



SOUTH TEXAS  
COLLEGE



CATALOG  
2015-2016



# SOUTH TEXAS COLLEGE

## 2015-2016 Catalog

### **ACCREDITATION**

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

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While this bulletin was prepared on the basis of the best information available at the time, South Texas College reserves the right to change any information, including tuition and fees, course offerings and admissions requirements without notice or obligation in keeping with policies approved by the Board of Trustees of South Texas College.

This catalog is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and South Texas College. The College reserves the right to withdraw courses at any time, to change fees and tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever enacted by the College's administration and will apply to both prospective students and those already enrolled. ct/js/lc/ma.

# A Message from the President

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South Texas College is conveniently located near your home with three campuses in McAllen, one in Weslaco and one in Rio Grande City. There are also three teaching centers offering evening classes, one in McAllen, another in La Joya, and a third in Pharr. This means you do not have to travel far for a quality education at an affordable price. The College is proud of its numerous accomplishments throughout the years and honored to serve more than 31,000 students per semester.

If you find that your current lifestyle keeps you from attending classes on campus, South Texas College Online allows you to take courses anytime, anywhere, from the comfort of your home or office, or even at the beach. You can select from more than 500 courses in a wide variety of subjects that may apply to

earning one of 24 certificates and associate degrees, in addition to 3 applied bachelor's degrees, all available online. South Texas College Online offers all of the same services as our traditional campuses including advising, career placement, counseling, library services and so much more.

As you browse through the catalog, you will find that South Texas College offers more than 114 degree and certificate program options for your consideration in a variety of allied health, business, liberal arts, math, nursing, science, social sciences and technology pathways that lead to high-wage, and rewarding careers. Dedicated students can earn certificates in as little as one year or an associate degree in less than two years, gaining skills that lead to direct entry into the job market.

South Texas College is also very proud to be one of three community colleges in the state of Texas accredited to offer Bachelor of Applied Technology degrees. Students can pursue a degree in Technology Management, Computer and Information Technologies, Medical and Health Services Management, and a new Bachelor of Applied Science in Organizational Leadership.

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

A wide array of services are offered at the College to ensure your success. These services include advisement, counseling, disability assistance, dual enrollment, financial aid, tutoring in most every subject, as well as student life activities, just to name a few.

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

Best regards,

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

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

President

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# Affiliations

## NATIONAL/REGIONAL

- Accreditation Council for Occupational Therapy Education (ACOTE)
- Achieving the Dream
- Alliance for Community College Innovation
- American Alliance for Theatre & Education
- American Association for Physical Activity and Recreation
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- American Association of Community College Trustees
- American Association for Health, Physical Education, Recreation and Dance
- American Educational Research Association (AERA)
- American Health Information Management Association
- American Library Association
- American Museum Association
- American Occupational Therapy Association
- American Petroleum Institute (API)
- American Physical Therapy Association's Commission on Accreditation in Physical Therapy
- American Registry of Radiologic Technologists
- American Society of Health-System Pharmacists (ASHP)
- American Society of Mechanical Engineers (ASME)
- American Society of Radiologic Technologists
- American Welding Society (AWS)
- Association for Institutional Research (AIR)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association for Healthcare Documentation Integrity (AHD)
- Association on Higher Education and Disability
- Association of International Educators
- Central States Communication Association
- College Art Association
- College Reading and Learning Association (CRLA)
- Committee on Accreditation of Educational Program for the Emergency Medical Services Profession
- Committee on Accreditation for Respiratory Care
- Community College Baccalaureate Association
- Community College Business Officers (CCBO)
- Community College Survey of Student Engagement (CCSSE)
- Disaster Recovery Institute
- EDUCAUSE
- Electricity Association (E.A.)
- Electric Power Supply Association (E.P.S.A.)
- Government Finance Officers Association (GFOA)
- Haas Technical Education Centers (HTEC)
- Hispanic Association of Colleges and Universities
- International Association of Campus Law Enforcement Administrators
- infoComm International
- Instructional Technology Council
- International Association of Electrical Inspectors (I.A.E.I.)
- International Association of GM-ASEP Schools
- International Conference on Teaching and Leadership Excellence (NISOD)
- International Reading Association (IRA)
- Junior/College Student Personnel Association of Texas
- League for Innovation of the Community College
- National Accreditation Commission for Early Care and Education Programs (NAC)
- National Association of Child Care Professionals
- National Association for the Education of Young Children (NAEYC) Early Childhood Association Degree Accreditation
- National Association of College and University Business Officers
- National Association of College Auxiliary Services (NACAS)
- National Association of Colleges and Employers
- National Association of Community College Teacher Education Programs (NACCTEP)
- National Association for Developmental Education
- National Association of Student Financial Aid Administrators
- National Automotive Technicians Education Foundation (NATEF)
- National Calibration Standards Laboratory International (NCSL-I)
- National Center for Competency Testing
- National Center for Construction Education and Research (NCCER)
- National Center for Welding Education and Training (Weld-ed)
- National Coalition of Advanced Technology Centers
- National Communication Association
- National Community College Hispanic Council
- National Council for Staff and Organizational Development
- National Electrical Contractors Association (N.E.C.A.)
- National Electrical Manufacturers Association (N.E.M.A.)
- National Institute for Staff and Organization Development
- National League for Nursing
- National Library of Medicine
- National Institute for Metalworking Skills, Inc. (NIMS)
- North American Council for Staff, Program and Organizational Development (NCPSPD)
- Organization for Associate Degree Nursing
- Research and Education Networking Information Sharing and Analysis Center (REN-ISAC)
- Society for College and University Planners
- South Western Association of Student Financial Aid Administrators
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern States Communication Association
- Survey of Entering Student Engagement (SENSE)
- The Consortium of College and University Media Centers (CCUMC)
- The Instructional Technology Council
- The National Communication Association
- The Sloan Consortium
- United States Distance Learning Association
- Voluntary Framework of Accountability
- National Institute for Staff and Organizational Development
- South Texas Association of Registrars and Admissions Officers
- STARLINK
- Texas Association for College Admission Counseling
- Texas Association for Healthcare Documentation Integrity (TXAHD)
- Texas Association of Chicanos in Higher Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Community College Business Officers (TACCBO)
- Texas Association of Community Colleges
- Texas Association of Community College Trustees and Administrators
- Texas Association of Institutional Research (TAIR)
- Texas Association of Schools of Art
- Texas Association of School Boards
- Texas Association of Student Financial Aid Administrators
- Texas Board of Nurse Examiners
- Texas Counseling Association
- Texas Community College Instructional Administrators
- Texas Community College Teachers Association
- Texas Completes
- Texas Council of Academic Libraries
- Texas Department of State Health Services Bureau of Radiation Control
- Texas Department of State Health Services for Emergency Medical Technology
- Texas Department of State Health Services Medical Radiologic Technologist
- Texas Developmental Education State Policy Leadership Team
- Texas Distance Learning Association
- Texas Health Information Management Association (TXHIMA)
- Texas Library Association
- Texas Organization of Associate Degree Nursing
- Texas Society of Medical Assistants
- Texas Speech Communication Association
- Texas Student Success Task Force
- Texas Team Coalition of Nursing
- Texas Vocational Nurse Educators
- The Virtual College of Texas

## LOCAL

- Asociación Regional de Maquiladoras de Reynosa, S.A.
- Lower RGV P-16 Council
- McAllen Chamber of Commerce
- Mission Chamber of Commerce
- Rio Grande Valley Collective Impact- Rio Grande Valley Focus
- Rio Grande Valley Council of Teachers of Mathematics
- Rio Grande Valley Health Information Management Association (RGVHIMA)
- Rio Grande Valley Partnership
- Rio Grande Valley Pathways Project
- South Texas Engineering Alliance
- South Texas Manufacturers' Association
- South Texas Literacy Coalition (STLC)
- South Texas Mathematics Consortium
- Tech Prep of the Rio Grande Valley
- The Upper Valley Art League
- Upper RGV P-16 Council
- Weslaco Area Chamber of Commerce

## STATE

- Association of Texas Colleges and Universities
- Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE)

# Creation

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

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

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

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

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

## South Texas College Campuses

### 1 Pecan Campus

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

### 3 Nursing and Allied Health Campus

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

### 5 Mid-Valley Campus

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

### 2 Technology Campus

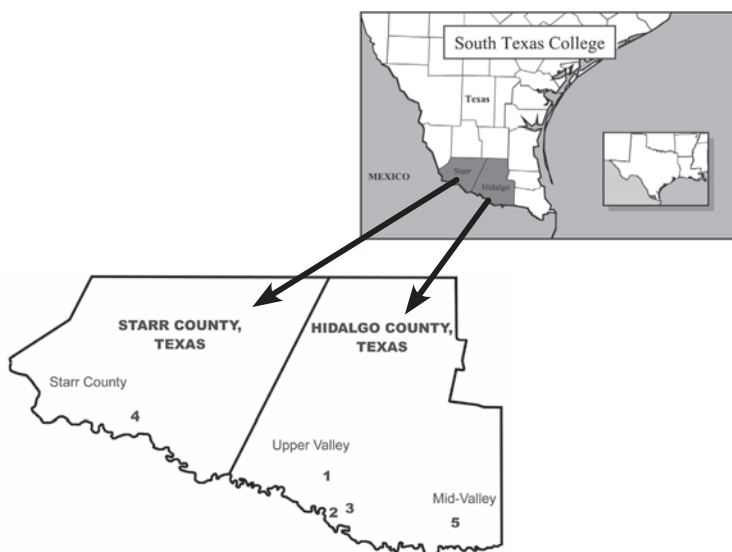
3700 W. Military Hwy.  
McAllen, TX 78501  
956-872-6100

### 4 Starr County Campus

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

### Distance Learning

956-872-2598





# BOARD OF TRUSTEES

---

## Officers



### **ROY DE LEÓN - CHAIR**

Branch Retail Executive, BBVA Compass, Mercedes

#### *District 7*

Representing Northeast Hidalgo County, North Weslaco, Edcouch, Elsa, La Villa, Mercedes, Monte Alto, Northeast Alamo, Northeast Edinburg, and Hargill

First Appointed July 1997; current term through May 2020

Serves as a Member of the Finance and Human Resources Committee and the Facilities Committee

Formerly served as Chair of the Finance and Human Resources Committee

Formerly served as Board Chair, Vice Chair, and Secretary



### **DR. ALEJO SALINAS, JR. - VICE-CHAIR**

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

#### *District 5*

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

First Elected May 1996; current term through May 2020

Serves as Chair of the Finance and Human Resources Committee and Member of the Education and Workforce Development Committee and the Facilities Committee

Formerly served as Chair of the Education and Workforce Development Committee and as Chair of the Facilities Committee

Formerly served as Vice Chair of the Board



### **PAUL R. RODRIGUEZ - SECRETARY**

CEO of Valley Land Title Co.

#### *District 3*

Representing South McAllen, Southwest Pharr, Hidalgo, Sharyland, Southeast Mission, and Granjeno

First Appointed August 2012; current term through May 2016

Serves as Member of the Finance and Human Resources Committee and the Facilities Committee

# BOARD OF TRUSTEES

## Officers



**ROSE BENAVIDEZ - MEMBER**

President of Starr County Industrial Foundation  
*District 1*

Representing Starr County

First Elected November 2009; current term through May 2018

Serves as Member of the Finance and Human Resources Committee and the Facilities Committee

Formerly served as Board Chair and Vice Chair



**GRACIELA FARIAS - MEMBER**

Self-employed as an Educational Consultant  
Retired from McAllen ISD

*District 2*

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

First Elected May 2012; current term through May 2018

Serves as Chair of the Education and Workforce Development Committee and Member of the Facilities Committee

Formerly served as Board Secretary



**GARY GURWITZ - MEMBER**

Managing Partner, Atlas, Hall & Rodriguez, L.L.P., McAllen

*District 4*

Representing North McAllen, Northwest Pharr, Palmhurst, Southwest Edinburg, East Alton, and Northeast Mission

First Appointed 1993; current term through May 2016

Serves as Chair of the Facilities Committee and Member of the Education and Workforce Development Committee

Formerly served as Member of the Finance and Human Resources Committee

Formerly served as Board Chair and Vice Chair



**JESSE VILLARREAL - MEMBER**

Parent Specialist, Weslaco ISD

*District 6*

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

First Elected May 2000, current term through May 2018

Serves as Member of the Facilities Committee

Formerly served as Board Vice Chair and Secretary

# ACADEMIC CALENDAR

# 2015-2016

## FALL 2015

(Aug. 24 - Dec. 13, 2015)

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### August 12

New Faculty Start Date. New Faculty Benefits & Orientation - Human Resources Dept.

### August 13

New Faculty Orientation

### August 14

New Faculty Service Area Tour

### August 17

Faculty Return – Academic Affairs Convocation/ Division Meetings

### August 18

Distance Education/Virtual Campus Symposium

### August 19

STC Faculty Teaching Dual Enrollment PD Day

### August 20-21

Faculty Preparation Days / Departmental Meetings

### August 22

Adjunct / Dual Enrollment Faculty Professional Development Day

## August 24

*Classes Begin*

### September 7

*College Closed – Labor Day*

### September 9

Census Day - Twelfth Class Day

### September 18

*College Closed - Professional & Organizational Development Day*

### November 13

Last Day to Withdraw

### November 26 - 29

*College Closed - Thanksgiving Holiday*

### December 7 - 13

*Finals*

### December 14

Grades Due Date

### December 17 - January 3

*Winter Break (College Closed)*

## SPRING 2016

(Jan. 19 - May 13, 2016)

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### January 4

College Opens-Staff Returns

### January 11

Faculty Return – Division / Department Meetings

### January 12

New Faculty Benefits & Orientation - Human Resources Dept.

