database management systems are studied. The SQL language will be used extensively in exploring and querying databases. Students will receive extensive hands-on skills for designing, analyzing and implementing a relational database using Oracle.

Prerequisite: CITP 3310.

CITP 3360
DIGITAL IMAGE PROCESSING AND PRESENTATION

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course provides a basic competency in preparation and creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.

Prerequisite: None.

CITP 4301**CAPSTONE: COMPUTER AND INFORMATION TECHNOLOGY INTERNSHIP**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: None.

CITP 4316**ADVANCED WEB DESIGN**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course will introduce the paradigm or programming on the web. The focus will be on a simplified Model/View/Controller design pattern. Topics may include Cookies, Sessions, Dynamic Web Page Generation, Database Connectivity and Network Programming.

Prerequisite: CITP 3310.

CITP 4330**ADVANCED NETWORK SECURITY**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course prepares student to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.

Prerequisite: CITP 3312.

CITP 4340**SPECIAL TOPICS COURSE-CIT**

CRT HRS:03 LEC HRS:02 LAB HRS:02

In this course, students will continue their system development project from CITP 3305- System Analysis and Design or projects chosen by student teams and approved by instructor. The focus of the project will be implementing the system described in the student's technical documents from CITP3305- System Analysis and Design, or from a set of documents as created by the teams. Students will be expected to deliver a working system prototype if not a functional system.

Prerequisite: CITP 3310.

CITP 4345**DATA COMMUNICATIONS - CONVERGENT TECHNOLOGIES**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

Prerequisite: CITP 3302.

CITP 4350**ADVANCED COMPUTER PROGRAMMING**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course will introduce students to more advanced concepts in computer programming languages. Topics may include Graphical User Interface, Database Connectivity, Threads, and Network Programming.

Prerequisite: CITP 3310.

COMPUTER SCIENCE

◆BCIS 1332**COBOL PROGRAMMING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to business programming techniques. It includes programming methods, designing customized software applications, testing, documentation, input specification, and report generation. The courses

also introduces the student to record processing and the access, manipulation and use of ORACLE based databases using SQL statements.

Prerequisite: COSC 1430 with a grade of "C" or better.

◆BCIS 2332**ADVANCED COBOL PROGRAMMING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course further emphasizes applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. The course also further discusses ORACLE based databases by the creation and usage of advanced SQL statements.

Prerequisite: BCIS 1332 with a grade of "C" or better.

◆COSC 1301**MICROCOMPUTER APPLICATIONS**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction and overview of computer information systems. Topics include computer hardware, software, procedures, systems, and human resources and the exploration of their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Emphasis is placed on the familiarity and use of the Windows operating systems and personal software packages that include a word processor to process textual information, an electronic spreadsheet for manipulation of numerical data, and a database management system to create and manipulate a database. The Internet is introduced and used for educational purposes such as information search and retrieval by search engines and web browsers, e-mail utilization, and sharing of educational information. After course completion, students will be able to select correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: Successful completion of READ 0090 or equivalent.

◆COSC 1315**FUNDAMENTALS OF PROGRAMMING**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Primary emphasis is on Java Script and XHTML Web design programming.

Prerequisite: COSC 1301 with a grade of "C" or better.

◆COSC 1336**PROGRAMMING FUNDAMENTALS I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

Prerequisite: Concurrent enrollment in MATH 0090 or completion of equivalent. Recommended: MATH 1414 with a grade of "C" or better.

CRIMINAL JUSTICE

♦COSC 1337

PROGRAMMING FUNDAMENTALS II CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a review of control structures and data types with emphasis on structured data types. This course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. It includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

Prerequisite: COSC 1336 with a grade of "C" or better.

♦COSC 1430

COMPUTER PROGRAMMING CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to computer programming using Visual Basic .Net. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, elementary file processing and the access, manipulation and use of databases by Visual Basic .Net designed applications.

Prerequisite: COSC 1301 with a grade of "C" or better.

Recommended: COSC 1315 with a grade of "C" or better.

♦COSC 2325

COMPUTER ORGANIZATION AND MACHINE LANGUAGE CRT HRS:03 LEC HRS:02 LAB HRS:03

This is an introduction to computer organization, machine language programming and assembly programming language. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, digital representation of data, MACRO commands, MACRO programming techniques and subroutines.

Prerequisite: COSC 1320 with a grade of "C" or better.

♦COSC 2330

ADVANCED STRUCTURED LANGUAGES CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will become familiar with the concepts of object-orientation using the Java language. Students will understand and explore concepts such as encapsulation, classification, and inheritance. This course presents the syntax of Java to help the student grasp these concepts and others typically found in object-based, class-based, and object-orientated (OO) languages. Primary emphasis is on Linux and PC 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.

♦COSC 2336

PROGRAMMING FUNDAMENTALS III CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

Prerequisite: COSC 1337 with a grade of "C" or better.

♦CRIJ 1301

INTRODUCTION TO CRIMINAL JUSTICE CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦CRIJ 1306

COURT SYSTEMS AND PRACTICES CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of procedural regulations that guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦CRIJ 1307 CRIME IN AMERICA

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦CRIJ 1310

FUNDAMENTALS OF CRIMINAL LAW CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦CRIJ 2313

CORRECTIONAL SYSTEMS AND PRACTICES CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues in corrections.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

♦CRIJ 2328

POLICE SYSTEMS AND PRACTICES CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; and current and future issues in the police profession.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

CULINARY ARTS

CHEF 1264 CAPSTONE: PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CHEF 1301

BASIC FOOD PREPARATION

CRT HRS:03 LEC HRS: 02 LAB HRS:04

This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Prerequisite: None.

CHEF 1305

SANITATION AND SAFETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Prerequisite: None.

CHEF 1345

INTERNATIONAL CUISINE

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: CHEF 1301.

CHEF 2264

CAPSTONE: PRACTICUM II

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

CHEF 2301

INTERMEDIATE FOOD PREPARATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

Prerequisite: None.

CHEF 2331

ADVANCED FOOD PREPARATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

Prerequisite: RSTO 2307.

PSTR 1301

FUNDAMENTALS OF BAKING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

Prerequisite: None.

PSTR 2331ADVANCED PASTRY SHOP

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

Prerequisite: None.

RSTO 1301

BEVERAGE MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics will include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Prerequisite: None.

RSTO 2301

PRINCIPLES OF FOOD AND BEVERAGE CONTROLS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

Prerequisite: None.

RSTO 2307 CATERING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

Prerequisite: CHEF 1301.

DANCE

♦DANC 1210 TAP DANCE

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance course focuses on the fundamental knowledge, skills, and applications of tap dance. Students are introduced to tap dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes tap dance as an enjoyable, practical and viable life-long physical activity and artistic endeavor.

Prerequisite: None.

♦DANC 1241 BALLET I

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course offers knowledge and skill development in the basics of classical Russian ballet technique. Emphasis will be placed on correct alignment, basic barre work, simple center

floor work, and ballet vocabulary.

Prerequisite: None.

♦DANC 1242 BALLET II

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course offers continued development of knowledge and skill development in classical Russian ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary.

Prerequisite: DANC 1241 or permission from the Instructor.

♦DANC 1245 MODERN DANCE

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of modern dance. Students are introduced to modern dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

♦DANC 1247 JAZZ DANCE I

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on the fundamental knowledge, skills, and applications of jazz dance. Students are introduced to jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic dance course promotes jazz dance as an enjoyable, practical, and viable life-long physical activity and artistic endeavor.

Prerequisite: None.

♦DANC 1248 JAZZ DANCE II

CRT HRS:02 LEC HRS:01 LAB HRS:02

This secondary dance (physical activity) course focuses on the fundamental knowledge, skills, and application of classical dance, emphasizing Jazz. Students are introduced to detailed jazz dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positioning, body isolations and overall coordination are practiced. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is encouraged.

Prerequisite: DANC 1247 or permission from the Instructor.

♦DANC 1253 SPANISH BALLET I

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor

skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

♦DANC 2303 DANCE APPRECIATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on an introduction to the theory of Western dance performance forms, including ballet, modern dance, jazz, post-modern dance, and Spanish Folkloric dance. Emphasis is placed on how to understand, enjoy, and appreciate the complexities of dance terminology, history, evolution, symbolism, and cultural applications, as pertaining to the various forms of dance.

Prerequisite: Completion of READ 0080 or equivalent.

DIESEL TECHNOLOGY

DEM 1229

PREVENTATIVE MAINTENANCE

CRT HRS:02 LEC HRS:01 LAB HRS:02

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401 Diesel Shop Safety Procedures.

DEM 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.

DEM 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.

DEM 1303

BASIC DRIVING SKILLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).

Prerequisite: DEMR 1401.

DEM 1401

DIESEL SHOP SAFETY AND PROCEDURES

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.

Prerequisite: Completion of or concurrent enrollment in READ 0080 or equivalent.

DEM 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, and completion of

or concurrent enrollment in MATH 0080 or equivalent.

DEMR 1410

DIESEL ENGINE TESTING AND REPAIR I

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1416 BASIC HYDRAULICS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers the fundamentals of hydraulics including components and related systems.

Prerequisite: Completion of or concurrent enrollment in DEMR 1401.

DEMR 1417

BASIC BRAKE SYSTEMS (formerly DEMR 1317)

CRT HRS:03 LEC HRS:02 LAB HRS:06

This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.