### January 13 - 15

Faculty Preparation Day /Departmental Meetings

### January 16

Adjunct /Dual Enrollment Faculty Professional Development Day

### January 18

*Martin Luther King, Jr. Day – College Closed*

## January 19

*Classes Begin*

### February 3

Census Day - Twelfth Class Day

### February 12

*College Closed Professional & Organizational Development Day*

### March 14 - 20

*College Closed - Spring Break*

### March 24 - 27

*College Closed - Semester Break*

### April 19

Last Day to Withdraw

### May 7 - 13

*Finals*

### May 13 - 14

*Graduation*

### May 16

Grades Due Date

# ACADEMIC CALENDAR 2015-2016

## SUMMER SESSION I

(June 6 - July 7, 2016)

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**May 30**

*College Closed-Memorial Day*

**May 31 - June 5**

Final registration dates for Summer I, III

**June 6**

*Classes Begin*

**June 9**

Census Day - Fourth Class Day

**June 29**

Last Day to Withdraw

**July 4**

*Independence Day - College Closed*

**June 6**

*Classes End*

**July 7**

*Finals*

**July 11**

Grades Due Date

## SUMMER SESSION II

(July 13 - Aug. 12, 2016)

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**July 11 - 12**

Final registration dates for Summer II

**July 13**

*Classes Begin*

**July 18**

Census Day - Fourth Class Day

**August 5**

Last Day to Withdraw

**August 11**

*Classes End*

**August 12**

*Finals*

**August 15**

Grades Due Date

## SUMMER SESSION III

(June 6 - Aug. 12, 2016)

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**May 31 - June 5**

Final registration dates for Summer I, III

**May 20**

College Closed - Memorial Day

**June 6**

*Classes Begin*

**June 14**

Census Day - Seventh Class Day

**July 4**

College Closed-Independence Day

**July 11 - 12**

No Classes

**July 28**

Last Day to Withdraw

**August 11**

*Classes End*

**August 12**

*Finals*

**August 15**

Grades Due Date

**Register  
Now!**

## **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, age, sex, gender, disability, genetic information or veteran status.

## **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 Office of Human Resources.

## **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.

## **Prohibition of Weapons**

Texas Penal Code §46.03(a) states, "A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a): (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution."

Texas Penal Code §46.03 (f) states, "It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code."

Pursuant to Texas Penal Code §46.03(a), South Texas College permits the following two exceptions to the prohibitions of Texas Penal Code §46.03:

Firearms which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs at

shooting practice facilities that are not located on college property;

- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College; and
- of the caliber commonly used in the educational or training activity.

Batons and Tazers which are:

- in the lawful possession of faculty, staff, and students participating in law enforcement training programs; and
- being used for educational or training purposes as part of a credit or continuing education law enforcement program or course of study offered by the College.

Faculty, staff, and students participating in law enforcement training programs must obtain, and carry in their possession, advance written authorization from the Director of Security and the College President.

South Texas College prohibits a person from intentionally, knowingly, or recklessly possessing a firearm, illegal knife, club, firearm ammunition, or prohibited weapon listed in Section 46.05(a) of the Texas Penal Code, on the premises (as defined by law) or physical grounds of any campus or other property owned, leased, or controlled by the College, unless otherwise permitted by law.

The Director of Security is hereby authorized and directed to post appropriate notices on all College premises to notify all persons of this policy. The President of South Texas College is authorized to adopt guidelines reasonably necessary for the implementation of this policy.

## **Sexual Harassment**

South Texas College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

Sexual Harassment is unwelcome verbal or physical conduct that is,

- sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Any employee or student who is found to have engaged in sexual misconduct shall be subject to appropriate disciplinary action, up to and including dismissal or expulsion and may be prosecuted under State law. This policy shall be applied without regard to the gender of the person involved.

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, as amended, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013.

## **Smoke/Tobacco Free Environment**

South Texas College, including all its facilities and grounds, is a smoke/tobacco free environment except in designated smoking/tobacco use areas and parking lots. Persons violating this policy shall be subject to appropriate disciplinary action.

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

# **ADMISSIONS GUIDELINES**

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# 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 state-mandated test required for graduation from high school and the date of graduation must be submitted prior to enrollment. All high school graduates entering South Texas College without test scores from high school are subject to TSI requirements. 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 provide test scores from the TSI ASSESSMENT TEST, prior to enrollment. All applicants must submit an official transcript from the last high school attended prior to enrollment.

## TRANSFER FROM ANOTHER COLLEGE

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

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded.
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.
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 and the STC web page.
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 for courses taken 10 or more years prior to enrollment.
6. Out of state transfer students, who have not taken the TSI ASSESSMENT TEST, 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, except as set out in Texas Education Code section 4.85. 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.

## 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 2013 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student.

Beginning Fall 2013, the Student Assessment Center administers the New TSI Assessment Exam throughout the year. Information on test dates, registration deadlines, and general information is available upon request and/or can be found on our Market Place website: [https://secure.touchnet.com/C20193\\_ustores/web/](https://secure.touchnet.com/C20193_ustores/web/)

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, or Starr County Campus: 956-488-6976 for more information or visit the web site at <http://studentservices.southtexascollege.edu/testing/index.html>.

## WHO MUST TAKE THE TSI ASSESSMENT EXAM?

As of the Fall 2013 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 the TSI Assessment Exam before enrolling in any college-level credit coursework.

## WHO DOES NOT HAVE TO TAKE THE TSI ASSESSMENT EXAM:

- ▶ 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, TAAS/TAKS, STAAR End of Course Exams (EOC), or approved College

Preparatory Courses in Mathematics and ELA. ACT, SAT, TAAS/TAKS, and STARR EOC scores may be no more than five (5) years from the date of testing, completion of STC approved College Preparatory courses must be within one (1) year of high school graduation. See pages 18 – 19.

- ▶ 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).
- ▶ A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard.

A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

## WHEN MUST A STUDENT TAKE THE TSI ASSESSMENT EXAM?

All students enrolling in credit programs at STC for the first time in the Fall 2013 and thereafter, must have scores from the New TSI Assessment instrument approved by the Texas Higher Education College Board by the First Class Day.

## REGISTRATION FOR THE TSI ASSESSMENT EXAM

To register for the TSI Assessment Exam, a student must fill out an STC Admissions form prior to the test administration. Once an Admissions form has been processed, the student may reserve a test date on-line through Market Place at [https://secure.touchnet.com/C20193\\_ustores/web/](https://secure.touchnet.com/C20193_ustores/web/) and choose to test for TSI Assessment Exam. The TSI Assessment Exam is offered by appointment only via Market Place.

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



## **TEXAS SUCCESS INITIATIVE TEST CONTENT**

### **TSI Mathematics and Statistics Test**

The TSI Mathematics and Statistics Test is a multiple choice assessment covering the key College and Career Readiness Standards referenced below. There are approximately 20 items on the placement test, and 10 items per category on the diagnostic test.

#### ***Elementary Algebra and Functions***

- Linear equations, inequalities, and systems
- Algebraic expressions and equations (other than linear)
- Word problems and applications

#### ***Intermediate Algebra and Functions***

(9 items on the placement test; 10 items on diagnostic test)

- Quadratic and other polynomial expressions, equations, and functions
- Expressions, equations, and functions involving powers, roots, and radicals
- Rational and exponential expressions, equations, and functions

#### ***Geometry and Measurement***

(2 items on placement test; 10 items on diagnostic test)

- Plane geometry
- Transformations and symmetry
- Measurement (linear, area, three-dimensional)
- Modeling and applications

#### ***Data Analysis, Statistics and Probability***

(3 items on placement test; 10 items on diagnostic test)

- Interpreting categorical and quantitative data
- Statistical measures
- Probabilistic reasoning

### **TSI WRITING TEST**

The TSI Writing Test is a multiple choice assessment covering the key College and Career Readiness Standards referenced below. There are approximately 20 items on the placement test, and 10-12 items on the diagnostic test.

#### ***Essay Revision***

(8 items on placement test; 12 items on diagnostic test)

- All items in this category will be passage-based items.
- Passages are drafts of essays in need of revision and will be approximately 250 words. Items will ask students to revise parts of the essay to improve coherence, organization, word choice, rhetorical effectiveness, and use of evidence

#### ***Agreement***

(3 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will cover topics such as subject-verb agreement, pronoun agreement, and verb tense.

#### ***Sentence Structure***

(5 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will cover topics such as fragments, subordination and coordination, and parallelism
- Items will also cover topics such as comma splices and run-on sentences, as well as improper punctuation.

#### ***Sentence Logic***

(4 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items
- Items will test the student's ability to arrange the parts of sentences in the most logical way, including the use of logical transitions and the correct placement of modifying phrases.

### **TSI READING TEST**

The TSI Reading Test is a multiple choice assessment covering the Key College and Career Readiness Standards referenced below. There are approximately 24 items on the placement test. There are 10-12 items per category on the diagnostic test.

#### ***Literary analysis***

(4 items on placement test; 12 items on diagnostic test)

- All items in this category will be passage-based items.
- **Passages are fiction or literary nonfiction and will be approximately 400 words in length.**
- Items will ask students to identify and analyze ideas in and elements of literary texts.

#### ***Main Idea and Supporting Details***

(5 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with single informational/expository passages of 75-125 words.
- Items will ask students to identify the main idea of a passage or comprehend explicit textual information in the passage.

#### ***Inferences in a Text or Texts***

(8 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with one or, in some cases, two informational/expository passages of 100-150 words.
- Most items will ask students to make an appropriate inference about a single passage.
- Some items will require students to synthesize ideas by making a connection or comparison between two passages.

#### ***Author's Use of Language***

(7 items on placement test; 10 items on diagnostic test)

- All items in this category will be discrete items with single informational/expository passages of 75-125 words.
- Some items will ask students to identify an author's purpose, tone, organization, or rhetorical strategies and use of evidence;
- Some items will ask students to determine the meaning of words in context.

## **TEXAS COLLEGE AND CAREER READINESS WRITING**

The Texas College and Career Readiness Writing standards ask students to write essays that "demonstrate clear focus, the logical development of ideas in well-organized paragraphs, and the use of appropriate language that advances the author's purpose."

### *WritePlacer*

WritePlacer automatically evaluates students' essays written to one of several prompts. WritePlacer essays are electronically scored by the Intelligent Essay Assessor (IEA) that is powered by the Knowledge Technologies (KT) engine.

### *Intelligent Essay Assessor*

The Intelligent Essay Assessor is a unique automated assessment technology that evaluates the meaning of text, not just grammatical correctness or spelling. The Intelligent Essay Assessor is based on Latent Semantic Analysis (LSA), a statistical language learning theory and computer model that measures the semantic similarity of words and documents with accuracy closely approximating that of human judges.

### *Feedback is provided on the following six dimensions*

- Purpose and Focus  
The extent to which the writer presents information in a unified and coherent manner, clearly addressing the issue.
- Organization and Structure  
The extent to which the writer orders and connects ideas.
- Development and Support  
The extent to which the writer develops and supports ideas.
- Sentence Variety and Style  
The extent to which the writer crafts sentences and paragraphs demonstrating control of vocabulary, voice, and structure.
- Mechanical Conventions  
The extent to which the writer expresses ideas using standard English.
- Critical Thinking  
The extent to which the writer communicates a point of view and demonstrates reasoned relationships among ideas.

## **PAYMENT FOR THE TSI ASSESSMENT EXAM**

The TSI ASSESSMENT Exam fee is \$29 for all three sections; or \$10 for one section or \$20 for two sections plus a \$25 Reservation Fee. Registration for this exam is now done on-line through Student Marketplace: <https://marketplace.southtexascollege.edu/ustores/web/>.

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

## **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 Technician sends these students letters informing them of their non-compliant status. These students must make arrangements with the Student Assessment Center. 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 Exam may not drop these courses.

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

# PLACEMENT SCALE

## Texas Success Initiative (TSI) Exemption Scores

TAAS*		TAKS*		STAAR EOC		ACT**		SAT**	
READING	89	READING	2200	ENGLISH III, LEVEL II	4000	ENGLISH	19	VERBAL	500
WRITING	1770	WRITING	8 & 3	MATH (ALGEBRA II, LEVEL II)	4000	MATH	19	MATH	500
MATH	86	MATH	2200			COMPOSITE	23	COMPOSITE	1070
Exemption is valid for a period of five (5) years from the date of testing.						Exemption is valid for a period of five (5) years from the date of testing.			
<b>College Preparatory Courses in Math and ELA</b>									
English Language Arts (CP110100)				Pass course and end-of-course assessment with a Grade of "C" or Higher.					
Mathematics (CP111200)				Pass course and end-of-course assessment with a Grade of "C" or Higher.					
College Preparatory Course Exemptions are valid for one (1) year from the date of High School graduation.									