Prerequisite: DEMR 1401.

DEMR 1435

AUTOMATIC POWER SHIFT AND HYDROSTATIC TRANSMISSIONS I

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.

Prerequisite: DEMR 1401 and DEMR 1442.

DEMR 1442

POWER TRAIN APPLICATIONS I

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.

Prerequisite: DEMR 1401.

DEMR 2432

ELECTRONIC CONTROLS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course covers advanced skills in diagnostic and programming techniques of electronic control systems.

Prerequisite: DEMR 1410, DEMR 1401, and DEMR 1405.

DRAMA

◆DRAM 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 finearts.

Prerequisite: Completion of READ 0080 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 0085 or equivalent, or BNKG 1340.

◆ECON 2302

PRINCIPLES OF ECONOMICS II-MICRO

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: Successful completion of MATH 0085 or satisfactory score on placement test.

EDUCATION

◆EDUC 1301

INTRODUCTION TO THE TEACHING PROFESSION

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. This course includes a 16 contact hour lab component in P-12 classrooms.

Prerequisite: None.

◆EDUC 2301

INTRODUCTION TO SPECIAL POPULATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is an enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. This course includes a 16 contact hour lab component with special populations in P-12 schools.

Prerequisite: EDUC 1301.

ELECTRICIAN ASSISTANT

ELPT 1325

NATIONAL ELECTRICAL CODE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This the an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

Prerequisite: None.

ELPT 1411
BASIC ELECTRICAL THEORY

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers basic theory and practice of electrical circuits. It also includes calculations as applied to altering and direct current.

Prerequisite: None.

ELPT 1419
FUNDAMENTALS OF ELECTRICITY I

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.

Prerequisites: None.

ELPT 1420
FUNDAMENTALS OF ELECTRICITY II

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 1429
RESIDENTIAL WIRING

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers wiring methods, for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

Prerequisites: None.

ELPT 1445
COMMERCIAL WIRING

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course provides instruction in commercial wiring methods. It includes over current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 2325
NATIONAL ELECTRICAL CODE II

CRT HRS:03 LEC HRS:03 LAB HRS:00
This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.

Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

ELPT 2447
ELECTRICAL TESTING AND MAINTENANCE

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course covers proper and safe use of electrical power equipment test devices and the interpretation of test results. It includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

Prerequisites: ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

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 0080 or equivalent.

CETT 1403 DC CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

Prerequisite: MATH 0080 or equivalent.

CETT 1405 AC CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

CETT 1421
ELECTRONIC FABRICATION

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

Prerequisite: CETT 1403.

CETT 1425
DIGITAL FUNDAMENTALS

CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis is placed on circuit logic analysis and troubleshooting digital circuits.

Prerequisite: Completion of MATH 0080 or equivalent.

CETT 1441
SOLID STATE CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.

Prerequisite: CETT 1403.

CETT 1445
MICROPROCESSOR

CRT HRS:04 LEC HRS:03 LAB HRS:04
This is an introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools will be included.

Prerequisite: CETT 1403.

CETT 1457
LINEAR INTEGRATED CIRCUITS

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation,

measurements, instrumentation, and active filtering is emphasized.

Prerequisite: CETT 1441.

CETT 1449 DIGITAL SYSTEMS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.

Prerequisite: CETT 1425.

CETT 2188 CAPSTONE: INTERNSHIP

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CETT 2439.

CETT 2189 CAPSTONE: INTERNSHIP

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CETT 1405.

CETT 2437

MICROCOMPUTER CONTROL

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. An introduction to programming is included.

Prerequisite: CETT 1405.

CETT 2439 AMPLIFIER ANALYSIS

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.

Prerequisite: CETT 1405 and CETT 1441.

CPMT 1166

CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1403

INTRODUCTION TO COMPUTER TECHNOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.

Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1404

MICROCOMPUTER SYSTEM SOFTWARE

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides skill development in the installation, configuration, maintenance and troubleshooting of system

software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system.

Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1407

ELECTRONIC AND COMPUTER SKILLS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the study of current electronic construction techniques including using common hand tools used in disassembly, repair, and re-assembly of electronics and computer components.

Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1411

INTRODUCTION TO COMPUTER MAINTENANCE

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to the installation, configuration, and maintenance of a microcomputer system.

Prerequisite: Completion of MATH 0080 or equivalent.

CPMT 1445

COMPUTER SYSTEMS MAINTENANCE

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.

Prerequisite: CPMT 1403 or CPMT 1411.

CPMT 1447

COMPUTER SYSTEM PERIPHERALS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.

Prerequisite: CPMT 1411 or CPMT 1445.

CPMT 1449

COMPUTER NETWORKING TECHNOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.

Prerequisite: CPMT 1403.

CPMT 2166

CAPSTONE: COMPUTER SYSTEMS TECHNOLOGY PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: CPMT 2433.

CPMT 2188

CAPSTONE: INTERNSHIP- COMPUTER INSTALLATION

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CPMT 1403.

CPMT 2288**CAPSTONE: INTERSHIP-COMPUTER INSTALLATION**

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:12

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: CPMT 2433.

CPMT 2350**INDUSTRY CERTIFICATION PREPARATION**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the objectives for the industry specific certification exam.

Prerequisite: CPMT 2433.

CPMT 2433**COMPUTER INTEGRATION**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.

Prerequisite: CPMT 1445 and CPMT 1449.

CPMT 2445**COMPUTER SYSTEM TROUBLESHOOTING**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

Prerequisite: CPMT 1445.

CPMT 2449**ADVANCED COMPUTER NETWORKING TECHNOLOGY**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Prerequisite: CPMT 1449.

EECT 1403**INTRODUCTION TO TELECOMMUNICATIONS**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1407**CONVERGENCE TECHNOLOGIES**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1440**TELECOMMUNICATIONS TRANSMISSION MEDIA**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

Prerequisite: Completion of MATH 0080 or equivalent.

EECT 1444**TELECOMMUNICATIONS BROADBAND SYSTEMS**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a survey of telecommunications broadband transmissions systems including protocols, testing, applications, and safety practices.

Prerequisite: EECT 1403.

EECT 2188**CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY**

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:04

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: EECT 1407.

EECT 2288**CAPSTONE: COMMUNICATION ENGINEERING TECHNOLOGY**

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: EECT 2442 and IITSY 1442.

EECT 2433 TELEPHONE SYSTEMS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.

Prerequisite: EECT 1407.

EECT 2442**TELECOMMUNICATIONS PRIVATE BRANCH EXCHANGE (PBX)**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an examination of the theory, operation and maintenance of PBX telecommunications equipment.

Prerequisite: EECT 1444.

EECT 2435 TELECOMMUNICATIONS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of modern telecommunication systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction is provided in installation, testing, and maintenance of communications systems components.

Prerequisite: EECT 2433.

EECT 2437**WIRELESS TELEPHONY SYSTEMS**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.

Prerequisite: EECT 2433.

ELMT 2435**CERTIFIED ELECTRONICS TECHNICIAN TRAINING**

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: Completion of CETT 1405 and CETT 1441.

ELMT 2437**ELECTRONIC TROUBLESHOOTING, SERVICE AND REPAIR**

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**

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.

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**EMS RESPONSE STRATEGIES-"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 comprehensive, assessment-based patient care management. It includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2266 CAPSTONE: PARAMEDIC PRACTICUM

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level.

Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243, and permission from the department.

EMSP 2330 SPECIAL POPULATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338 EMS OPERATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434 MEDICAL EMERGENCIES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.

EMSP 2444 CARDIOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. This includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions.

Prerequisite: Concurrent enrollment in EMSP 2160.

ENGINEERING

◆ENGR 1101**INTRODUCTION TO ENGINEERING**

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: None. Recommended: MATH 1414.

◆ENGR 1204**ENGINEERING GRAPHICS**

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course is an introduction to spatial relationships, multi-view projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Methods of graphical communications are given, including working drawings for design and production, descriptive geometry and solid modeling. Emphasis is placed on computer-aided design, but traditional mechanical drafting techniques are presented.

Prerequisite: 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 ACCUPLACER and college writing. The student will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has required one-hour lab.

Prerequisite: Placement based on ACCUPLACER score, Sentence Skills 0-65, and Essay 0-3+; or equivalent.

ENGL 0081 WRITING SKILLS II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 0071 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 66-72, and Essay 4+; or equivalent.

ENGL 0091 WRITING SKILLS III

CRT HRS:03 LEC HRS:03 LAB HRS:01

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for ACCUPLACER and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 0081 with a grade of "C" or better; or placement based on ACCUPLACER score, Sentence Skills 73-79, and Essay 5+; or Sentence Skills 0-59 and Essay of 6+; or equivalent.

**Note: For placement into Developmental English courses, both Sentence Skills and Essay criteria need to be met; otherwise, the lower score will be used for placement (for example, a score of Sentence Skills 34 and Essay 5 will place the student at ENGL 0071 level. A score of Sentence Skills 80 and Essay 4 will place the student at ENGL 0081).*

◆ENGL 1301 COMPOSITION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: A score of 60+ /E-6, E-7, E-8 or 80+ /E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.

◆ENGL 1302

COMPOSITION II- RHETORIC

CRT HRS:03 LEC HRS:03 LAB HRS:00

Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of "C" or higher in ENGL 1301.

◆ENGL 2189

ENGLISH ACADEMIC CAPSTONE

CRT HRS:01 LEC HRS:01 LAB HRS:00

This class will include practical, hands-on work in areas related to English language and literature. In conjunction with class seminars, the academic capstone will provide opportunities for greater understanding and exposure to English through the applied study of the written word.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2307 CREATIVE WRITING I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing fiction, nonfiction, poetry, drama or screenwriting.

Prerequisite: None.

◆ENGL 2308 CREATIVE WRITING II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

◆ENGL 2311 TECHNICAL WRITING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2321 BRITISH LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2326 AMERICAN LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2331 WORLD LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected readings of world literature. It will include the study of three literary genres which may

include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2341

INTRODUCTION TO LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2341 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2342

STUDIES IN THEMES AND GENRES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to focus on literary works which may be unified by theme, period, subject matter, or genre. English 2342 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2351

MEXICAN AMERICAN LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes selected reading in Mexican American Literature, as well as some other Hispanic American readings. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2351 is also designed to introduce students to the study of literary periods, terms, and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆ENGL 2389

ACADEMIC COOPERATIVE IN ENGLISH

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to integrate on-campus study with practical hands-on experience. Depending on the cooperative's and student's focus, individualized goals and objectives will be set to further their study in the field of English. This will enable students to gain valuable practical experience in their own specialized interests within the field of study.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031

ESOL ORAL COMMUNICATION I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0032

ESOL ORAL COMMUNICATION II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0033

ESOL ORAL COMMUNICATION III

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.

Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.

ESOL 0041

ESOL COMPOSITION FOR NON-NATIVE SPEAKERS I

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.

Prerequisite: None.

ESOL 0042

ESOL COMPOSITION/FOR NON-NATIVE SPEAKERS II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.

Prerequisite: None.

GEOGRAPHY

◆GEOG 1301

PRINCIPLES OF PHYSICAL GEOGRAPHY

CRT HRS:03 LEC HRS:03 LAB HRS:00

An introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.

Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

GEOLOGY

◆GEOL 1403 PHYSICAL GEOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

Prerequisite: A passing score on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆GEOL 1404 HISTORICAL GEOLOGY

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a continuation of Physical Geology covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

Prerequisite: GEOL 1403 with a grade of "C" or better.

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 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆GOVT 2302 AMERICAN GOVERNMENT II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

Recommended completion of GOVT 2301.

◆GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆GOVT 2311 MEXICAN-AMERICAN POLITICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a study of Mexican-American/Chicano politics within the American political experience. It presents both a historical and a topic-based approach to the Mexican-American political experience. Topics to be

studied include the Mexican-American civil rights movement, Mexican-American political participation, Mexican-Americans and political parties, Mexican-American interests groups, Mexican-Americans in the executive and legislative branches and Mexican-Americans and the courts.

Prerequisite: Completion of GOVT 2301 or GOVT 2302 with a grade of "C" or better.

◆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 MEDICAL ADMINISTRATIVE SERVICES

HITT 1166 CODING PRACTICUM

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

HITT 1253 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Prerequisite: HITT 1301.

HITT 1255 HEALTH CARE STATISTICS

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.

Prerequisite: HITT 1301.

HITT 1301 HEALTH DATA CONTENT AND STRUCTURE

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Prerequisite: None.

HITT 1305 MEDICAL TERMINOLOGY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Prerequisite: None.

HITT 1341**CODING AND CLASSIFICATION SYSTEMS**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the application of basic coding rules, principles, guidelines, and conventions.

Prerequisite: HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

HITT 1345**HEALTH CARE DELIVERY SYSTEMS**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Prerequisite: HITT 1301.

HITT 1349 PHARMACOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Prerequisite: HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

HITT 2166 PRACTICUM ICRT 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 IICRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Permission from the department; HITT 2166.

HITT 2331**ADVANCED MEDICAL TERMINOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of advanced terminology in various medical and surgical specialties.

Prerequisite: HITT 1305.

HITT 2335**CODING AND REIMBURSEMENT
METHODOLOGIES**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

Prerequisite: HITT 1341.

HITT 2339**HEALTH INFORMATION ORGANIZATION AND
SUPERVISION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.

Prerequisite: HITT 1345.

HITT 2343**QUALITY ASSESSMENT AND PERFORMANCE
IMPROVEMENT**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course involves the study of the many facets of quality standards and methodologies in the health information

management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Prerequisite: HITT 1345.

HITT 2371**CURRENT PROCEDURAL TERMINOLOGY
CODING-CPT4**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

Prerequisite: HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

HITT 2372**ADVANCED CPT CODING-CPT4**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.

Prerequisite: HITT 2371.

HPRS 2301 PATHOPHYSIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Prerequisite: HITT 1305 or Program Chair approval.

HITT 1211**COMPUTERS IN HEALTHCARE**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisite: POFM 1309.

MRMT 1307**MEDICAL TRANSCRIPTION I**

CRT HRS:03 LEC HRS:01 LAB HRS: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 PRACTICUMCRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2167
MEDICAL TRANSCRIPTION PRACTICUM

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:10

This course provides practical general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

MRMT 2333
MEDICAL TRANSCRIPTION II

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

MRMT 2371
ADVANCED MEDICAL TRANSCRIPTION II

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MRMT 2333.

POFM 1309
MEDICAL OFFICE PROCEDURES

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human relations and customer service skills.

Prerequisite: Must type at least 35 wpm.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

HART 1401
BASIC ELECTRICITY FOR HVAC

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

Prerequisite: None.

HART 1407
REFRIGERATION PRINCIPLES

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

Prerequisite: None.

HART 1410
HVAC SHOP PRACTICES AND TOOLS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.

Prerequisite: None.

HART 1445
GAS AND ELECTRICAL HEATING

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2431
ADVANCED ELECTRICITY

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2438
CAPSTONE: AIR CONDITIONING INSTALLATION AND STARTUP

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

Prerequisite: HART 1401, HART 1407, HART 1410, 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: HART 1401, HART 1407, HART 1410.

HART 2442
COMMERCIAL REFRIGERATION

CRT HRS:04 LEC HRS:03 LAB HRS:04

Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2443
INDUSTRIAL AIR CONDITIONING

CRT HRS:04 LEC HRS:03 LAB HRS:04

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

Prerequisite: HART 1401, HART 1407, HART 1410.

HART 2445
AIR CONDITIONING SYSTEMS DESIGN

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication, and balancing the air system.

Prerequisite: HART 1401, HART 1407, HART 1410.

MAIR 1449
REFRIGERATORS, FREEZERS, WINDOW AIR CONDITIONERS

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: HART 1401, HART 1407, HART 1410.

HISTORY

◆HIST 1301 UNITED STATES HISTORY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆HIST 1302 UNITED STATES HISTORY II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆HIST 2311 WESTERN CIVILIZATION I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆HIST 2312 WESTERN CIVILIZATION II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

◆HIST 2321 WORLD CIVILIZATIONS I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: HIST 1301 and HIST 1302.

◆HIST 2322 WORLD CIVILIZATIONS II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: HIST 1301 and HIST 1302.

◆HIST 2327

MEXICAN AMERICAN HISTORY I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's

northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1301).

◆HIST 2328

MEXICAN AMERICAN HISTORY II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to nineteenth and twentieth century social, political and economic issues in Mexican American culture, including the legacy of social activism on the people. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show and understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better. (May substitute for HIST 1302).

HUMAN RESOURCES

HRPO 1306

BASIC MEDIATOR TRAINING

CRT HRS:03 LEC HRS:03 LAB HRS:00

Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.

Prerequisites: None.

HRPO 1302

HUMAN RESOURCES TRAINING AND DEVELOPMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

Prerequisites: None.

HRPO 1305

MANAGEMENT & LABOR RELATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

Prerequisites: None.

HRPO 2303

EMPLOYMENT PRACTICES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO recordkeeping and Affirmative Action Plans.

Prerequisites: HRPO 1302.

HRPO 2307**ORGANIZATIONAL BEHAVIOR**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

Prerequisites: HRPO 2301.

HRPO 2304**EMPLOYEE RELATIONS**

CRT HRS: 03 LEC HRS:03 LAB HRS: 00

This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

Prerequisites: HRPO 1305.

HRPO 2306**BENEFITS & COMPENSATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

Prerequisites: HRPO 2301.

HRPO 2188**INTERNSHIP HUMAN RESOURCE MANAGEMENT (0-6-1)**

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:60

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer,

Prerequisites: Approval of Internship Coordinator.

HUMANITIES

◆HUMA 1301**INTRODUCTION TO THE HUMANITIES I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.

Prerequisite: TSI Exempt or TSI Complete or READ 0080, ENGL 0081.

◆HUMA 1302**INTRODUCTION TO THE HUMANITIES II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.

Prerequisite: HUMA 1301.

◆HUMA 1305**INTRODUCTION TO MEXICAN-AMERICAN STUDIES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the field of Mexican-American Chicano/a studies from its inception to the present. It is an interdisciplinary survey designed to introduce

students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

Prerequisite: Completion of READ 0080 or equivalent.

◆HUMA 1311**MEXICAN-AMERICAN FINE ARTS APPRECIATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of Mexican-American/Chicano/a artistic expressions in the visual and/or performing arts.

Prerequisite: Completion of READ 0080 or equivalent.