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

## Academic and Developmental Placement Scores

SUBJECT AREA	TSI	THEA	ACCUPLACER	ASSET	COMPASS	COURSE PLACEMENT
READING	351+ or *349-350 with <i>Holistic Placement Option</i>	230+	78+	41+	81+	College Reading Standard GOVT2305 GOVT2306 ARTS 1303/1304 MUSI 1307/1310 HIST 1301/1302 +Writing Complete HIST 2327/2328 +Writing Complete
	349-350	227-229	76-77	N/A	N/A	NCBR 0300 (Non Course-Based/Semester Length)
	Writing: E4/MC 358-362 and Reading 348-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	Writing: 180-219 and Reading 190-229	Writing: E6-8/0-59, E5/66-79, E4/66+ and Reading: 50-77	Writing: E5/33-35, E5/36-39 and Reading: 34-40	Writing: E4/48-52, E5/53-58 and Reading: 68-80	INRW0304
	346-347 and Co-enroll in INRW 0304 (must meet writing requirement for INRW 0304)	227-229	76-77	38-40	78-80	NCBR 0200
	342-347 Or ABE Level 5 or 6	0-189	0-49	0-33	0-67	READ0100
	341 and below Or ABE Level 1-4	0-189	0-49	0-33	0-67	READ0100 Or ESOL0052 Or ESOL0051
WRITING	E5+ or E4/MC 363 or *E4/MC 361-362 with <i>Holistic Placement option</i>	220+	E8/60+ E7/60+ E6/60+ E5/80+	E6/40+	E6/59+	College Writing Standard ENGL1301 + Reading Complete
	E4/MC 361-362	200-219	E6/58-59 E5/78-79	N/A	N/A	NCBW 0300 (Non Course-Based/Semester Length)
	Writing: E4/MC 358-362 and Reading 348-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	Writing: 180-219 and Reading 190-229	Writing: E6-8/0-59, E5/66-79, E4/66+ and Reading: 50-77	Writing: E5/33-35, E5/36-39 and Reading: 34-40	Writing: E4/48-52, E5/53-58 and Reading: 68-80	INRW0304
	E 1-3/MC 350-357 Or ABE Level 5 or 6	100-179	E3-5/0-65	E3/0-35	E3/0-47	ENGL0100
	MC 349 and below Or ABE Level 1-4	100-179	E3-5/0-65	E3/0-35	E3/0-47	ENGL0100 Or ESOL0052 Or ESOL0051
	Both Essay and Sentence Skills are required for placement (E=Essay) (MC= Multiple Choice)					

continued ⇨

	350+	230+	EA 63+ or CLM 63+	41+	42+	College Math Standard	
						MATH1414 MATH1442	MATH 1332 MATH 1324
MATH	*342-349 with <i>Holistic Placement Option</i>	*Students qualify under the <i>Holistic Placement Option</i> if they meet <b>two</b> of the following criteria <b>and co-enroll in MATL 0020</b> : <ol style="list-style-type: none"> <li>Returning STC students or transfer students, GPA of 2.5 or higher with a minimum of 9 semester credit hours.</li> <li>Continuing students, completion of MATH 0100 with a grade of "C" or better.</li> <li>First time in College without transfer credits, a grade of "B" or higher in Algebra II from High school transcript.</li> <li>A recommendation from a current or previous instructor.</li> <li>Have a declared major.</li> </ol>			MATH 1414 MATH 1442 MATH 1332 MATH 1324		
	N/A	N/A	100+	Students who scores of 100+ on the CLM ACCUPLACER may be eligible for MATH 2413; however, chair approval is required.		MATH 2413	
Math Lab Co-requisite Math Lab & Non-Course Based Math	342-349 <b>and</b> <i>Co-Enrollment in College-Level Math Course</i>	N/A	N/A	N/A	N/A	MATL 0020	
	347-349	220	60	39	40	NCBM 0001 (Non Course- Based/Semester Length)	
3 Course Development al Sequence  (MATH 0080 no longer offered beginning Fall 2015)	345-349	210-229	EA 50-62 & AR 65+	38-40	39-41	MATH0090	
	340-344 <b>or</b> *336-339 with <i>Holistic Placement Option</i>	190-209	EA 18-49 & AR 65+	35-37	36-38	MATH0085	
*Students qualify under the <i>Holistic Placement Option</i> if they meet <b>any</b> <b>two</b> of the following criteria: <ol style="list-style-type: none"> <li>Graduated from high school within the past 5 years</li> <li>High school GPA of 3.0 or higher</li> <li>Successful completion of high school mathematics courses with a grade of "B" or higher</li> <li>Successful completion of academic or technical college mathematics courses</li> </ol>							
2 Course Development al Sequence	342-349 <b>Or</b> ABE Level 6	200-229	EA 45-62 & AR 65+	N/A	N/A	MATH0200	
	341 and Below <b>Or</b> ABE Level 1-5	<200  N/A	EA<45 or AR <65  N/A	N/A  N/A	N/A  N/A	MATH0100	
1 Course Development al Sequence	340-349	190-209	EA 18-49 & AR 65+	35-37	36-38	**MATH 0442 Co-requisite: EDUC 1300 <i>Frameworks for Mathematical and Collegiate Learning</i>	
						**This course is designed for students who will take a College-Level Statistics or Quantitative Reasoning Course (non-STEM majors). Students choosing this option are only eligible to take MATH 1442 as a College-Level Mathematics option.	
		AR = Arithmetic, EA = Elementary Algebra, and CLM = College-Level Math					

# ENROLLMENT GUIDELINES

Follow the easy steps below to begin taking classes at South Texas College.

## APPLICATION AND TRANSCRIPTS

1. Complete an Application for Admission. Apply online at [www.applytexas.org](http://www.applytexas.org) or in person at a campus near you.
2. Provide official high school transcript, or proof of GED completion (test scores or certificate) or all college transcripts.

## ORIENTATION

1. Complete the mandatory New Student Orientation on campus or online.
2. New Student Orientations are held before each semester. Visit the Welcome Center, or log-on to [www.southtexascollege.edu](http://www.southtexascollege.edu) for the orientation schedule.

## FINANCIAL AID

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

## TESTING

Contact the Assessment Center to determine whether you need to take the state-mandated TSI ASSESSMENT TEST, or if you are eligible for an exemption or waiver. For additional information including available test dates, log-on to <http://studentservices.southtexascollege.edu/testing/index.html>.

## ADVISING

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

## REGISTRATION

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

## TUITION & FEES

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

## BOOKS

Buy your books. You may buy your books at the campus bookstore. The bookstore may have used and rental books, which can save you money.

## STUDENT LIFE

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

# AUDITING A CLASS

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

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

# TECH PREP/ ADVANCED TECHNICAL CREDIT (ATC)

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

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 an 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 (6) credit hours at STC with a grade of 70 (C) or better.

Then, the student should visit the office of High School Programs and Services to ensure proper 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.

## STUDENT 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 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 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 (FERPA) 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 and photo identification 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 session. 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 submit a written request 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

Students must accurately answer questions about their residency on the Application for Admission and provide supporting documentation as set out below, if necessary. 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 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 1-7 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) Gainful Employment

- a) An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompasses at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls (employment letter must be written in letter head paper and it must be dated) And
- b) W-2 Form.

Student employment, such as work-study, fellowship, research or teaching assistant positions do not qualify as 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:

#### Supporting Documents:

- ▶ Texas high school transcript
- ▶ Texas college or university transcript
- ▶ Permanent Texas Driver 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) OWNERSHIP OF RESIDENTIAL REAL PROPERTY

Title to residential real property in Texas, tax statement and receipt (tax statement must be re-submitted annually) to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls; 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 supporting documents listed above.

### (4) OWNERSHIP OF A BUSINESS ENTITY

- a) Documents that evidence the organization in Texas is a partnership or corporation and reflect the ownership interest of the person or dependent's parent; and accompanied by at least one of the supporting documents listed above.

### (5) STATE OR LOCAL LICENSE

- a) State or local license to conduct in business or practice a profession in Texas

for the 12 consecutive months immediately preceding the census date; and accompanied by at least one of the supporting documents listed above.

**(6) HEALTH & HUMAN SERVICES BENEFITS**

Written statements from the office of one or more social service agencies, attesting to the provision of services for at least 12 consecutive months immediately preceding the census date AND accompanied by at least one of the supporting documents listed above

**(7) ASSIGNED TO DUTY IN TEXAS**

Nonresident members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard, Army, Air Force, Navy, Marine Corps or Coast Guard Reserves and Commissioned Officers of the Public Health Service who are assigned to duty in Texas, and their spouses, or dependent children, shall pay resident tuition. To qualify, the person shall submit during his/her first semester of enrollment in which he/she will be using the waiver program, a statement from an appropriately authorized officer in the service, certifying that he/she will be assigned to duty in Texas on the census date of the term he/she plans to enroll and that he/she, if a member of the National Guard or Reserves, is not in Texas only to attend training with Texas units. Such persons shall pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program. For purposes of this subsection, a person is not required to enroll in a summer semester to remain continuously enrolled.

***Dependent Student's Parent Who Has Established And Maintained Domicile In Texas***

- a) Federal income tax return And
- b) Documentation from options 1 thru 6 above, to support that the parent(s) has established and maintained domicile for the 12 consecutive months preceding the census date of the term in which the person is enrolls.

***Marriage To A Person Who Has Established And Maintained Domicile In Texas***

- a) Marriage certificate or federal income tax return And
- b) Documentation from options 1 thru 6 above, to support that the parent(s) has established and maintained domicile for the 12 consecutive months preceding the census date of the term in which the person is enrolls.

***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.

***In-District***

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, naming the student as a dependent.

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. 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.



# TUITION AND FEES

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# TUITION FISCAL YEAR 2015-2016

NUMBER OF CREDIT HOURS	IN-DISTRICT TUITION	OUT-OF-DISTRICT TUITION	NON RESIDENT TUITION
1	\$100.00	\$125.00	\$200.00
2	\$200.00	\$250.00	\$200.00
3	\$264.00	\$310.20	\$300.00
4	\$312.00	\$361.60	\$400.00
5	\$390.00	\$452.00	\$500.00
6	\$438.00	\$503.40	\$600.00
7	\$511.00	\$587.30	\$700.00
8	\$584.00	\$671.20	\$800.00
9	\$612.00	\$696.60	\$900.00
10	\$680.00	\$774.00	\$1,000.00
11	\$748.00	\$851.40	\$1,100.00
12	\$804.00	\$913.20	\$1,200.00
13	\$871.00	\$989.30	\$1,300.00
14	\$938.00	\$1,065.40	\$1,400.00
15	\$1,005.00	\$1,141.50	\$1,500.00
16	\$1,072.00	\$1,217.60	\$1,600.00
17	\$1,139.00	\$1,293.70	\$1,700.00
18	\$1,206.00	\$1,369.80	\$1,800.00
19	\$1,273.00	\$1,445.90	\$1,900.00
20	\$1,340.00	\$1,522.00	\$2,000.00
21	\$1,407.00	\$1,598.10	\$2,100.00

**Note:**

In-District includes Hidalgo and Starr County residents. • Out-of-District includes all other Texas Residents.

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

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

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

## FEES 2015-2016 ACADEMIC YEAR

### Other Student Additional Fees

**MANDATORY FEES:**

Registration Fee:

- If registered and paid or registered and financial aid processed **BEFORE** August 1st, January 1st, May 15th, and June 15th: ..... 90.00

Or

Registration Fee After Deadline:

- If registered and paid or financial aid processed **ON** or **AFTER** August 1st, January 1st, May 15th, and June 15th: ..... 150.00

Information Technology Fee per credit hour ..... 22.00

Learning Support Fee per credit hour ..... 15.00

Student Activity Fee per credit hour ..... 2.00

**COURSE FEES:**

Course Repeat Fee per Credit Hour:

Third or More Repeat (Includes Developmental) ..... 125.00

Developmental Studies Fee (One-Time Fee) ..... 50.00

Electronic Distance Learning/VCT Course Fee per Credit Hour ..... 15.00

Fire Academy Fees:

Gear Rental ..... 280.00 / 4 Weeks

Self-Contained Breathing Apparatus ..... 360.00 / Semester

Testing ..... 85.00

Hybrid Course Fee per Credit Hour ..... 5.00

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

NAH and Other Course Fees:

Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/  
Pinning Ceremony/Other Activities ..... Recovery of Costs and Processing Fees

Physical Education Special Activity Fee per Course ..... 55.00

**DIFFERENTIAL TUITION PER CREDIT HOUR FOR:**

3000/4000 level courses ..... 30.00

Associate Degree Nursing ..... 50.00

Astronomy ..... 10.00

Biology ..... 10.00

Chemistry .....	10.00
Emergency/Medical Technology (EMT) .....	35.00
Occupational Therapy Assistant .....	40.00
Patient Care Assistant .....	20.00
Pharmacy Tech .....	40.00
Physical Therapist Assistant .....	40.00
Physics .....	10.00
Radiologic Technology/Sonography .....	40.00
Respiratory Therapy .....	40.00
Vocational Nursing .....	50.00

**BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP:**

Bachelor of Applied Science in Organizational Leadership Competency-Based Format for Seven Week Term... 750.00

**DUAL ENROLLMENT TUITION AND FEES:**

Non "S" Courses (per Credit Hour): In-District Tuition .....	50.00
Non "S" Courses (per Credit Hour): Out-of-District Tuition .....	78.00
Fees Applicable to Non "S" Course .....	Waived
Dual Credit Late Process Fee per Course per Student .....	150.00

**WORKFORCE/CONTINUING EDUCATION TUITION AND FEES:**

Workforce/Continuing Education Tuition per Contact Hour or Variable Tuition .....	6.00 or Variable Tuition
Workforce/Continuing Education Late Registration Fee .....	10.00
Continuing Education Installment Plan Fee .....	5.00
Continuing Education Late Installment Plan Fee .....	10.00
Workforce/Continuing Education, Conferences/Seminars/Summer Camps/ Workshops Customized Training/ Other Training Activities & Events: .....	Recovery of Costs and Processing Fees to be Negotiated

**INCIDENTAL FEES:**

Audit Fee .....	Tuition and Lab Fees
Add/Drop Fee (One Time Fee) .....	25.00
Reinstatement Fee (After Census Date) .....	200.00
Returned Check .....	30.00
Student I.D. Replacement Fee .....	15.00
Student Insurance Fee (Voluntary) .....	Obtain Information from the Cashier's Office
Withdrawal Fee (One Time Fee After Census) .....	50.00

**INSTALLMENT PLAN/EMERGENCY LOAN FEES:**

Installment Plan Fee .....	30.00
Installment Plan Late Payment Fee .....	30.00
Emergency Loan Late Payment Fee .....	30.00

**LIBRARY FEES:**

Lost or Damaged Library Item .....	Cost of Item plus Processing Fee
Lost or Damaged Library Item Processing Fee .....	30.00
Overdue Library Book/Media Fee, per Day .....	0.25
Overdue Library Reserve Item, per Hour .....	1.00
Overdue Library Equipment, per Day .....	1.00
Overdue Inter-Library Loan or TexShare Item, per Day .....	Fine Assessed by Lending Library
Lost or Damaged Inter-Library Loan or TexShare Item, per Day .....	Fine Assessed by Lending Library

**PARKING/MOVING TRAFFIC VIOLATION FEES:**

Parking Permit Fee per Year .....	25.00
Parking Permit Replacement Fee .....	25.00
Parking Permit Violations:	
• First .....	30.00
• Second .....	50.00
• Third .....	80.00
• Fourth .....	100.00
• Fifth .....	120.00
Handicap Parking Violations .....	150.00
Moving Traffic Violations:	
• First .....	30.00
• Second .....	50.00
• Third .....	90.00
Vehicle Boot Removal Fee .....	100.00

**TESTING FEES:**

Collegiate Assessment of Academic Proficiency (CAAP) Exam Fee .....	50.00
Credit by Examination .....	Tuition
GED Exam Fee & GED Retest-Exam Fees (All Five Exams-Packet Rate): Students will register and pay fees to Pearson VUE for online testing services.	
TSI Assessment Reservation Fee .....	25.00
TSI Assessment Exam Fee All Three Exams .....	29.00
TSI Assessment Exam Fee (Single Exam: Reading/Writing/Math) .....	10.00
TSI Assessment Exam Retesting Fee - All Three Exams .....	29.00
TSI Assessment Retesting-Exam Fee (Single Exam: Reading/Writing/Math) .....	10.00

**CHILD DEVELOPMENTAL CENTER FEES:**

Tuition Fee Per Week .....	120.00
Registration Fee:	
• Fall and Spring Semesters .....	40.00
• Summer Session .....	20.00
Late Pick-up Fee .....	5.00 / First Five Minutes and 1.00 / Each Additional Minute
Supply Fee:	
• Fall and Spring Semesters .....	30.00
• Summer Session .....	10.00
Reservation Fee:	
• Fall and Spring Semester Breaks .....	65.00
• Summer .....	20.00

# 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.
- ▶ Any unpaid and outstanding balance(s) may be forwarded within 90 days after the semester has ended to a contracted Third Party (Collection Agency) to reflect the student's credit worthiness. (The student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College).
- ▶ Bankruptcy: College tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code. Therefore this debt is not dischargeable pursuant to United States Bankruptcy Section 523(a)(8) and may not be dischargeable in bankruptcy. In addition, student may still owe the debt to the college after the bankruptcy.

## REGISTRATION

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

## PAYMENTS

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

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

- ▶ Failure to make payment may result in the account being sent to a contracted Third Party (Collection Agency) to file an adverse report with credit bureaus. Student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College. Fees will be assessed regardless of payment method.
- ▶ Financial Aid credits may be applied to any prior term balances. It is the student's responsibility to follow up on any unpaid balances; and have to be paid by the student directly.
- ▶ Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- ▶ Transcripts, grades, or information about the student will not be released until such debts are paid.

## INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- ▶ Immediate restitution of funds must be made when a check is returned by a bank. Students who have established an insufficient check status on their student account will be required to pay by means of cash, cashier's check, money order or credit card. Checks will not be accepted.
- ▶ To clear a returned check, the student must contact the Cashiers office to pay for the check. A \$30 fee will be charged on all returned check items.
- ▶ If the check is not paid by the end of the semester, the account becomes delinquent and consequently will be released to one of the external collection agencies or to the District Attorney. Any fees assessed by the collection agency, which may be based on a percentage at a maximum of 30% of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs incurred will be the student's responsibility.
- ▶ Checks returned by the bank due to accounts closed or stop payments are not re-deposited.
- ▶ Stopping payment on tuition checks will be considered as an NSF item. Stop payments do not constitute an official withdrawal from the College. An official withdrawal must be processed at the office of Admissions and Records.
- ▶ A student who is indebted to South Texas College will not be allowed to register, request official transcripts, receive grades, or receive any other information.

## SCHEDULE CHANGES

(Adding and Dropping Courses)

- ▶ If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately. Failure to do so may result in a drop for non-payment and fees may apply.
- ▶ Students must not assume that they will automatically be dropped or withdrawn from their classes if they do not attend.
- ▶ Stopping payment on a tuition check does not constitute an official withdrawal from classes. An official withdrawal occurs when a Schedule Change Form is submitted to and 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 semesters, and fourth class day during the Summer sessions. The student is responsible for the drop/add fee.
- ▶ STC will refund a percentage of collected tuition and mandatory fees to students who officially withdraw from their classes, according to the refund schedule established by the Texas Higher Education Coordinating Board.
- ▶ Students who officially withdraw from all classes at STC will be assessed a one-time withdrawal fee.

## PAYMENT OPTIONS

**Fall/Spring semesters** - Available during the processing period: up until the twelfth day of semester ONLY!!

**Summer semesters** - Available during the processing period: up until the fourth day of the semester ONLY!!

## INSTALLMENT PLANS

- ▶ Online log on to <http://jagnet4x.southtexascollege.edu> or visit Cashier Offices
- ▶ To qualify the student must:
  - ✓ Be enrolled at STC for the semester
  - ✓ Complete the installment plan agreement available on-line or at the Cashiers' Office
  - ✓ Not have a prior balance with STC.
  - ✓ Be 18 years old.
- ▶ Eligible students may select a payment plan
  - ✓ Payment of tuition and registration fee by Installment is available each semester during the open enrollment period. Visit the Cashier's website at <http://southtexascollege.edu>. Click: Cashiers under Services Menu.
  - ✓ Eligible students may select a payment plan during the open enrollment period. For payment plan details visit us online at: <http://www.southtexascollege.edu/> under Services Menu, Click Cashiers.
- ▶ Incidental fees associated with the installment payment plan are as follows:
  - ✓ \$30.00 processing fee due at time of enrollment

- ✓ \$30.00 late payment fee assessed if total balance outstanding is not paid by "each" scheduled due date.

- ▶ Students who fail to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made.
- ▶ Installment Due dates as per Installment Agreement and Cashiers' website.

## EMERGENCY LOAN PROGRAM

(subject to availability)

- ▶ *Is a short-term loan to pay for tuition and fees, and textbooks therefore, must be repaid.*
- ▶ *Student may apply for an emergency loan during the processing period until funds are exhausted.*
- ▶ **Processing period:**
  - ✓ Visit the Cashier's website for availability: <http://southtexascollege.edu>.
- ▶ **To qualify the student must:**
  - ✓ Be enrolled for a minimum of three credit hours
  - ✓ Not have an outstanding balance owed to STC and not be in default with any student loans.
  - ✓ Be 18 years old
- ▶ **Eligible students:**
  - ✓ Applications are available at the Cashier Office.
    - Tuition & Fee Emergency Loan:
      - › Initial payment of required percentage to be paid by student
      - › Emergency Loan will cover the remaining balance
    - Textbook Emergency Loan:
      - › No Initial payment is required
      - › Textbook loan will be disbursed on the next scheduled refund date
- ▶ *Due dates as per the Emergency Tuition and Fees Loan Application and Promissory Note and Cashiers website.*
- ▶ *Please note that the student is responsible for 100% of tuition and fees if Emergency Loan funds are not available.*

## THIRD PARTY CONTRACTS AND SCHOLARSHIPS

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

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

## CONCURRENT ENROLLMENT FEES

Students enrolled at two Texas public institutions of higher education.

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

During the Fall and Spring semesters, proof must be submitted before the twelfth "class day". During the summer sessions, proof must be submitted before the fourth "class day" for evaluation and necessary adjustments. "Class day" refers to STC's scheduled class day, not the students' class meeting days.

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

## 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.

## REFUND GUIDELINES

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

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

## TUITION

(Excludes Mini-mesters)

Refund percentage may be greater than stated below.

### FALL AND SPRING SEMESTERS

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

### SUMMER I AND II SESSIONS

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

### SUMMER III SESSION

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

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

## INCIDENTAL FEES

(Excludes Mini-mesters)

### 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.

## DROP OR WITHDRAWAL FROM STC

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

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

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

the course dropped will be charged. Please read the section on refunds and registration fees for further information.

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

## **BOOKSTORE REFUNDS**

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

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

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

\* No refunds on supplies

\* Texts purchased the last week of classes or during exams are ineligible for refunds.

\* The bookstore charges a \$25 fee for returned checks.

## **HB 1096 - BOOKSTORE TEXTBOOK INFORMATION**

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

# HIGHLIGHTS FOR TAX BENEFITS FOR HIGHER EDUCATION

This chart highlights some differences among the benefits discussed in this publication. See the text for definitions and details. **DO NOT RELY ON THIS CHART ALONE.** CAUTION: You generally cannot claim more than one benefit for the same education expense. REFERENCE: <http://www.irs.gov/pub/irs-pdf/970.pdf>. \* Any nontaxable distribution is limited to the amount that does not exceed qualified education expenses. Table from Department of the Treasury Internal Revenue Service, Publication 970, TAX Benefits for Education. <http://www.irs.gov/uac/Pub970-1-tax-Benefits-for-Education-1>

	Scholarships, Fellowships, Grants, & Tuition Reductions	American Opportunity Credit	Lifetime Learning Credit	Student Loan Interest Deduction	Tuitions and Fees Deduction	Coverdell ESA*	Qualified Tuition Program (QTP)	Education Exception to Additional Tax on Early IRA Distributions	Education Savings Bond Program	Employer-Provided Educational Assistance	Business Deduction for Work-Related Education
<b>What is your benefit?</b>	Amounts received may not be taxable	Credits can reduce the amount of tax you have to pay. 40% of the credit may be available (limited to \$1,000 per student).	Credits can reduce amount of tax you must pay	Can deduct interest paid	Can deduct expenses	Earnings not taxed	Earnings not taxed	No 10% additional tax on early distribution	Interest not taxed	Employer benefits not taxed	Can deduct expenses
<b>What is the annual limit?</b>	None	\$2,500 credit per student	\$2,000 credit per tax return	\$2,500 deduction	\$4,000 deduction	\$2,000 contribution per beneficiary	None	Amount of qualified education expenses	Amount of qualified education expenses	\$5,250 exclusion	Amount of qualifying work-related education expenses
<b>What expenses qualify besides tuition and enrollment fees?</b>	Course-related expenses such as fees, books, supplies, and equipment	Course-related books, supplies, and equipment	Amounts paid for required books, etc., that must be paid to the educational institution, etc., ARE required fees	Books, supplies, equipment; Room and board; Transportation; Other necessary expenses	None	Books, supplies, and equipment; Expenses for special needs services; Payments to QTP; Higher education; Room and board if at least half-time student; Elementary (K-12) education; tutoring; Room and board; uniforms; transportation, computer access, supplementary expenses	Books, supplies, equipment; Room and board if at least half-time student; Expenses for special needs services	Books, supplies; equipment; Room and board if at least half-time student; Expenses for special needs services	Payments to Coverdell ESA; Payments to QTP	Books, supplies, equipment	Transportation; Travel; Other necessary expenses
<b>What education qualifies?</b>	Undergraduate and graduate K-12	Undergraduate and graduate	Undergraduate and graduate 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
<b>What are some of the other conditions that apply?</b>	Must be in degree or vocational program; Payment conditions must be allowed under the grant	Can be claimed for only 4 tax years (which includes years after the student has graduated); Must be employed at least half-time in degree program; No felony drug conviction(s); Must not have completed first 4 years of postsecondary education before end of preceding tax year.	No other conditions	Must have been at least half-time student in degree program	Cannot claim both deduction & education credit for same student in same year	Assets must be distributed at age 30 unless special needs beneficiary	No other conditions	No other conditions	Applies only to qualified series of EE Bonds issued after 1989 or series I bonds	No other conditions	Cannot be to meet minimum educational requirements for business; Cannot qualify you for new trade/business
<b>In what income range do benefits phase out?</b>	No phaseout	\$80,000 - \$90,000 \$160,000 - \$180,000 for joint returns	\$54,000 - \$64,000 \$108,000 - \$128,000 for joint returns	\$65,000-\$80,000; \$130,000-\$160,000 for joint returns	\$60,000-\$80,000; \$130,000-\$160,000 for joint returns	\$95,000 - \$110,000; \$190,000-\$220,000 for joint returns	No phaseout	No phaseout	No phaseout	No phaseout	No phaseout



# **SCHOLASTIC REGULATIONS**

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# ACADEMIC INFORMATION

## TRANSFER OF CREDIT TO SOUTH TEXAS COLLEGE

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

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

## TRANSFER OF CREDIT FROM SOUTH TEXAS COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Texas Higher Education Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL-(revised Spring 2015). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

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

Specifically excluded are courses designated as ESL, ESOL, technical, and developmental/remedial courses.