◆HUMA 1315**FINE ARTS APPRECIATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an understanding of the purposes and processes in the visual and musical arts including evaluation of selected works.

Prerequisite: Completion of READ 0080 or equivalent.

◆HUMA 2319**AMERICAN MINORITY STUDIES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will cover the historical, social, and cultural development of one or more minority groups. Furthermore, this course will have an emphasis on the historical roots and implications of current socio-cultural of minority groups in the U.S. This course may include African American, Mexican-American, Asian American, and Native American issues.

Prerequisite: Completion of READ 0080 or equivalent.

◆HUMA 2323**WORLD CULTURES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will focus on the study of variations among contemporary societies throughout the world. Emphasis is on the historical roots and implications of current socio-cultural diversity. Examples will come from a variety of specific societies within a regional context. (Cross-listed as ANTH 2346.)

Prerequisite: Completion of READ 0080 or equivalent.

KINESIOLOGY

◆KINE 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 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, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens,

fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1115 or permission from the Instructor.

◆KINE 1119 RACQUETBALL I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history, terminology, rules, scoring, basic individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)—while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1120 RACQUETBALL II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1119 or permission from the Instructor.

◆KINE 1121 SOCCER I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1123 SOFTBALL I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1125 SWIMMING I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science,

enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1126 SWIMMING II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1125 or permission from the Instructor.

◆KINE 1127 TENNIS I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1128 TENNIS II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1127 or permission from the Instructor.

◆KINE 1129 VOLLEYBALL I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1131 YOGA AND FLEXIBILITY TRAINING

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable

life-long fitness or recreational endeavor.

Prerequisite: None.

**◆KINE 1132
SELF DEFENSE AND PERSONAL SAFETY**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of self-defense. Students are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.

Prerequisite: None.

**◆KINE 1133
OUTDOOR ADVENTURE TRAINING**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as enjoyable, practical and viable life-long fitness or recreational endeavors.

Prerequisite: None.

**◆KINE 1144
FITNESS AND WELLNESS I
(formerly KINE 1151)**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course is designed for Kinesiology majors as part of the required departmental courses for appropriate completion of the A.A. degree in Kinesiology. This course builds upon the concepts presented in Fitness and Motor Development I with an emphasis on the fitness components of cardiovascular efficiency, muscular strength, and flexibility. Students will develop a comprehensive understanding of various training techniques and participate in activities that will enhance the fitness components. Students will also acquire the necessary information and understanding to promote the sound fundamental aspects of fitness and to be advocates for participation in lifelong fitness activities.

Prerequisite: KINE 1101. Kinesiology Majors only.

◆KINE 1149 TEAM SPORTS I

CRT HRS:01 LEC HRS:00 LAB HRS:03

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1150 TEAM SPORTS II

CRT HRS:01 LEC HRS:00 LAB HRS:03

This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1210 AEROBIC DANCE I

CRT HRS:02 LEC HRS:01 LAB HRS:02

This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

◆KINE 1211 AEROBIC DANCE II

CRT HRS:02 LEC HRS:01 LAB HRS:02

This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: KINE 1210 or permission from the Instructor.

◆KINE 1251 BEGINNING SCUBA

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Swimming proficiency or permission from the Instructor/Department Chair.

◆KINE 1252 SCUBA II

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced aquatic activity course focuses on advanced theory, skills and application of SCUBA training as a recreational sport. Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: KINE 1251 or permission from the Instructor.

◆KINE 1253 LIFEGUARD TRAINING

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.

Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.

**◆KINE 1301
INTRODUCTION TO KINESIOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an orientation to the field of kinesiology,

its scope, organization of professional activities, vocational opportunities and professional qualifications.

Prerequisite: None.

◆KINE 1304

PERSONAL HEALTH AND WELLNESS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of factors involved in human physical and psychological wellness. Disorders arising from mutagenic, teratogenic infections, environment and lifestyle behaviors will be studied.

Prerequisite: None.

◆KINE 1305

COMMUNITY AND ENVIRONMENTAL HEALTH

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community health resources and environmental issues/safeguards. The course focuses on developing an awareness and understanding of health trends, health education opportunities, school and community health programs, public health agencies, and state/federal government resources related to public health and the environment. The breadth and seriousness of current health and environmental conditions facing U.S. communities and diverse populations is also stressed.

Prerequisite: None.

◆KINE 1306 FIRST AID AND SAFETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.

Prerequisite: None.

◆KINE 1308 SPORTS OFFICIATING I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.

Prerequisite: None.

◆KINE 1309 SPORTS OFFICIATING II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of volleyball, soccer, tennis, and other appropriate sports. Promoting the course as 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 1346

DRUG USE AND ABUSE IN SOCIETY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.

Prerequisite: None.

◆KINE 2255

WATER SAFETY INSTRUCTOR

CRT HRS:02 LEC HRS:01 LAB HRS:02

This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Current Lifeguard certification or KINE 1253 or permission from the department.

◆ROTC 1201

MARKSMANSHIP AND FIRST AID

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.

Prerequisite: None.

◆ROTC 1202

SURVIVAL AND LAND NAVIGATION TRAINING

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also

designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

Prerequisite: None.

♦ROTC 3202

ADVANCED ARMY PHYSICAL DEVELOPMENT

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

Prerequisite: None.

MANUFACTURING TECHNOLOGY

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

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 2402 MACHINE DRAFTING

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.

Prerequisite: DFTG 1313.

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 2334

COMPUTERIZED NUMERICAL CONTROL PROGRAMMING (NC/CNC)

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the principles and concepts of numerical control through computer applications, specifically in the area of programming for the control of machine tools in computer integrated manufacturing (CIM).

Prerequisite: INMT 1445.

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 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 0080 or equivalent.

MCHN 1382

CAPSTONE: COOPERATIVE EDUCATION I

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

MCHN 1419**MANUFACTURING MATERIALS AND PROCESSES**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, machining and molding.

Prerequisite: None.

MCHN 1438 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 2547**SPECIALIZED TOOLS AND FIXTURES**

CRT HRS:05 LEC HRS:03 LAB HRS:06

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

PLTC 1445**PLASTIC PROCESSES I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: None.

PLTC 2346**PLASTIC PROCESSES II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a continuation of Plastic Processes I with further emphasis on injection molding techniques. Examination of thermoset molding utilizing both compression and transfer processes is included. A survey of vacuum forming, extrusion, and blow molding is also provided.

Prerequisite: PLTC 1445.

QCTC 1303 QUALITY CONTROL

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course provides information on quality control principles and applications. It is designed to introduce the student to the quality control profession.

Prerequisite: MCHN 1320.

QCTC 1305 TEAMING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skill, overall team communication, and resolving personality conflicts.

Prerequisite: None.

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; performing calculations involving exponents and order of operations; estimating solutions to problems; solving application problems involving proportions, percents, and different units of measurement; simplifying algebraic expressions and solving linear equations; and solving problems involving geometric concepts and figures. The focus of lab instruction is content reinforcement.

Prerequisite: ACCUPLACER Arithmetic (AR) score of

0-64 and an Elementary Algebra (EA) placement score of 18-67; or equivalent.

**MATH 0085
INTRODUCTORY ALGEBRA**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of introductory algebra. Topics include simplifying algebraic expressions, solutions of linear equations and inequalities in one variable, applying rules of exponents, calculations involving scientific notations, operations on polynomials, factorization of polynomials, solving polynomial equations by factoring, systems of equations, graphs of linear equations in two variables, and application problems involving linear models. The focus of lab instruction is content reinforcement.

Prerequisite: Completion of MATH 0080 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ and an Elementary Algebra (EA) placement score of 18-54; or equivalent.

**MATH 0090
INTERMEDIATE ALGEBRA PART I AND GEOMETRY**

CRT HRS:03 LEC HRS:03 LAB HRS:01
This course is a study of intermediate algebra and geometry. Topics include factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. The focus of lab instruction is content reinforcement.

Prerequisite: Completion of MATH 0085 with a grade of "C" or better; or an ACCUPLACER Arithmetic (AR) score of 65+ and an Elementary Algebra (EA) placement score of 55-67.

♦MATH 1316 PLANE TRIGONOMETRY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers trigonometric functions, identities, equations and applications.

Prerequisite: MATH 1414 with a grade of "C" or better.

♦MATH 1324 FINITE MATHEMATICS

CRT HRS:03 LEC HRS:03 LAB HRS:00
Topics include: linear equations, quadratic equations, functions and graphs, inequalities, mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.

Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

**♦MATH 1332
CONTEMPORARY MATHEMATICS**

CRT HRS:03 LEC HRS:03 LAB HRS: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.

Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

**♦MATH 1350
FUNDAMENTALS OF MATHEMATICS I**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1414 with a grade of "C" or better.

**♦MATH 1351
FUNDAMENTALS OF MATHEMATICS II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Prerequisite: MATH 1350 with a grade of "C" or better.

♦MATH 1414 COLLEGE ALGEBRA

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

♦MATH 1425 BUSINESS CALCULUS

CRT HRS:04 LEC HRS:04 LAB HRS:00

Topics include: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.

Prerequisite: MATH 1324 or MATH 1414 with a grade of "C" or better.

♦MATH 1442 STATISTICS

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is a presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

Pre-requisite: A score of 68+ on the Elementary Algebra ACCUPLACER Exam, or a score of 63+ on the CLM ACCUPLACER exam; or completion of MATH 0090 with a grade of "P" or "C" or better, or equivalent.

**♦MATH 2412
PRECALCULUS 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 18+ on the Elementary Algebra ACCUPLACER Exam or completion of MATH 0080.

TECM 1371**MATHEMATICS FOR ALLIED HEALTH**

CRT HRS:03 LEC HRS:03 LAB HRS:00
 Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions, systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.

Prerequisite: A score of 18+ on the Elementary Algebra ACCUPLACER Exam or completion of MATH 0080.

MEDICAL ASSISTANT TECHNOLOGY

MDCA 1166 PRACTICUM I

CRT HRS:01 LEC HRS:00
 OFF CAMPUS LAB HRS:08

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

MDCA 1167 PRACTICUM II

CRT HRS:01 LEC HRS:00
 OFF CAMPUS LAB HRS:08

This course is a continuation of MDCA 1166- Practicum I. It provide practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

MDCA 1205**MEDICAL LAW & ETHICS**

CRT HRS:02 LEC HRS:02 LAB HRS:00
 This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

MDCA 1254**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 are preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.

MDCA 1321**ADMINISTRATIVE PROCEDURES**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is a course in medical office procedures which may include appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and the use of a computer in the medical office.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1343**MEDICAL INSURANCE**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party, and prevention of insurance fraud. Additional topics may include managed care or medical economics.

Prerequisite: Admission to the program or Program Chair approval.

MDCA 1348**PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS**

CRT HRS:03 LEC HRS:02 LAB HRS:04

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

**MDCA 1352
MEDICAL ASSISTANT LABORATORY PROCEDURES**

CRT HRS:03 LEC HRS:02 LAB HRS:04
Emphasis in this course is on procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). It includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance and quality control. It may include electrocardiography.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

**MDCA 1409
ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**

CRT HRS:04 LEC HRS:00 LAB HRS:00
This course places emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.

Prerequisite: Admission to the program or Program Chair approval.

**MDCA 1417
PROCEDURES IN A CLINICAL SETTING**

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course places emphasis on patient-centered assessment, examination, intervention, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriated for the medical office.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

**MDCA 2266
CAPSTONE: PRACTICUM III**

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:16
This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

PLAB 1323 PHLEBOTOMY

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessing. Topics include professionalism, ethics, and medical terminology.

Prerequisite: Admission to the program or Program Chair approval.

METEOROLOGY

♦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 ACCUPLACER Exam or completion of READ 0090

with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

MUSIC

♦MUAP 1201 APPLIED VIOLIN

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1202 APPLIED VIOLA

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1203 APPLIED CELLO

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in cello for Music majors. Credit is based in one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1204 APPLIED DOUBLE BASS

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in double bass for Music majors. Credit is based on one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1205 APPLIED FLUTE

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1206 APPLIED CLARINET

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

Prerequisite: Declared music majors or by special permission from the program chair.

♦MUAP 1207 APPLIED SAXOPHONE

CRT HRS:02 LEC HRS:00 LAB HRS:02
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1208 APPLIED TRUMPET

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1209 APPLIED FRENCH HORN

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1210 APPLIED TROMBONE

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1211 APPLIED BARITONE

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1212 APPLIED OBOE

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1213 APPLIED BASSOON

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1214 APPLIED TUBA

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1215 APPLIED PERCUSSION

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1216 APPLIED GUITAR

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.

Prerequisite: Declared music major or by special permission from the program chair.

◆MUAP 1217 APPLIED PIANO

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUAP 1218 APPLIED VOICE

CRT HRS:02 LEC HRS:00 LAB HRS:02
 This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

Prerequisite: Declared music majors or by special permission from the program chair.

◆MUEN 1121 BAND ENSEMBLE

CRT HRS:01 LEC HRS:01 LAB HRS:01
 This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

◆MUEN 1131 MARIACHI ENSEMBLE

CRT HRS:01 LEC HRS:01 LAB HRS:01
 This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

◆MUEN 1141 CHOIR ENSEMBLE

CRT HRS:01 LEC HRS:01 LAB HRS:01
 This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

Prerequisite: None.

◆MUSI 1181 PIANO CLASS I

CRT HRS:01 LEC HRS:00 LAB HRS:03
 This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

◆MUSI 1182 PIANO CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03
 This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

◆MUSI 1183 VOICE CLASS I

CRT HRS:01 LEC HRS:00 LAB HRS:03
 This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.

Prerequisite: None.

◆MUSI 1184 VOICE CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.

Prerequisite: MUSI 1183.

◆MUSI 1192 GUITAR CLASS

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

◆MUSI 1193 GUITAR CLASS II

CRT HRS:01 LEC HRS:00 LAB HRS:03
This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

◆MUSI 1258 OPERA WORKSHOP

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course includes the performance of portions or complete operas and the study of the integration of music, acting, and staging of an opera.

Prerequisite: None.

◆MUSI 1290 ELECTRONIC MUSIC I

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is an introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.

Prerequisite: MUSI 1181.

◆MUSI 1291 ELECTRONIC MUSIC II

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is a continuation of MUSI 1290 and covers the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music.

Prerequisite: MUSI 1181.

**◆MUSI 1301
FUNDAMENTALS OF MUSIC**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm.

Prerequisite: READ 0080 or equivalent.

**◆MUSI 1306
MUSIC APPRECIATION**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

Prerequisite: READ 0080 or equivalent.

◆MUSI 1308 MUSIC LITERATURE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1311 and READ 0090 or equivalent.

◆MUSI 1309 MUSIC LITERATURE II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1308 and 1311; and READ 0090 or equivalent.

◆MUSI 1311 MUSIC THEORY I

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: READ 0080 or equivalent.

◆MUSI 1312 MUSIC THEORY II

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.

Prerequisite: MUSI 1311, READ 0080 or equivalent.

◆MUSI 2181 PIANO CLASS III

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

◆MUSI 2182 PIANO CLASS IV

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

◆MUSI 2183 VOICE CLASS III

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued class instruction in the fundamentals of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

◆MUSI 2184 VOICE CLASS IV

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

◆MUSI 2311 MUSIC THEORY III

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1312, READ 0080 or equivalent.

◆MUSI 2312 MUSIC THEORY IV

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.

Prerequisite: MUSI 2311, READ 0080 or equivalent.

OCCUPATIONAL THERAPY ASSISTANT

OTHA 1341 OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1349 OCCUPATIONAL PERFORMANCE OF ADULTHOOD

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1353 OCCUPATIONAL PERFORMANCE FOR ELDERLY

CRT HRS:03 LEC HRS:02 LAB HRS:04
This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1405 PRINCIPLES OF OCCUPATIONAL THERAPY

CRT HRS:04 LEC HRS:03 LAB HRS:03
This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel, current health care environment, and moral, legal and ethical issues.

Prerequisite: 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 USE OF OCCUPATIONS OR ACTIVITIES I

CRT HRS:04 LEC HRS:03 LAB HRS:04
This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

Prerequisite: Acceptance to the Occupational Therapy Assistant Program.

OTHA 1419 THERAPEUTIC INTERVENTIONS I

CRT HRS:04 LEC HRS:02 LAB HRS:04
This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 1460 CLINICAL-OTA

CRT HRS:04 LEC HRS:00
OFF CAMPUS LAB HRS:12

This course is health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course is a method of instruction providing training and supervised beginning developing work-based experience and direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of previous semester courses with a "C" or better and permission from the department.

OTHA 2301 PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the client's physical and psychological reactions to disease and injury.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2309 MENTAL HEALTH IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance occupational performance.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

OTHA 2335 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, 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 2430

WORKPLACE SKILLS FOR THE OTA

CRT HRS:04 LEC HRS:03 LAB HRS:03

This seminar based course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. It will include application of didactic coursework to the clinic and test-taking strategies for certification exams.

Prerequisite: Completion of all coursework within the program with a grade of "C" or better.

PARALEGAL

LGLA 1303 LEGAL RESEARCH

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers law library techniques, and computer assisted legal research.

Prerequisite: None.

LGLA 1305 LEGAL WRITING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides a working knowledge of the fundamentals of effective legal writing. Topics include briefs, legal memoranda, case and fact analysis, citation forms, and legal writing styles.

Prerequisite: POFT 2312.

LGLA 1307

INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal.

Prerequisite: None.

LGLA 1342

FEDERAL CIVIL LITIGATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of federal civil litigation with emphasis on the paralegal's role.

Prerequisite: LGLA 1307.

LGLA 1344

TEXAS CIVIL LITIGATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts and procedures of Texas civil litigation with emphasis on the paralegal's role.

Prerequisite: LGLA 1307 and LGLA 1342.

LGLA 1353

WILLS, TRUSTS AND PROBATE ADMINISTRATION

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: LGLA 1307.

LGLA 1355 FAMILY LAW

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Prerequisite: LGLA 1307.

LGLA 2266 PRACTICUM:PARALEGAL

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

LGLA 2303

TORTS & PERSONAL INJURY LAW

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: LGLA 1307.

LGLA 2307

LAW OFFICE MANAGEMENT

CRT HRS:03 LEC HRS:02 LAB HRS:03

The course presents basic principles and structure of management, administration, and substantive systems in the law office. It includes law practice technology as applied to paralegals.

Prerequisite: LGLA 1307.

LGLA 2309 REAL PROPERTY

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Prerequisite: LGLA 1307.