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

## TRANSCRIPTS FROM OTHER INSTITUTIONS

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

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

## TRANSFER DISPUTES

As outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter B, Rule 4.27, the following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

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

## **COLLEGE SUCCESS (EDCS 0101, PSYC 1300, EDUC 1300)**

College Success covers strategies for learning and success and examine factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning lifestyles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This course develops students' academic skills that apply to all disciplines.

The following students are required to take a College Success Course (EDCS 0101, PSYC 1300, EDUC 1300) during their first semester until they pass the College Success course with a "C" or better.

- Students who are enrolled in an Associate degree and have not met the college-level Placement Standard in reading, writing, or mathematics (See Table on page 19-20)
- Students, including transfer students, who have not taken a college success class and whose cumulative grade point average is below 2.0, or who are on academic probation.

## **CHANGE OF SCHEDULE**

Students must use a Schedule Change 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" (Withdraw) may be received. Refer to the academic calendar for information concerning withdrawal dates.

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 Schedule Change form from the Office of Admissions and Records or any Student Information Center. The form must be turned in to the Office of Admissions and Records prior to the published deadline for withdrawals. Students who are failing a course and have not withdrawn

as of the established deadline will receive an "F". A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor prior to the published deadline for withdrawals.

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

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

## **COURSE LOAD**

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

## **ACADEMIC SKILLS TEST**

Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter C, Rule 4.55, requires that all Institutions assess the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student. All full-time or part-time non-exempt students **MUST** take the TSI ASSESSMENT EXAM **before enrolling in any college-level credit coursework**. For more information about placement testing and the TSI ASSESSMENT EXAM, refer to the TSI section located in the Admissions Guidelines chapter of this catalog.

Students not meeting Placement Standards to enroll in freshman-level coursework and not qualifying for an exemption are required to enroll in and attend developmental course(s) work until they meet the Placement Standards for those skills.

Students who fail to comply with policies and procedures may be withdrawn from all of their classes except College Success and may not earn any college credit hours for the semester. Students who withdraw, are withdrawn from, or do not enroll in their required developmental classes are entitled to a one semester-long waiver which will allow them not to be withdrawn from all their academic classes, but they must enroll in the appropriate developmental class(es) the following semester or sooner.

# 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: May 2015)

## 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 History I
- ♦ARTS 1304 Art History II
- ♦ARTS 1311 Design I
- ♦ARTS 1312 Design II
- ♦ARTS 1316 Drawing I
- ♦ARTS 1317 Drawing II
- ♦ARTS 1325 Drawing & Painting  
(For Non-Art Majors)
- ♦ARTS 2313 Design Communications I
- ♦ARTS 2314 Design Communications II
- ♦ARTS 2316 Painting I
- ♦ARTS 2317 Painting II
- ♦ARTS 2323 Life Drawing I
- ♦ARTS 2324 Life Drawing II
- ♦ARTS 2326 Sculpture I
- ♦ARTS 2327 Sculpture II
- ♦ARTS 2333 Printmaking I
- ♦ARTS 2334 Printmaking II
- ♦ARTS 2341 Art Metals I
- ♦ARTS 2342 Art Metals 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)
- ♦ARTS 2389 Academic Cooperative

## Biology

- ♦BIOL 1322 Nutrition And Diet Therapy
- ♦BIOL 1406 Biology For Science Majors I
- ♦BIOL 1407 Biology For Science Majors II
- ♦BIOL 1408 General Biology I
- ♦BIOL 1409 General Biology II
- ♦BIOL 2389 Academic Cooperative In the  
Biological Life Sciences
- ♦BIOL 2401 Anatomy & Physiology I
- ♦BIOL 2402 Anatomy & Physiology II
- ♦BIOL 2406 Environmental Biology
- ♦BIOL 2416 Genetics
- ♦BIOL 2420 Microbiology for Non-Science Majors
- ♦BIOL 2421 Microbiology for Science Majors

## Business Administration

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

## Chemistry

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

## Child Care and Development

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

## Communication

- ♦COMM 1307 Introduction to Mass Communication
- ♦COMM 2305 Editing and Layout
- ♦COMM 2311 News Gathering and Writing I
- ♦COMM 2315 News Gathering and Writing II
- ♦COMM 2327 Introduction to Advertising
- ♦COMM 2330 Introduction to Public Relations
- ♦COMM 2339 Writing for Radio, Television, and Film
- ♦COMM 2389 Academic Cooperative

## Computer Science

- ♦BCIS 1305 Business Computer Applications
- ♦COSC 1301 Introduction To Computing
- ♦COSC 1315 Fundamentals of Programming
- ♦COSC 1337 Programming Fundamentals II
- ♦COSC 1430 Computer Programming
- ♦COSC 1436 Programming Fundamentals I
- ♦COSC 2330 Advanced Structured Languages
- ♦COSC 2425 Computer Organization
- ♦COSC 2436 Programming Fundamentals III

## Criminal Justice

- ♦CRIJ 1301 Introduction to Criminal Justice
- ♦CRIJ 1306 Court Systems and Practices
- ♦CRIJ 1310 Fundamentals of Criminal Law
- ♦CRIJ 1313 Juvenile Justice System
- ♦CRIJ 2313 Correctional Systems and Practices
- ♦CRIJ 2314 Criminal Investigation
- ♦CRIJ 2328 Police Systems and Practices

## Dance

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

## Drama

- ♦DRAM 1120 Theater Practicum I
- ♦DRAM 1121 Theater Practicum II
- ♦DRAM 1310 Introduction to Theater
- ♦DRAM 1330 Stagecraft I
- ♦DRAM 1341 Makeup
- ♦DRAM 1342 Introduction to Costume
- ♦DRAM 1351 Acting I
- ♦DRAM 1352 Acting II
- ♦DRAM 2120 Theater Practicum III
- ♦DRAM 2366 Introduction to Cinema
- ♦DRAM 2389 Academic Cooperative

## Economics

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

## Education

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

## Engineering

- ♦ENGR 1201 Introduction To Engineering
- ♦ENGR 1304 Engineering Graphics
- ♦ENGR 2301 Statics
- ♦ENGR 2302 Dynamics
- ♦ENGR 2405 Electrical Circuits I
- ♦ENGR 2406 Digital Systems Engineering I

## English

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

## Geography

- ♦GEOG 1301 Principles of Physical Geography

## Geology

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

## History

- ♦HIST 1301 United States History I
- ♦HIST 1302 United States History II
- ♦HIST 2301 Texas History
- ♦HIST 2311 Western Civilization I
- ♦HIST 2312 Western Civilization II
- ♦HIST 2321 World Civilizations I
- ♦HIST 2322 World Civilizations II
- ♦HIST 2327 Mexican American History I
- ♦HIST 2328 Mexican American History II
- ♦HIST 2381 African American History
- ♦HIST 2389 Academic Cooperative

## Humanities

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

## Kinesiology

- ♦KINE 1100 Fitness Walking
- ♦KINE 1101 Fitness and Motor Development I
- ♦KINE 1103 Weight Training & 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 & Flexibility Training
- ♦KINE 1132 Self Defense And Personal Safety
- ♦KINE 1133 Outdoor Adventure Training
- ♦KINE 1149 Team Sports I
- ♦KINE 1150 Team Sports II
- ♦KINE 1164 Introduction to Physical Fitness & Sport
- ♦KINE 1210 Aerobic Dance I
- ♦KINE 1211 Aerobic Dance II
- ♦KINE 1249 Ballet Folklorico I
- ♦KINE 1250 Ballet Folklorico II
- ♦KINE 1301 Introduction to Physical Fitness and Sport
- ♦KINE 1304 Personal/Community Health I
- ♦KINE 1306 First Aid
- ♦KINE 1308 Sports Officiating I
- ♦KINE 1321 Coaching/Sports/Athletics I
- ♦KINE 1322 Coaching/Sports/Athletics II
- ♦KINE 1331 Physical Education for Elementary Education Majors
- ♦KINE 1336 Introduction to Recreation I
- ♦KINE 1338 Concepts of Physical Fitness
- ♦KINE 1346 Drug Use & Abuse
- ♦KINE 2249 Ballet Folklorico III
- ♦KINE 2250 Ballet Folklorico IV

## Mathematics

- ♦MATH 1316 Plane Trigonometry
- ♦MATH 1324 Mathematics for Business & Social Sciences
- ♦MATH 1332 Contemporary Mathematics
- ♦MATH 1350 Fundamentals Of Mathematics I
- ♦MATH 1351 Fundamentals Of Mathematics II
- ♦MATH 1414 College Algebra
- ♦MATH 1425 Calculus for Business & Social Sciences
- ♦MATH 1442 Elementary Statistical Methods
- ♦MATH 2412 Pre-Calculus Math
- ♦MATH 2413 Calculus I
- ♦MATH 2414 Calculus II
- ♦MATH 2415 Calculus III
- ♦MATH 2418 Linear Algebra
- ♦MATH 2420 Differential Equations

## Music

- ♦MUAP 1201 Applied Violin
- ♦MUAP 1202 Applied Viola
- ♦MUAP 1203 Applied Cello
- ♦MUAP 1204 Applied Double Bass
- ♦MUAP 1205 Applied Flute
- ♦MUAP 1206 Applied Clarinet
- ♦MUAP 1207 Applied Saxophone
- ♦MUAP 1208 Applied Trumpet
- ♦MUAP 1209 Applied French Horn
- ♦MUAP 1210 Applied Trombone
- ♦MUAP 1211 Applied Baritone
- ♦MUAP 1212 Applied Oboe
- ♦MUAP 1213 Applied Bassoon
- ♦MUAP 1214 Applied Tuba
- ♦MUAP 1215 Applied Percussion
- ♦MUAP 1216 Applied Guitar
- ♦MUAP 1217 Applied Piano
- ♦MUAP 1218 Applied Voice
- ♦MUEN 1121 Band Ensemble
- ♦MUEN 1122 Brass Ensemble
- ♦MUEN 1131 Mariachi Ensemble
- ♦MUEN 1132 Jazz Ensemble
- ♦MUEN 1133 Guitar Ensemble
- ♦MUEN 1134 String Ensemble
- ♦MUEN 1135 Percussion Ensemble
- ♦MUEN 1141 Choir Ensemble

- ♦MUSI 1114 Piano Class for Music Majors I
- ♦MUSI 1115 Piano Class for Music Majors II
- ♦MUSI 1116 Sight Singing and Ear Training I
- ♦MUSI 1117 Sight Singing and Ear Training II
- ♦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 1211 Music Theory I
- ♦MUSI 1212 Music Theory II
- ♦MUSI 1306 Music Appreciation
- ♦MUSI 1307 Music Literature
- ♦MUSI 1310 American Music
- ♦MUSI 2114 Piano Class for Music Majors III
- ♦MUSI 2116 Sight Singing and Ear Training III
- ♦MUSI 2117 Sight Singing and Ear Training IV
- ♦MUSI 2181 Piano Class III
- ♦MUSI 2182 Piano Class IV
- ♦MUSI 2211 Music Theory III
- ♦MUSI 2212 Music Theory IV

### Philosophy

- ♦PHIL 1301 Introduction to Philosophy
- ♦PHIL 1304 Introduction to World Religions
- ♦PHIL 2303 Introduction to Logic
- ♦PHIL 2306 Introduction to Ethics
- ♦PHIL 2307 Introduction to  
Social and Political Philosophy
- ♦PHIL 2316 Classical Philosophy
- ♦PHIL 2321 Philosophy Of Religion

### Physical Science

- ♦PHYS 1403 Stars & Galaxies
- ♦PHYS 1404 Solar System
- ♦PHYS 1415 Physical Science I
- ♦PHYS 1417 Physical Science II

### Physics

- ♦PHYS 1401 College Physics I
- ♦PHYS 1402 College Physics II
- ♦PHYS 2425 University Physics I
- ♦PHYS 2426 University Physics II

### Political Science

- ♦GOVT 2304 Introduction to Political Science
- ♦GOVT 2305 Federal Government
- ♦GOVT 2306 Texas Government
- ♦GOVT 2311 Mexican-American Politics

### Psychology

- ♦PSYC 1300 Learning Framework
- ♦PSYC 2301 General Psychology
- ♦PSYC 2306 Human Sexuality
- ♦PSYC 2307 Adolescent Psychology I
- ♦PSYC 2308 Child Psychology
- ♦PSYC 2314 Lifespan Growth and Development
- ♦PSYC 2315 Psychology of 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 Introduction to Sociology
- ♦SOCI 1306 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 1411 Beginning Spanish I  
for Non-Spanish Speakers
- ♦SPAN 1412 Beginning Spanish II  
for Non-Spanish Speakers
- ♦SPAN 2311 Intermediate Spanish I
- ♦SPAN 2312 Intermediate Spanish II
- ♦SPAN 2313 Spanish for Native/Heritage Speakers I
- ♦SPAN 2315 Spanish for Native/Heritage Speakers II
- ♦SPAN 2389 Academic Cooperative

### Speech

- ♦SPCH 1311 Introduction to Speech Communication
- ♦SPCH 1315 Public Speaking
- ♦SPCH 1318 Interpersonal Communications
- ♦SPCH 1321 Business & Professional  
Communication
- ♦SPCH 2333 Discussion and Small  
Group Communication
- ♦SPCH 2335 Argumentation And Debate
- ♦SPCH 2389 Academic Cooperative

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## CREDIT BY EXAMINATION

Credit given by examination may be earned in technical courses only. Students who have been given grades other than a "W" in the course are not eligible for credit by examination. 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 is held in escrow until the student earns six 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 institution they plan on attending to verify transfer requirements.