LGLA 2311

BUSINESS ORGANIZATIONS

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.

Prerequisite: LGLA 1307.

LGLA 2313

CRIMINAL LAW AND PROCEDURES

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers procedures from arrest to final disposition,

principles of federal and state law, and the preparation of pleadings and motions as applied to paralegals.

Prerequisite: LGLA 1307.

LGLA 2331

ADVANCED LEGAL RESEARCH AND WRITING

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms.

Prerequisite: LGLA 1303, LGLA 1305, and LGLA 1307.

PATIENT CARE ASSISTANT

NUPC 1171

PHLEBOTOMY FOR PATIENT CARE TECHNICIANS

CRT HRS:01 LEC HRS:00 LAB HRS:02

This course is designed to provide the student with introductory skills and knowledge in phlebotomy, dermal puncture and specimen handling. Lab tests and specimen handling will be covered. Upon successful completion students will be eligible to take the national examination for certification in phlebotomy.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1320 and NUPC 1172.

NUPC 1172

EKG AND MONITORING SKILLS FOR PATIENT CARE TECHNICIANS

CRT HRS:01 LEC HRS:00 LAB HRS:02

This course is designed to provide the student with introductory skills and knowledge in EKG and telemetry monitoring procedures to be applied as a patient care technician in a hospital setting. This course will include instruction on: cardiovascular anatomy and physiology; electrophysiology; terminology; electrocardiography (EKG testing) ; basic interpretation; and Holter monitoring. Upon successful completion students will be eligible to take national the examination for certification as an EKG technician.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1320 and NUPC 1171.

NUPC 1260 CLINICAL II-A

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

NUPC 1261 CLINICAL II-B

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:08

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NUPC 1320 and permission from the department.

NUPC 1320

PATIENT CARE TECHNICIAN/ASSISTANT

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and completion of ENGL 0071 or eligibility for ENGL 0081; and completion of MATH 0080 or eligibility for MATH 0085 and concurrent enrollment in NUPC 1171 and NUPC 1172.

NURA 1160 CLINICAL I

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:04

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.

NURA 1401

NURSE AIDE FOR HEALTH CARE

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and concurrent enrollment in NURA 1160 and NURA 1407.

NURA 1407 BODY SYSTEMS

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is a basic study of the structures and functions of the human body.

Prerequisite: Completion of READ 0070 or eligibility for READ 0080; and Completion of ENGL 0071 or eligibility for ENGL 0081; and permission from the department.

PHARMACY TECHNOLOGY

PHRA 1202 PHARMACY LAW

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing technician and pharmacists responsibilities in various settings will be described.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1206

COMPUTERIZED DRUG DELIVERY SYSTEMS

CRT HRS:02 LEC HRS:01 LAB HRS:03

This course covers the fundamentals of computer information systems and technology within the health care system. It includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and the overview of equipment and devices for drug distribution, preparation, and manufacturing. It also covers mechanical, automatic, and robotic drug delivery systems.

Prerequisite: Completion of the previous semester courses with a grade "C" or better.

PHRA 1243
CAPSTONE: PHARMACY TECHNICIAN
CERTIFICATION REVIEW

CRT HRS:02 LEC HRS:02 LAB HRS:00

This is an overview of major topics covered on the National Pharmacy Technician Certification Examination.

Prerequisite: Completion of the previous semester courses with a "C" or better.

PHRA 1268 CAPSTONE: PRACTICUM

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.

PHRA 1301
INTRODUCTION TO PHARMACY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

Prerequisite: Completion of READ 0090 and ENGL 0091 with a grade of "C" or better.

PHRA 1305 DRUG CLASSIFICATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1309
PHARMACEUTICAL MATHEMATICS I

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs, conversion of measurement within the apothecary, avoirdupois, and metric system with emphasis on the metric system of weight and volume. Topics will include ratio and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.

Prerequisite: Completion of READ 0090, ENGL 0091 and MATH 0090 with a grade of "C" or better.

PHRA 1313
COMMUNITY PHARMACY PRACTICE

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

Prerequisite: Admission to the Pharmacy Technology Program.

PHRA 1340
PHARMACY THIRD PARTY PAYMENT

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an overview of the health care system and the impact of managed care on pharmacy reimbursements. It includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1345
INTRAVENOUS ADMIXTURE AND STERILE
COMPOUNDING

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

Prerequisite: Completion of the previous semester courses with a grade of "C" or better.

PHRA 1349
INSTITUTIONAL PHARMACY PRACTICE

CRT HRS:03 LEC HRS:02 LAB HRS:04

This is an exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution system, unit dose chart fills, quality assurance, drug storage, and inventory control.

Prerequisite: Completion of the previous semester with a "C" or better.

PHRA 1404
PHARMACOTHERAPY & DISEASE PROCESS

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is the study of disease processes and the therapeutic properties of the drugs used in treatment.

Prerequisite: Completion of the previous semester courses with a "C" or better.

PHRA 1541
PHARMACY DRUG THERAPY AND TREATMENT

CRT HRS:05 LEC HRS:04 LAB HRS:02

This is a study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

Prerequisite: Completion of the previous semester courses with "C" or better.

PHILOSOPHY

♦**PHIL 1301**
INTRODUCTION TO PHILOSOPHY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 1304**INTRODUCTION TO WORLD RELIGIONS**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a comparative study of various world religions.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

◆PHIL 2303**INTRODUCTION TO LOGIC**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

◆PHIL 2306**INTRODUCTION TO ETHICS**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

◆PHIL 2307**INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: Completion of READ 0080 and ENGL 0081 or equivalent.

PHYSICAL SCIENCE

◆PHYS 1415 PHYSICAL SCIENCE I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: Pass the reading section of the ACCUPLACER Exam or completion of READ 0090 with a grade of "C" or better or equivalent; pass the math section of the ACCUPLACER Exam or completion of MATH 0090 with a grade of "C" or better or equivalent.

◆PHYS 1417 PHYSICAL SCIENCE II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.

Prerequisite: PHYS 1415 with a grade of "C" or better.

◆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.

PHYSICAL THERAPIST ASSISTANT

PTHA 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is a basic type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in acute or outpatient settings for which the student has already acquired the necessary theoretical knowledge and skills in basic patient care and physical agents. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 1321 PATHOPHYSIOLOGY

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.

Prerequisite: Completion of previous semester courses with a "C" or better.

PTHA 1405**BASIC PATIENT CARE SKILLS**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to the theory and application of basic patient handling and functional skills. It includes selected data collection techniques.

Prerequisite: Acceptance to PTA Program.

PTHA 1409**INTRODUCTION TO PHYSICAL THERAPY**

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course is an introduction to the profession of physical therapy. It includes the historical and current scope of physical therapy and lab procedures basic to patient handling and functional skills. Emphasis is on selected data collection techniques.

Prerequisite: Departmental approval required.

PTHA 1513 FUNCTIONAL ANATOMY

CRT HRS:05 LEC HRS:03 LAB HRS:06

This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions.

Prerequisite: Acceptance to PTA Program.

PTHA 1531 PHYSICAL AGENTS

CRT HRS:05 LEC HRS:03 LAB HRS:06

This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2201
ESSENTIALS OF DATA COLLECTION

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of data collections techniques used to prepare the physical therapist assistant to assist physical therapy management.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2266
PRACTICUM II (6 WEEKS)

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2267
PRACTICUM III (6 WEEKS)

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:15

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine, geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.

PTHA 2339
CAPSTONE: PROFESSIONAL ISSUES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2431
MANAGEMENT OF NEUROLOGICAL DISORDERS

CRT HRS:04 LEC HRS:02 LAB HRS:06

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2435
REHABILITATION TECHNIQUES

CRT HRS:04 LEC HRS:02 LAB HRS:06

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PTHA 2509 THERAPEUTIC EXERCISE

CRT HRS:05 LEC HRS:03 LAB HRS:06

This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

PHYSICS

♦PHYS 1401 COLLEGE PHYSICS I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1414 with a grade of "C" or better or instructor's consent.

♦PHYS 1402 COLLEGE PHYSICS II

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course covers principles and application of electricity, magnetism, light, and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 with a grade of "C" or better.

PLUMBER ASSISTANT

PFPB 1306
BASIC BLUEPRINT READING FOR PLUMBERS

CRT HRS:03 LEC HRS:03 LAB HRS:00

Introduction to Reading and interpreting working drawings. Includes symbols and abbreviations and the use of sketching techniques to create isometric and orthographic drawings of waste, vent, hot and cold water, and gas piping components.

Prerequisite: none

PFPB 1413
INTRODUCTION TO THE PLUMBING TRADE

CRT HRS:04 LEC HRS: 04 LAB HRS:00

Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

Prerequisite: none

PFPB 1323
PLUMBING CODES I

CRT HRS:03 LEC HRS:02 LAB HRS:04

State and local plumbing codes and the application of potable water, wastewater, and gas systems to residential and light commercial settings.

Prerequisite: none

PFPB 1450
PLUMBING & PIPEFITTING EQUIPMENT & SAFETY

CRT HRS:04 LEC HRS:04 LAB HRS:00

Safe use of hand tools, power tools, rigging, and power equipment used in the plumbing trade for installation of different plumbing systems.