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

## COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

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

<b>REQUIRED SCORES FOR CEEB CREDIT</b>			
<b>Subject</b>	<b>Min. Score</b>	<b>STC Course</b>	<b>Hrs. Credit</b>
Biology	3	BIOL 1408, 1409	8
Environ. Science	3	BIOL 2406	4
Chemistry	3	CHEM 1411, 1412	8
Computer Science (A)	3	COSC 1436	4
Macroeconomics	3	ECON 2301	3
Microeconomics	3	ECON 2302	3
English Language and Composition	3	ENGL 1301, 1302	6
English Literature and Composition	3	ENGL 1301	3
English Literature and Composition	4	ENGL 1301, 2341	6
United States History	3	HIST 1301, 1302	6
European History	3	HIST 2311, 2312	6
Calculus AB	3	MATH 2413	4
Calculus BC	4	MATH 2413, 2414	8
Physics	3	PHYS 1401, 1402	8
US Government and Politics	3	GOVT 2305, 2306	6
Spanish Lang./Lit.	3	SPAN 1411	4
Spanish Lang./Lit.	4	SPAN 1411, 1412	8

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

STC will grant credit for CLEP exams with certain required scores; however, credit will not be posted to a transcript until the student enrolls and earns six (6) credit hours credit at STC. A student must have taken the CLEP exam within the last five (5) years in order to receive credit.

<b>REQUIRED SCORES FOR CLEP SUBJECT EXAMINATION CREDIT</b>			
<b>Subject</b>	<b>Min. Score</b>	<b>STC Course</b>	<b>Hrs. Credit</b>
Info. Systems and Computer Applications	50	COSC 1301	3
Financial Accounting	50	ACCT 2401,2402	8
Biology	50	BIOL 1408, 1409	8
Introductory Business Law	50	BUSI 2301	3
Chemistry	50	CHEM 1411, 1412	8
Principles of Microeconomics	50	ECON 2302	3
Principles of Macroeconomics	50	ECON 2301	3
College Composition	50	ENGL 1301,1302	6
Spanish Language	65	SPAN 1411, 1412	8
Analyzing & Interpreting Literature	50	ENGL 2341	3
American Literature	50	ENGL 2326	3
English Literature	50	ENGL 2321	3
History of the US I	50	HIST 1301	3
History of the US II	50	HIST 1302	3
Western Civilization I	50	HIST 2311	3
Western Civilization II	50	HIST 2312	3
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413, 2414	8

*continued on next column*

Introductory Psychology	50	PSYC 2301	3
Introductory Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3
Principles of Management	53	TMGT 3305	3
Principles of Marketing	53	TMGT 3000 (upper-level elective)	3
Introductory Business Law	54	TMGT 3336	3

## CREDIT FOR INTERNATIONAL BACCALAUREATE DIPLOMA (IBD)

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

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

### *Eligibility for Award of Credit*

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

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

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

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

<b>REQUIRED SCORES FOR IB CREDIT</b>			
<b>IB EXAMINATION</b>	<b>SCORE</b>	<b>STC COURSE</b>	<b>CREDIT HOURS</b>
<b>BIOLOGY</b>			
Biology (SL)	4, 5, 6 or 7	BIOL 1408	4
Biology (HL)	4, 5, 6 or 7	BIOL 1408 & 1409	8
<b>BUSINESS AND MANAGEMENT</b>			
Business and Management	4, 5, 6 or 7	BUSI 1301	3
<b>Chemistry</b>			
Chemistry (SL)	4, 5, 6 or 7	CHEM 1411	4
Chemistry (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
<b>IB EXAMINATION</b>	<b>SCORE</b>	<b>STC COURSE</b>	<b>CREDIT HOURS</b>
<b>COMPUTER SCIENCE</b>			
Computer Science (SL)	4, 5, 6 or 7	COSC 1301	3
<b>ECONOMICS</b>			
Economics (SL)	4, 5, 6 or 7	ECON 2301	3
Economics (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
<b>ENGLISH</b>			
English (SL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
English (HL) Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
<b>GEOGRAPHY</b>			
Geography (SL or HL)	4, 5, 6 or 7	GEOG 1301	3
<b>HISTORY OF THE AMERICAS</b>			
History of The Americas (SL)	4, 5, 6 or 7	HIST 1301	3
History of The Americas (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
<b>MATHEMATICS</b>			
Mathematical Studies (SL)	4, 5, 6 or 7	MATH 1332 or 1414	3 or 4
Further Mathematics(SL)	4, 5, 6 or 7	MATH 1332	3
Mathematics(SL)	4, 5, 6 or 7	MATH 1414	4
Mathematics (HL)	4, 5, 6 or 7	MATH 2412 & 2413	8
<b>MODERN LANGUAGES</b>			
Spanish Language A1 or A2 (SL)	4, 5, 6 or 7	SPAN 1411 & 1412	8
Spanish Language A1 or A2 (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language B (SL)	4, 5, 6 or 7	SPAN 1411, 1412	8
Spanish Language B (HL)	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
Spanish Language Ab	4, 5, 6 or 7	SPAN 1411	4
<b>MUSIC</b>			
Music (SL)	4, 5, 6 or 7	MUSI 1306	3
Music (HL)	4, 5, 6 or 7	MUSI 1306, 1211 & 1116	6
<b>PHILOSOPHY</b>			
Philosophy (SL or HL)	4, 5, 6 or 7	PHIL 1301	3
<b>PHYSICS</b>			
Physics (SL)	4, 5, 6 or 7	PHYS 1401	4
Physics (HL)	4, 5, 6 or 7	PHYS 1401 & 1402	8
<b>PSYCHOLOGY</b>			
Psychology (SL or HL)	4, 5, 6 or 7	PSYC 2301	3
<b>SOCIAL AND CULTURAL ANTHROPOLOGY</b>			
Social and Cultural Anthropology (SL or HL)	4, 5, 6 or 7	ANTH 2351	3
<b>THEATRE ARTS</b>			
Theatre Arts (SL or HL)	4, 5, 6 or 7	DRAM 1310	3
Film (SL or HL)	4, 5, 6 or 7	DRAM 2366	3
<b>VISUAL ARTS</b>			
Visual Arts (SL or HL)	4, 5, 6 or 7	ARTS 1301	3

## GRADING SYSTEM

The following grading system is used at South Texas College:

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Points Per Sem. Hour</b>
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 academic probation, continued academic probation or academic suspension as appropriate. All grade points earned by a student will be included in the computation of the current semester grade point average. All grade points earned by a student, including developmental courses and the College Success course, will be included in the computation of the cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

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

## LEVEL OF

### ACADEMIC STATUS

### GPA CRITERIA

Good Standing	Cumulative GPA is 2.00 or above
Academic Probation	Cumulative or current semester GPA, including developmental coursework, below 2.00.
Continued Academic Probation	Previously on Academic Probation and current semester GPA is below 2.00.
Academic Suspension	Previously on Continued Academic Probation and current semester GPA is below 2.00.

Good Standing, Academic Probation, Continued Academic Probation, 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.

### *Academic Probation*

Academic Probation 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.

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

### *Continued Academic Probation*

Continued Academic Probation is a system of monitoring student grades in all South Texas College for students placed on Academic Probation in order to identify those who continue to experience difficulty in making satisfactory progress. Continued Academic Probation occurs at the end of the semester following Academic Probation 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 Continued Academic Probation 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. South Texas College provides Developmental Education options to students that contain the essential academic skills to successfully complete academic/technical coursework.

Students not meeting Placement Standards to enroll in freshman-level coursework and not qualifying for a TSI exemption are required to enroll in and attend developmental course(s) work until they meet the Placement Standards for those skills.

Students placing in one or more Developmental courses must also enroll in and attend a College Success course (EDCS 0101, EDUC1300, PSYC1300) during their first semester, until they successfully exit the course. Students who fail to comply with policies and procedures may be withdrawn from all of their classes except College Success and may not earn any college credit hours for the semester. Students who withdraw, are withdrawn from, or do not enroll in their required developmental classes are entitled to a one semester-long waiver which will allow them not to be withdrawn from all their academic classes, but they must enroll in the appropriate developmental class(es) the following semester or sooner. Being withdrawn from academic classes will affect Financial Aid status.

## **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 recognized 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 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.

## **ATTENDANCE POLICY**

*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://life.southtexascollege.edu> or by contacting the Office of Student Conduct 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.

### **ADMISSION REQUIREMENTS**

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

To be eligible to apply for the STC Honors Program, students currently enrolled at STC must be Texas Success Initiative (TSI) complete and must have a cumulative college GPA of 3.25. Students entering STC following graduation from high-school must have a cumulative high-school GPA of 3.5.

To apply, the student must:

1. Submit a complete Honors Application;
2. Submit STC transcript;
3. Make an appointment to review application, eligibility, and honors course selection.

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

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

## **HONORS PROGRAM GRADUATION**

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

Students, who have applied for the Bachelors of Applied Technology degree and have completed 12 hours of BAT Curriculum Honors courses (including Capstone) and maintained a 3.25 or higher GPA, will graduate from the Honors Program.

## **PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER**

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

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

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

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

## **VALLEY SCHOLARS PROGRAM**

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

Valley Scholars are Hidalgo and Starr County high school graduates in the top 10 percent or within an 85 percent grade point average. Students in

the program receive a scholarship, individualized advisement, academic excellence workshops, annual college tours, employment and leadership opportunities on campus, and transfer scholarship opportunities.

Eligibility for the program is contingent on students being enrolled at the college on a full time basis, maintaining a GPA of 3.0 each semester, and participating in scholastic and leadership activities. Importantly, the program also requires students to be actively engaged in community service projects. All community service projects are structured and utilize the team concept as a motivational tool.

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

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

## **PRESIDENT'S HONOR ROLL**

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 ROLL**

Each Fall and Spring semester South Texas College recognizes students with high academic achievement by naming them to the Vice President's Honor Roll. To receive this honor, a student must have completed a minimum of 12 or more credit hours for that semester at the College and earned a minimum grade point average (GPA) of 3.75 on a 4.00 scale.

# **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.

Level Two Certificates consist of 43-59 semester credit hours and require completion of TSI Liable 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 semester credit hours in a technical or professional field. A.A.S. curricula are designed to enable the student to master competencies required to enter an occupation with marketable skills upon graduation.

### ► *Specialization*

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

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

### ► *General Education Requirements*

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

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

## TRANSFER PROGRAMS

### BACCALAUREATE PROGRAMS

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

The B.A.T. in Technology Management consists of the 42 semester-credit-hour Core Curriculum, 33 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 42 semester-credit-hour Core Curriculum, 39-40 semester-credit-hours of lower-division technical specialty courses, and 39 semester-credit-hours of upper-division coursework in Technology Management.

The B.A.T. in Medical and Health Services Management consists of the 42 semester-credit-hour Core Curriculum, 33 semester-credit-hours of lower-division technical specialty courses, and 45 semester-credit-hours of upper-division coursework.

The B.A.S. Organizational Leadership consists of the 42 semester-credit-hour Core Curriculum, 48 semester-credit-hours of lower-division technical specialty courses, and 30 semester-credit-hours of upper-division coursework.

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

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

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

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

### ► *Core Curriculum*

The Core Curriculum includes courses in communication, mathematics, life & physical sciences, language, philosophy & culture, creative arts, social and behavioral sciences, and a core component option area. All students are required to complete the Core Curriculum before receiving an A.A. or A.S. degree.

If a student successfully completes the entire 42-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 18 semester-credit-hours that will satisfy the lower division requirements for a baccalaureate degree in a specific academic area.

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

## GRADUATE GUARANTEE

Subject to the conditions listed below, South Texas College guarantees that students earning the Certificate of Completion, Associate of Applied Science Degree, Bachelor of Applied Science 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, Bachelor of Applied Science or Bachelor of Applied Technology beginning September 1994, or thereafter in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the degree or certificate program with the College (with 75% of credits earned at the College) and must have completed the graduation requirements within a 3 year time span for the Certificate of Completion, a 5 year time span for the Associate of Applied Science, and a 7 year time span for the Bachelor of Applied Technology, or Bachelor of Applied Science.
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 academic dean within 90 days of the graduate's initial employment.

## GRADUATION REQUIREMENTS

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

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

### GRADUATION CEREMONY

The Ceremonies for graduation are held in May and December or at such other times determined by the Board based upon the needs of the College.

Although participation is optional, graduates are strongly encouraged to participate in the ceremony in order to be recognized for their accomplishment.

### BACHELOR OF APPLIED SCIENCE AND BACHELOR OF APPLIED TECHNOLOGY

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

1. Complete the appropriate course of study for a Bachelor of Applied Science or Bachelor of Applied Technology 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 90 semester credits of applicable coursework transferred from another accredited college or university toward a Bachelor of Applied Science or Bachelor of Applied Technology degree granted by STC.
3. Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 G.P.A.) in all other courses.
4. Pay all debts to the College prior to graduation.