Prerequisite: none

PFPB 1408
BASIC PIPEFITTING SKILLS

CRT HRS:04 LEC HRS:03 LAB HRS:03

Mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand

tools and power tools, identification of pipe, pipe fittings, flanges, and fasteners used in the trade.

Prerequisite: none

PFPB 2308

PIPING STANDARDS & MATERIALS

CRT HRS:03 LEC HRS:03 LAB HRS:00

Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs

Prerequisite: PFPB 1450

PFPB 2449

FIELD MEASURING, SKETCHING, AND LAYOUT

CRT HRS:04 LEC HRS:04 LAB HRS:00

Use, care, and setup of transit and level. Includes field dimensioning, sketching, and layout of future process piping. Emphasizes advanced trade math including the use of trigonometric functions and tables

Prerequisite: PFPB 1408

PFPB 2315

CAPSTONE: INTERMEDIATE TECHNOLOGIES FOR PIPING TRADES

CRT HRS:03 LEC HRS:02 LAB HRS:04

Piping techniques and materials within the pipe trades. Includes pipefitting procedures for applications and upgrades on techniques and practices designed to deal with federal, state, and local environmental and safety regulations.

Prerequisite: PFPB 2449, PFPB 2308

PSYCHOLOGY

◆PSYC 2301 GENERAL PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2302 APPLIED PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2306 HUMAN SEXUALITY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a social behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2307

ADOLESCENT PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the physical, emotional, social and cognitive factors affecting growth and development of adolescents.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2308 CHILD PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of physical, cognitive, emotional and social growth from conception through childhood.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2314

LIFESPAN GROWTH AND DEVELOPMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the relationship of the physical, emotional, social and cognitive factors affecting growth and development throughout the life span.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2315

PSYCHOLOGY OF HUMAN ADJUSTMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2316

PSYCHOLOGY OF PERSONALITY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of personality and techniques for measuring personality.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2317

STATISTICAL METHODS IN PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆PSYC 2319 SOCIAL PSYCHOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a member. Emphasis is placed on group dynamics.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

RADIOLOGIC TECHNOLOGY

RADR 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1409 and RADR 1311

with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1313 and RADR 2301.

RADR 1267 PRACTICUM II

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 1313 and RADR 2301 with a minimum of "C" or better, RADR 1266 with a minimum of "B" or better, and concurrent enrollment in RADR 2305.

RADR 1311

BASIC RADIOGRAPHIC PROCEDURES

CRT HRS:03 LEC HRS: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 2309 and RADR 2331 with a minimum of "C" or better, RADR 2266 with a "B" or better, and concurrent enrollment in RADR 2217 and RADR 2267.

RADR 2217

RADIOGRAPHIC PATHOLOGY

CRT HRS:02 LEC HRS:01 LAB HRS:02

This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.

Prerequisite: RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2267.

RADR 2235

CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR

CRT HRS:02 LEC HRS:01 LAB HRS:02

This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 with a minimum of "C" or better, RADR 2267 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

RADR 2266 PRACTICUM III

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2309.

RADR 2267 PRACTICUM IV

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

Prerequisite: Admission to the Radiologic Technology Program; RADR 2331 and RADR 2309 with a minimum of "C" or better, RADR 2266 with a minimum of "B" or better, and concurrent enrollment in RADR 2217 and RADR 2213.

RADR 2301**INTERMEDIATE RADIOGRAPHIC PROCEDURES**

CRT HRS:03 LEC HRS: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:03

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2331 and RADR 2266.

RADR 2331**ADVANCED RADIOGRAPHIC PROCEDURES**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.

Prerequisite: RADR 2305 with a minimum of "C" or better, RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2266.

READING

READ 0070**DEVELOPMENTAL READING I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This initial reading course is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea,

context clues, and inference.

Prerequisite: Placement based on ACCUPLACER placement score of 0-43; or equivalent.

READ 0080**DEVELOPMENTAL READING II**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.

Prerequisite: Completion of READ 0070 with a grade of "C" or better or an ACCUPLACER placement score of 44-60; or equivalent.

READ 0090**DEVELOPMENTAL READING III**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This developmental reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or an ACCUPLACER placement score of 61-77; or equivalent.

RESPIRATORY THERAPY

RSPT 1137**BASIC DYSRHYTHMIA INTERPRETATION**

CRT HRS:01 LEC HRS:01 LAB HRS:00

A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1141**RESPIRATORY HOME CARE/REHABILITATION**

CRT HRS:01 LEC HRS:01 LAB HRS:00

Respiratory home care/rehabilitation equipment, procedures, and patient education. Emphasizes treatment of patients in home care and alternate settings.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1266 PRACTICUM I

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Permission of the department.

RSPT 1267 PRACTICUM II

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Permission of the department.

RSPT 1325**RESPIRATORY CARE SCIENCES**

CRT HRS:03 LEC HRS:02 LAB HRS:02

Physics, mathematics, and chemistry as related to respiratory care.

Prerequisite: Acceptance to the program.

RSPT 1331**RESPIRATORY CARE FUNDAMENTALS II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 1429**RESPIRATORY CARE FUNDAMENTALS I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.

Prerequisite: Acceptance to the program.

RSPT 2139**ADVANCED CARDIAC LIFE SUPPORT**

CRT HRS:01 LEC HRS:00 LAB HRS:03

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2217**RESPIRATORY CARE PHARMACOLOGY**

CRT HRS:02 LEC HRS:02 LAB HRS:00

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2230**CAPSTONE: EXAMINATION PREPARATION**

CRT HRS:02 LEC HRS:02 LAB HRS:00

Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

Prerequisite: Permission of the department and/or completion of all previous semester courses with a minimum grade of "C."

RSPT 2266 PRACTICUM III

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2231**SIMULATIONS IN RESPIRATORY CARE**

CRT HRS:02 LEC HRS:01 LAB HRS:04

Theory and history of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2305**PULMONARY DIAGNOSTICS**

CRT HRS:03 LEC HRS:02 LAB HRS:02

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2310**CARDIOPULMONARY DISEASE**

CRT HRS:03 LEC HRS:03 LAB HRS:00

A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

Prerequisite: Acceptance to the program.

RSPT 2314**MECHANICAL VENTILATION**

CRT HRS:03 LEC HRS:02 LAB HRS:04

In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2366 PRACTICUM IV

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2419**MECHANICAL VENTILATION FOR THE NEONATAL/PEDIATRIC PATIENT**

CRT HRS:04 LEC HRS:03 LAB HRS:03

In-depth coverage and application of therapeutic procedures to achieve adequate spontaneous and artificial ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

RSPT 2453**NEONATAL/PEDIATRIC CARDIOPULMONARY CARE**

CRT HRS:04 LEC HRS:03 LAB HRS:04

Advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

Prerequisite: Completion of all previous semester courses with a minimum grade of "C."

SIGN LANGUAGE (AMERICAN)

◆SGNL 1301**BEGINNING AMERICAN SIGN LANGUAGE I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop

and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.

Prerequisite: None.

◆**SGNL 1302**

BEGINNING AMERICAN SIGN LANGUAGE II

CRT HRS:03 LEC HRS:03 LAB HRS:01

This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.

Prerequisite: SGNL 1301.

◆**SGNL 2301**

INTERMEDIATE AMERICAN SIGN LANGUAGE I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross-cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.

Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.

◆**SGNL 2302**

INTERMEDIATE AMERICAN SIGN LANGUAGE II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a comprehensive Intermediate American Sign Language course. This course will include further application of introductory level interpreting and transliterating skills with appropriate RID guidelines governing ethical behavior. Furthermore, students will also be exposed to the literature and culture of the Deaf culture. In addition, this course provides students the opportunity to interpret for guest speakers. Class is conducted primary without voice.

Prerequisite: SGNL 2301.

SOCIAL WORK

◆**SOCW 2361**

INTRODUCTION TO SOCIAL WORK

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice. The course requires the completion of volunteer work at an approved site.

Prerequisite: None.

◆**SOCW 2362**

SOCIAL WELFARE AS A SOCIAL INSTITUTION

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.

Prerequisite: None.

SOCIOLOGY

◆**SOCI 1301**

INTRODUCTORY SOCIOLOGY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an introduction to the scientific study of human group behavior. Major areas of study in sociology including basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, gender, age, major social institutions, population dynamics, and socio-cultural change.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆**SOCI 1306**

CONTEMPORARY SOCIAL PROBLEMS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, aging, or sex roles.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆**SOCI 2301**

MARRIAGE AND THE FAMILY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

◆**SOCI 2319**

MINORITY STUDIES

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

Prerequisite: Completion of READ 0080 with a grade of "C" or better or equivalent.

SPANISH

◆**SPAN 1300**

BEGINNING SPANISH CONVERSATION I

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the first part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: None.

◆**SPAN 1310**

BEGINNING SPANISH CONVERSATION II

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the second part of an introductory course that emphasizes the acquisition of comprehension, pronunciation, and reading skills of the Spanish language. The primary objective of the course is to develop the student's competency in communicating through the spoken medium.

Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course. Material is presented in a Hispanic culture context.

Prerequisite: SPAN 1300.

◆SPAN 1311
BEGINNING SPANISH I-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 Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course is recommended for those students interested in a more in-depth study of the Spanish language.

Prerequisite: None.