### ASSOCIATE OF ART

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

1. Complete the appropriate course of study for an Associate of Art program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.

2. South Texas College will accept a maximum of 45 semester credits of applicable coursework transferred from another accredited college or university toward an Associate of Art degree granted by STC.
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.

### **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 coursework transferred from another accredited college or university toward an Associate of Science degree granted by STC.
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.

### **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 an 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 coursework transferred from another accredited college or university toward an Associate of Applied Science degree 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. South Texas College requires that at least 25% of the required semester credits be completed through South Texas College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

# SUPPORT SERVICES

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# THE OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs 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 addresses issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs. Additional information can be found online at <http://life.southtexascollege.edu/> or by calling 956-872-3535.

## STUDENT ACTIVITIES & WELLNESS

The Department of Student Activities and Wellness enhances the student experience through the development and delivery of programs and services complimenting South Texas College's efforts towards student access, retention and ultimate graduation ensuring that students are engaged and receive a complete college experience.

### *Student Activities*

Student activities aim to promote active student participation through events geared towards social responsibility, leadership, education, cultural and civic engagement, etc. Such activities support and enhance the student's collegiate experience and their education outside the classroom.

### *Campus Programming Board*

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

### *Student Organizations*

Over 70 student organizations at South Texas College contribute to a vibrant college community by providing invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. Each year, student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These programs allow students to meet and interact with local, state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

### *First-Year Experience*

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

### *Student Government Association*

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

### *Student Leadership Academy*

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

### *Intramural Sports and Wellness*

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

## OFFICE OF STUDENT CONDUCT

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

## CONFLICT RESOLUTION CENTER

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

## CAREER & EMPLOYER SERVICES

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

## ACADEMIC ADVISING

The Office of Comprehensive Advising helps students formulate and reach their own educational goals, while also making sure they understand the objectives and requirements of their chosen major or field of study (as referenced by the National Academic Advising Association). Student persistence, success, and completion is promoted through diverse services offered to students at the Advisement Center and through designated



division advisors in the appropriate division, department, or program. Prior to registration, it is very important that new, continuing, transfer, and undeclared major students contact the Advisement Center for assistance with course selection and degree planning.

### ***Student Success Specialists***

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

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

Services offered by the Advisement Center:

- ▶ Point of contact for new, continuing, transfer, and undeclared students
- ▶ Academic Advising
- ▶ Assistance with preparing student education plan
- ▶ Degree Progress Reports
- ▶ Case Management Services for First Time in College Students
- ▶ Referrals to appropriate services

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

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

Please call one of the numbers listed above for immediate answers to all your advising situations. The receptionist answering your call will direct you to an available advisor. All students are encouraged to visit with an advisor every semester for academic advisement. Advisors are available for walk-ins on a first come first served basis.

### ***Providing Academic Support to Students (PASS)***

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

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

- ▶ Career and Technical Education programs
- ▶ Retention and Transfer
- ▶ Elimination of barriers to special population students (single parents, displaced homemakers, non-traditional students, economically disadvantaged, and individuals 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 students are evaluated upon entering the program and placed into one of three risk categories based on their TSI 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 the Technology Campus, Bldg. B-181 or call (956) 872-6315.

## **COUNSELING**

The Student Services Department 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 Student Services helps 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 South Texas College to 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

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

### ***Student Disability Services***

Students or prospective students requiring special accommodations should contact the Student Disability Services (SDS) 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 TSI testing 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 South Texas College departments or outside service providers. South Texas College 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.

## **BEHAVIORAL INTERVENTION TEAM**

The Behavioral Intervention Team at South Texas College is a district wide threat assessment and behavioral intervention team that monitors threats to the campus community and intervenes in the concerning behaviors of all individuals who work at, attend, or who have business with South Texas College. The Teams serves the district-wide community by providing threat assessment, case management, intervention strategies, educational opportunities, and training for all students, faculty and staff.

## **STUDENT I.D. CARDS**

All students are responsible for obtaining an identification card at the time of initial registration with the college. Students should carry the personalized identification card at all times as it must be presented when accessing student support services including the library, campus computer labs, and the Centers for Learning Excellence (tutoring center). Students must also present a valid identification card when paying tuition and fees or requesting a transcript.

Student identification cards are issued to students free of charge. The identification card replacement fee is \$15.

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

## **HEALTH SERVICES**

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

## STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

The Student Code of Conduct is available in the Student Handbook, which can be found online at <http://studentservices.southtexascollege.edu/studentlife> or by contacting the Office of Student Conduct 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 (complete 3 immunization series)
  - Tdap (Tetanus/diphtheria/pertussis)
  - Varicella
  - Meningitis (students under the age of 30) state requirement
  - Current T.B. test results (yearly)-if positive, chest X-ray required every 2 years
  - Influenza (required from August-April)
- ▶ Proof of Health/Medical Insurance or Sickness and Accidental Insurance (available through STC)
- ▶ Current Infant-Child-Adult CPR certification (Healthcare Provider from the American Heart Association)
- ▶ Technical Performance Standards-signed statement of ability to perform technical standards for nursing or allied program of study.
- ▶ Current Malpractice Insurance of at least \$1 million available through STC (included with

tuition). Contact the Clinical Affairs Specialist for more information.

- ▶ Criminal background check clearance
- ▶ Drug and alcohol screening (results must be negative)
- ▶ Completion of Student Clinical/Practicum/Hospital Orientation see Clinical Affairs Specialist for more information

## IMMUNIZATION REQUIREMENTS

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

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

- ▶ Measles, Mumps and Rubella (MMR): Proof of Immunization as defined by the Texas Department of Health Standards or proof of Immunity by disease.
- ▶ Tetanus/Diphtheria/Pertussis (Tdap): Proof of "booster" dose administered within the last 10 years.
- ▶ Hepatitis B Virus (HBV): Written certification of serological immunity to HBV or completed series of HBV vaccinations
- ▶ Chicken pox (Varicella) proof immunity by disease, immunization or serological immunity.
- ▶ Meningitis (students under the age of 30) State requirement

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

## BACTERIAL MENINGITIS

Effective January 1, 2012, Texas Senate Bill 1107 requires all entering students at public and private or independent institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding, or at least 10 days prior to, the first day of the first semester. Students affected by the mandate must submit proof of vaccination before the 10th class day to the Office of Admissions and Records.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

1. The student is 22 years of age or older by the first day of the start of the semester; or
2. The student is enrolled only in online or other distance education courses; or
3. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or

4. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

A recent update to the bacterial meningitis legislation allows students, who will be attending a community college, to submit an exemption for the bacterial meningitis vaccine at <https://webds.dshs.state.tx.us/immcoj/>.

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

## VOLUNTARY STUDENT HEALTH/ ACCIDENT 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 regards to purchasing insurance:

- a. Have their own insurance (BCBS, Aetna, Medicaid, Medicare, VA, etc.)
- b. Purchase the STC policy (insurance must be purchased on line:
  - Visit <http://southtexascollege.edu/>
    - ▶ Click: Current Students Tab
    - ▶ Under Helpful Resources click: Student Insurance Plans
- c. Accept full financial responsibility for expenses from an accident and/or sickness (students must have insurance)

For information please contact the Cashier's office.

## FINANCIAL AID

Education after high school requires 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 Grant
- ▶ Federal Supplemental Educational Opportunity Grant (FSEOG)

- ▶ Iraq and Afghanistan Service Grant
- ▶ Federal Work-Study

South Texas College also receives state assistance from The Texas Higher Education Coordinating Board including, but not limited to:

- ▶ Texas Educational Opportunity Grant (TEOG)
- ▶ Towards EXcellence, Access, and Success (TEXAS) Grant
- ▶ Texas Public Education Grant (TPEG)
- ▶ Texas Work-study
- ▶ State Exemptions & Waivers

For more information visit  
[www.collegeforalltexas.com](http://www.collegeforalltexas.com)

Within the Financial Aid section of this catalog, you will also find information over other programs including:

- ▶ Student Loans
- ▶ Veterans Educational Benefits
- ▶ Scholarships
- ▶ Third Party Sponsors

## TYPES OF AID

- ▶ **Grants:** A form of financial aid that does not require repayment as long as you meet certain conditions
- ▶ **Work-Study:** A form of financial aid that is earned through part-time employment
- ▶ **Exemptions & Waivers:** A type of financial assistance in the form of a payment of all or part of a student's tuition and fees
- ▶ **Loans:** A form of financial aid that is borrowed and must be repaid with interest
- ▶ **Veterans Educational Benefits:** A form of financial aid for veterans and/or dependents of veterans of the US armed forces
- ▶ **Scholarships:** An additional form of financial aid that may be based on merit and/or need
- ▶ **Third Party:** A form of financial assistance from outside agencies

Please note that the Office of Student Financial Services has taken care to ensure the accuracy and timeliness of the information contained on this publication. However, contents are subject to change without notice because of changing Federal, State and/or Institutional policies.

## STUDENT ELIGIBILITY FOR FEDERAL AID

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

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 demonstrate Ability-to-Benefit
  - 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).
5. **\*Ability to Benefit -** Students who "first enroll in a program of study on or after July 1, 2012," and who are not high school graduates or do not meet the other eligibility criteria may be eligible for federal aid if they:
  - Pass an independently administered, Department of Education approved ATB test
  - Complete at least six credit-hours, or the equivalent coursework (225 clock-hours), that are applicable toward a degree or certificate offered by the postsecondary institution

\* At the time of this publication the Department of Education had not yet provided other specific requirements for the ability to benefit eligibility so these requirements are subject to change. Please check with the Student Financial Services Office for additional information.

## 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 determines 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 unmet need for aid other than Federal Pell Grant, the calculation is:

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

## APPLYING FOR AID: 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.

### *Renewal FAFSA*

If you applied for federal student aid this past school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA) online. If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be prefilled and will be the same as the information you provided in the previous year. You will have to provide some new information and update

information that has changed (for example, family size, and income). Check with the Office of Student Financial Services if you have questions about the Renewal FAFSA.

### **When to Apply**

We strongly encourage all students to apply as early as possible after January 1st of every year to avoid delays in payment of tuition/fees. Financial aid computers labs are available at all five campus locations (Pecan, Mid-Valley, Starr, Tech, & NAH) to assist students with the application process. Lab hours may vary from location to location; please contact the closest Office of Student Financial Services for more information on availability.

### **Our Recommended Priority Dates are:**

- ▶ March 31, 2015 for Fall semester
- ▶ October 1, 2015 for Spring semester

Please note that our financial aid award year is as follows: Fall, Spring, and Summer. There is a deadline set forth by Department of Education of June 30, for the ending award year and there are NO EXCEPTIONS. Please visit any of our offices for additional information.

### **Steps to Receive Financial Aid**

#### **▶ Step 1: Gather Your Information**

Dependent students are required to provide parental information on their FAFSA and independent students are not. If you are not sure you if you are a dependent or independent student please see the dependency status section to find out.

### **Here is a list of documents you will need:**

1. Your Social Security card (and your parents', if you are a dependent student)
2. Your alien registration or permanent resident card (if you are not a U.S. citizen)
3. Your (and your spouse's, if married) Income Tax Return
4. Your Parents' Income Tax Return (if you are a dependent student)
5. Your W-2 forms and other records of money earned
6. Any untaxed income records including child support paid or received
7. Your current bank statements
8. Your current business and investment mortgage information, business and farm records, stocks, bonds and other investment records

#### **▶ Step 2: Submit the Free Application for Federal Student Aid & beginning in April 2015 the FSA ID (username and password) will replace the PIN signature for students and parents**

The Free Application for Federal Student Aid (FAFSA) is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **▶ Step 3: Log-on to JagNet to Find Your Status**

After the FAFSA has been submitted and a reasonable amount of time has passed since submission, students may check their status online through JagNet. JagNet is a self-service system provided by South Texas College to allow students the opportunity to access

important information on their own without having to call or wait in line.

### **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).

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

- ▶ You are or will be 24 or older by December 31 of the school year for which you are applying for aid
- ▶ 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 (including common-law marriages) or separated but not divorced
- ▶ You have children
- ▶ You are an orphan or were a ward of the court (until age 18) or were in foster care
- ▶ You currently serving on active duty in the U.S. Armed Forces for purposes other than training
- ▶ You are a veteran of the U.S. Armed Forces
- ▶ You are an emancipated minor
- ▶ You are or were in legal guardianship
- ▶ You are homeless or at risk of being homeless, unaccompanied youth

If you think you have unusual circumstances that would make you independent even though none of the above criteria applies to you, please review the Dependency Override information in the Professional Judgment section of this catalog and speak to a financial aid representative. The committee reviews all requests from students for changes in dependency status. All decisions made by the committee are final.

### **FAFSA DATA MATCHES**

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

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**

The U.S. Department of Education (ED) selects applicants for verification of information submitted on the financial aid application. In addition South Texas College may select an applicant for

verification if the information submitted appears to be incorrect or conflicting. In most cases the documents used to verify information are tax return transcripts of the prior year's federal income tax return and a Verification Worksheet. Additional documents may be requested depending upon the information to be verified. Dependent students must submit parental information in addition to their own information. Federal Regulations state we have the right to ask students for this information and we must correct conflicting information before awarding Federal Aid.

### **Completing Verification**

Students who are selected for verification are mailed a Missing Information Letter (MIL) that explains what documents they must submit. Students may also view this information on their Jagnet account. Students must submit the required documentation to the Student Financial Services Office (SFS) thirty (30) days before they expect to have their verification completed and their account cleared for disbursement. The SFS office will work to review verifications sooner than thirty (30) days after submission, however during peak registration times this may not be possible.