◆SPAN 2306
INTERMEDIATE CONVERSATIONAL SPANISH
CRT HRS:03 LEC HRS:03 LAB HRS:00

The primary objective of the course is to develop the student's competency in communicating through the spoken medium. Class time will be spent in conversation and discussion of material read outside of class. Furthermore, emphasis on idiomatic expressions used in daily speech, pronunciation, and vocabulary building will be placed in this course.

Prerequisite: SPAN 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: SPAN 2313.

◆SPAN 2322 INTRODUCTION TO SPANISH LITERATURE II

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is the second part of a comprehensive introduction to Spanish literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Spanish literature. This course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2321.

◆SPAN 2323 INTRODUCTION TO LATIN AMERICAN LITERATURE

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a comprehensive introduction to Latin American literature designed for bilingual students. This course is designed for those students who wish to acquire a basic background in Latin American literature. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.
Prerequisite: SPAN 2313.

◆SPAN 2324 SPANISH CULTURE

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course is a comprehensive introduction to the Spanish culture designed for bilingual students. This course is designed for those students who wish to acquire a background in Spanish culture. Furthermore, this course will include study in the geographical, historical, political, social, and cultural aspects of Spain and Latin America.
Prerequisite: None.

◆SPAN 2389 ACADEMIC COOPERATIVE

CRT HRS:03 LEC HRS:02 LAB HRS:04
 This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. This program is designed for those students interested in pursuing a career in Spanish and/or cultural studies.
Prerequisite: SPAN 1505, SPAN 2316, and SPAN 2311.

SPEECH

◆SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.
Prerequisite: Completion of READ 0080 or equivalent.

◆SPCH 1315 PUBLIC SPEAKING

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.
Prerequisite: Completion of READ 0080 or equivalent.

◆SPCH 1318 INTERPERSONAL COMMUNICATIONS

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.
Prerequisite: Completion of READ 0080 or equivalent.

◆SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course emphasizes theories and practice of speech communication as applied to business and professional situations.
Prerequisite: Completion of READ 0080 or equivalent.

◆SPCH 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

TMGT 3302 BUSINESS AND ECONOMIC STATISTICS

CRT HRS:03 LEC HRS:03 LAB HRS:00
 This course introduces descriptive statistics (measures of

central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.

Prerequisites: Junior standing and MATH 1414 or MATH 1442.

TMGT 3303
COMMUNICATIONS FOR TECHNICAL MANAGERS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers business-oriented research, assimilation, and synthesis of technical manuals and reports. Additionally, the course covers professional presentations, team-work, interviewing skills, public relations, and business etiquette.

Prerequisite: Junior standing and ENGL 1302.

TMGT 3305
ORGANIZATIONAL THEORY AND PRACTICE

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides analyses of individual and group behaviors in organizational settings. It provides an understanding of effective organizational management, employee empowerment, organizational culture and diversity in the workplace.

Prerequisite: Junior Standing and BUSI 1301.

TMGT 3310 DECISION MAKING

CRT HRS:03 LEC HRS:03 LAB HRS:00

Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

Prerequisite: TMGT 3302

TMGT 3312
RESOURCE MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.

Prerequisite: Junior standing.

TMGT 3321
SUPPLY CHAIN MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, ecommerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply chain management of products and services given the impact of the global economy.

Prerequisite: Junior standing.

TMGT 3322
LOGISTICS MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.

Prerequisite: TMGT 3321.

TMGT 3336
LEGAL ISSUES FOR TECHNICAL MANAGERS

CRT HRS:03 LEC HRS:03 LAB HRS:00

An introduction to local, state, federal, and international laws affecting organizational practices. Additional emphasis is placed on ethical issues affecting management behavior.

Prerequisite: Junior standing.

TMGT 3337
ECONOMICS FOR TECHNICAL MANAGERS

CRT HRS:03 LEC HRS:03 LAB HRS:00

A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management. Topics include market structure, production and cost, and public policy towards business.

Prerequisites: Junior Standing and ECON 2301 and ECON 2302.

TMGT 3338
ACCOUNTING FOR TECHNICAL MANAGERS

CRT HRS:03 LEC HRS:03 LAB HRS:00

The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information.

Prerequisites: Junior standing and ACCT 2401.

TMGT 3340
QUALITY ASSURANCE, MANAGEMENT AND IMPROVEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course examines the primary tools and methods used to monitor, improve and control quality in organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality strategies.

Prerequisite: TMGT 3312.

TMGT 3353
INTERNATIONAL BUSINESS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the international business environment and conditions affecting firms conducting business overseas. Special emphasis will be placed on managerial functions and elements of the management process in a firm operating under foreign economic, technological and political, social, and cultural environments.

Prerequisite: TMGT 3337.

TMGT 3358
NETWORK SECURITY MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a strategic overview of network security management, including a review of the types of network security problems, best practices, cost analysis of different types of network security and network security policies.

Prerequisite: Senior standing.

TMGT 3411
TECHNOLOGY IN ENTERPRISE MANAGEMENT

CRT HRS:04 LEC HRS:04 LAB HRS:00

The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.

Prerequisites: Junior standing.

TMGT 4303
ELECTRONIC COMMERCE SYSTEMS

CRT HRS:03 LEC HRS:03 LAB HRS:00

An understanding of the design and implementation of

electronic commerce systems. This course addresses issues including e-commerce, marketing and applications within the digital economy.

Prerequisite: Senior standing.

TMGT 4304 RISK MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

A study of risk assessment and management techniques, methods, and models used in business to minimize and control risks in business environment. Topics include risks in project management, marketing, and program scheduling and costing.

Prerequisites: Junior standing.

TMGT 4320 ORGANIZATIONAL DESIG AND MANAGEMENT SEMINAR

CRT HRS:03 LEC HRS:03 LAB HRS:00

Students work in teams on instructor-approved industry-specific projects; teams will formulate an implementation plan using technology management skills to identify problems and formulate solutions. Each team will make a formal presentation for peer review.

Prerequisites: TMGT 3305 and TMGT 3310.

TMGT 4341 PURCHASING AND SUPPLY MANAGEMENT

CRT HRS:03 LEC HRS:03 LAB HRS:00

Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.

Prerequisite: TMGT 3310.

TMGT 4342 SUPPLY CHAIN SECURITY

CRT HRS:03 LEC HRS:03 LAB HRS:00

The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special emphasis is given to transport and logistics systems in a global economy.

Prerequisites: TMGT 3321.

TMGT 4347 CAPSTONE: PRODUCTION AND INVENTORY PLANNING AND CONTROL

CRT HRS:03 LEC HRS:03 LAB HRS:00

A study of production planning and control systems. Topics include capacity and materials requirements planning, just-in-time production systems, and scheduling and inventory management.

Prerequisite: Senior standing and consent of the program coordinator.

TMGT 4351 DATABASE ADMINISTRATION AND INTEGRATION

CRT HRS:03 LEC HRS:03 LAB HRS:00

Understanding the essentials of database design and administration in a business environment. Additionally provides practical experience in resource management, data utilization, security and database efficiency.

Prerequisite: Senior standing.

TMGT 4396 CAPSTONE: MANAGING TECHNOLOGY PROJECTS

CRT HRS:03 LEC HRS:03 LAB HRS:00

Team approach to the analysis and design of basic industrial-level projects; integration of concepts learned in previous required courses; a capstone learning experience.

Prerequisite: Senior standing and consent of the program coordinator.

Junior standing: Completion of minimum required Technical Support and General Education courses.

Senior standing: Completion of 18 upper division courses.

VOCATIONAL NURSING

VNSG 1115 DISEASE CONTROL AND PREVENTION

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1116 NUTRITION

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to nutrients and the role of diet therapy in growth and development and the maintenance of health.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1122 VOCATIONAL NURSING CONCEPTS

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1133 GROWTH AND DEVELOPMENT

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of the basic aspects of growth and development throughout the life span. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1136 MENTAL HEALTH

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.

VNSG 1138 MENTAL ILLNESS

CRT HRS:01 LEC HRS:01 LAB HRS:00

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.

VNSG 1160 CLINICAL I-A

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning

experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1161 CLINICAL I-B

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1162 CLINICAL II-A

CRT HRS:01 LEC HRS:00
OFF CAMPUS LAB HRS:06

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1226 GERONTOLOGY

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course also addresses common disease processes of aging and explores attitudes toward care of the older adult.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1261 CLINICAL II-B

CRT HRS:02 LEC HRS:00
OFF CAMPUS LAB HRS:12

This course is a health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429, VNSG 2331 and permission from the department.

VNSG 1323 BASIC NURSING SKILLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330 MATERNAL-NEONATAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1331 PHARMACOLOGY FOR VOCATIONAL NURSING

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course focuses on the fundamentals of medications

and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

Prerequisite: Completion of first semester Vocational Nursing Program courses with a grade of "C" or better.

VNSG 1334 PEDIATRICS

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process.

Prerequisite: Concurrent enrollment in VNSG 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 & PHYSIOLOGY FOR ALLIED HEALTH

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

Prerequisite: A passing score of 78+ on the Reading ACCUPLACER Exam or equivalent; or completion of READ 0090 with a grade of "C" or better.

VNSG 1429 MEDICAL-SURGICAL NURSING I

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course explores application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

VNSG 1432 MEDICAL-SURGICAL NURSING II

CRT HRS:04 LEC HRS:04 LAB HRS:00

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1138.

VNSG 2331 ADVANCED NURSING SKILLS

CRT HRS:03 LEC HRS:02 LAB HRS:04

The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.

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