### **Conflicting Information**

If the information on your application and your financial documents is conflicting the Student Financial Services Office will need to make a correction. Corrections may take some time to process so we encourage all students to submit the required documents in a timely manner. If a correction changes your Expected Family Contribution (EFC) and you are still eligible for aid we will email you an award notification letter with the amount of aid you may be eligible for. You may also view your new award amount on your Jagnet. Please note that while your correction is being processed your financial aid file is considered incomplete and funds will not be awarded.

### **Required Documentation**

- ▶ Verification Worksheets: Forms are available at all Student Financial Services Offices and online at <http://studentservices.southtexascollege.edu/finaid/forms.html>
- ▶ Federal Income Tax Return Transcripts for all people whose income information is required by the U.S. Department of Education.
- ▶ In cases where information is conflicting the Student Financial Services Office may request additional proof of untaxed income and benefits. This proof will vary by agency. For example:
  - Untaxed Income Sources
  - Unemployment Benefits-A statement from the agency which provided the benefits.
- ▶ Signature requirements:
  - Verification Worksheets
  - Dependent Students - Form must be signed by the student and one parent.
  - Independent Students - Form must be signed by the student

The SFS office will accept and review verification documentation until the Department of Education's published processing deadline.

Students are responsible for submitting the required documentation in a timely manner, failure

to do so will result in forfeiting their federal aid for the award year.

### **PROFESSIONAL JUDGEMENT**

The Student Financial Services Office uses Professional Judgment on a case-by-case basis to take into consideration extenuating circumstances that directly impact a student's eligibility for financial aid. The Financial Aid Appeals Committee can make professional judgment decisions to change a student's dependent status to independent, increase or decrease one or more of the data elements used to calculate the student's EFC and/or increase the student's cost of attendance.

### **Dependency Overrides**

If extenuating circumstances exist a professional judgment may be made to override a student's status from dependent to independent. Please contact the Student Financial Services Office for additional information. 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 change:

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.

### **Income Reduction or Income Loss**

An adjustment to the income amounts a student reported on their FAFSA application may be made if the student or his/her spouse, or parent (if dependent) have become unemployed, or have experienced a significant decrease in income. If these conditions apply to you or your family please contact the Student Financial Services Office for additional information.

### **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 South Texas College may adjust a student's cost of attendance to take into account additional costs which are not included in the normal need calculation. These costs may include a family's unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school, or additional costs related to school attendance for students with disabilities.

All Professional Judgment Appeals and supporting documentation should be submitted to the Student Financial Services Office. The Financial Aid Appeals Committee will review all appeals and all decisions made by the committee are final.

### **FEDERAL PELL GRANT**

Federal Pell Grant funds are not required to be repaid and are awarded to undergraduate students who have not earned a bachelor's or professional degree. Eligibility for the Federal Pell Grant is partially determined by the number of credit hours in which the student is enrolled during the

semester and the Expected Family Contribution (EFC). South Texas College will mail award letters showing student eligibility for Federal Pell Grant funds assuming that the students will take at least 12 credit hours per semester.

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

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

### **Award Amounts**

Awards are based on your Expected Family Contribution (EFC) as determined by the FAFSA and by a student's level of enrollment. 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 only receive Pell Grant funds from one institution at a time.

Levels of Enrollment	Equivalent credit hours
Full Time	12+ credit hours
Three Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less Than Half Time*	5 credit hours or less

\*Students enrolled less than full-time may still receive a Pell Grant award if their EFC allows it.

### **Eligibility determination**

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

To be considered for Pell Grant Eligibility, you must:

- ▶ Fill out a Free Application for Federal Student Aid,
- ▶ Meet all Department of Education eligibility requirements including but not limited to:
  - Having financial need,
  - Having a high school diploma or a General Education Development (GED) Certificate,
  - Registering with the Selective Services, if required,
  - Being a U.S. citizen or eligible non-citizen,
  - Having a valid Social Security Number,
- ▶ Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- ▶ Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP).

### **Additional Requirements**

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

1. **Your continued enrollment within a semester:** if you withdraw/are withdrawn, you may be required to repay funds awarded to you. More information on this can be found at <http://studentservices.southtexascollege.edu/finaid/withdrawals.html>
2. **Your grades:** if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you. More information can be found at <http://studentservices.southtexascollege.edu/finaid/fail.html>
3. **Developmental courses you attempt:** we may only fund 30 credit hours of developmental work over a student's educational career. If a Pell eligible student attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status.
4. **Repeated Coursework:** Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
5. **Lifetime Eligibility Used:** Effective July 1, 2012 students may only receive a Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or 600%) during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. The maximum amount of Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%.
6. **Unusual Enrollment History:** Beginning award year 2013-2014 and forward, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years the student has legitimate reasons for the unusual enrollment history.

More information on above items 3 through 6 can be found at [http://studentservices.southtexascollege.edu/finaid/eligibility\\_issues.html](http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html)

### **Attendance Verification**

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

In a distance education context, documenting that a student has logged into an online class is



not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. A definition of attendance for Financial Aid Purposes is discussed later on in this catalog under Eligibility Issues and also be found at [http://studentservices.southtexascollege.edu/finaid/eligibility\\_issues.html](http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html)

South Texas College documents attendance for Federal Pell Grant purposes by collecting on-line rosters from all instructors. 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 at the beginning 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.

#### ***Fund Disbursements***

South Texas College 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 South Texas College will pay you the difference directly by: a) mailing you a check, b) depositing into your personal bank account or c) depositing into your store-value card; the store-value card at South Texas College is known as the JagCard. These Federal Pell Grant funds will be released to you in two disbursements; the first one is the Book Allowance and the second one is the Final Refund. Book Allowance and Final Refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

#### ***Declining Pell Grant Funds***

You may decline all or part of your disbursement of Pell Grant funds that you are otherwise eligible to receive. You may wish to take this action if you expect to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in your expected family contribution. If you are going to return all or a portion of Pell Grant funds, you must deliver to our Student Financial Services Department a signed, written statement clearly indicating that you are declining Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over.

#### ***Returning Pell Grant Funds***

You may return all or a portion of Pell Grant funds that you are otherwise eligible to receive, as long as this action is taken during the same award year. You must deliver to our Student Financial Services Department a signed, written statement clearly indicating that you are returning Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over. After the statement is submitted, you will then need to return the funds directly to the South Texas College Cashiers Office.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Expected Family Contribution (EFC) is a zero.

#### ***Award Amounts***

The Student Financial Services Office will award a student up to \$500 dollars per semester. There is no guarantee every eligible student will be able to receive a FSEOG; students at South Texas College are awarded based on the availability of funds. FSEOG funds are awarded by semester.

#### ***Eligibility determination***

To determine if you are eligible, the U.S. Department of Education uses a standard formula to evaluate the information you report when you apply through the Free Application of Federal Student Aid (FAFSA). The formula produces an Expected Family Contribution (EFC) number. Following Federal Regulations, South Texas College awards students with the lowest EFC (zero EFC), who have demonstrated Pell Grant eligibility for the same award year.

To be considered for FSEOG, you must:

- ▶ Fill out a Free Application for Federal Student Aid,
- ▶ Meet all Department of Education eligibility requirements including but not limited to:
  - Having financial need,
  - Having a high school diploma or a General Education Development (GED) Certificate,
  - Registering with the Selective Services, if required,
  - Being a U.S. citizen or eligible non-citizen,
  - Having a valid Social Security Number,
- ▶ Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- ▶ Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP),
- ▶ Have a zero EFC,
- ▶ Be registered and attending at least 6 credit hours in a semester.

#### ***Additional Requirements***

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

- **Your continued enrollment within a semester:** if you withdraw/are withdrawn, you may be required to repay funds awarded to you. More information on this can be found at <http://studentservices.southtexascollege.edu/finaid/withdrawals.html>
- **Your grades:** if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you. More information can be found at <http://studentservices.southtexascollege.edu/finaid/fail.html>
- **Developmental courses you attempt:** we may only fund 30 credit hours of developmental work over a student's educational career. If a Federal SEOG eligible student attempts their 11th or greater developmental course, that course cannot be counted in the students' enrollment status.
- **Repeated Coursework:** Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
- **Unusual Enrollment History:** Beginning award year 2013-2014 and forward, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years the student has legitimate reasons for the unusual enrollment history.

More information on above items 3 through 5 can be found at [http://studentservices.southtexascollege.edu/finaid/eligibility\\_issues.html](http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html).

### **Attendance Verification**

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

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. A definition of attendance for Financial Aid Purposes is discussed later on in this catalog under Eligibility Issues and also be found at [http://studentservices.southtexascollege.edu/finaid/eligibility\\_issues.html](http://studentservices.southtexascollege.edu/finaid/eligibility_issues.html)

South Texas College documents attendance for Federal SEOG purposes by collecting on-line rosters from all instructors. 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 at the beginning of each term to be counted as being in attendance in that class for Federal SEOG eligibility purposes.

In cases where students do not attend class at least once, Federal SEOG eligibility will be cancelled if the enrollment status changes to 5 credit hours or less because those are the hours they are actually attending. If this cancellation 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.

### **Fund Disbursements**

South Texas College will credit Federal SEOG 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, South Texas College will pay you the difference directly by: a) mailing you a check, b) depositing into your personal bank account or c) depositing into your store-value card: the store-value card at South Texas College is known as the JagCard. These Federal SEOG funds will be released to you as a final refund; final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

### **IRAQ & AFGHANISTAN SERVICE GRANT**

An otherwise Pell-eligible student whose parent or guardian died as a result of U.S military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of federal student aid if the student was less than 24 years old when the parent or guardian died, or was enrolled at an institution of higher education at the time of the parent or guardian's death.

### **Eligibility determination**

The U.S. Department of Education will notify the student when he appears to meet the criteria, based on a match with the Department of Defense (DoD) file of eligible dependents. The match will be performed when a student submits a FAFSA or FAFSA correction (and periodically thereafter). When an eligible student is identified, the U.S. Department of Education will generate a Central Processing System (CPS) transaction for the student, and the resulting ISIR will include a "DoD Match Flag". This flag will be used by South Texas College Student Financial Services, to determine student's eligibility.

## ELIGIBILITY ISSUES

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

### *Attendance*

The U.S. Department of Education requires that schools are able to document that students are **actually in attendance to finalize their Federal Pell Grant eligibility**. For example, if a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. In a distance education context, documenting that a student **has logged into an online class is not sufficient**, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

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

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

The U.S. Department of Education provides the following definition of attendance for financial aid purposes:

Attendance must be "academic attendance" or "attendance at an academically-related activity".

Examples of this include:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students,
- submitting an academic assignment,
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction,
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters and

- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

### *Repeated Coursework*

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

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

### *Pell Grant Lifetime Eligibility Used*

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). Federal regulations mandate that effective July 1, 2012 students may only receive a Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or 600%) during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. The maximum amount of Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%. Students that have already used 600% of their Pell Grant eligibility will no longer be eligible to receive a Pell Grant starting summer 2012. There are no exceptions to this regulation. Students with 500% or higher but less than 600% may have limited Pell Grant eligibility remaining for the current year.

### *Calculation of the percentage used*

The percentages are based on your annual award at fulltime enrollment status compared to the amount you actually receive in a given year. The amount of aid you receive each academic year is divided by the maximum annual award you are

eligible for that year and your annual percentage is determined. Percentages from each year are added to calculate your Lifetime Eligibility Used (LEU). Here are some examples:

If your annual award at full time enrollment is \$5775 and you received \$5775 for the year, then you have received 100% of your award for that year.

If your annual award at full time enrollment is \$3025 and you received \$2269 for the year, then you have received 75% ( $\$2269 \div \$3025 = 75\%$ ) of your award for that year.

If your annual award at full time enrollment is \$5775 and you received \$2166 for the year, then you have received 37.506% ( $\$2166 \div \$5775 = 37.506\%$ ) of your award for that year.

If your annual award at full time enrollment is \$5775 and you received \$717 for the year, then you have received 12.416% ( $\$717 \div \$5775 = 12.416\%$ ) of your award for that year.

Your annual percentages are added together to determine your Lifetime Eligibility Used. Once you reach 600% you are terminated from receiving any additional Pell grants.

#### ***View and Review you Pell Grant Lifetime Eligibility Used***

The Department of Education keeps track of your LEU by adding together the percentages of your Pell Grant scheduled awards that you received for each award year. You can determine how much Pell you have used and what you have remaining at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov).

#### ***Contact Information for Questions on Pell Grant Lifetime Eligibility Used***

South Texas College Financial Aid Staff are available to discuss Pell Grant Lifetime Eligibility Used and answer any questions you may have.

#### ***Declining Pell Grant Funds***

You may decline all or part of your disbursement of Pell Grant funds that you are otherwise eligible to receive. You may wish to take this action if you expect to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in your expected family contribution. If you are going to return all or a portion of Pell Grant funds, you must deliver to our Student Financial Services Department a signed, written statement clearly indicating that you are declining Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over.

#### ***Returning Pell Grant Funds***

You may return all or a portion of Pell Grant funds that you are otherwise eligible to receive, as long as this action is taken during the same award year. You must deliver to our Student Financial Services Department a signed, written statement clearly indicating that you are returning Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over. After the statement

is submitted, you will then need to return the funds directly to the South Texas College Cashiers Office.

#### ***Developmental Coursework Limitation***

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

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

Example:

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

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

#### ***Unusual Enrollment History***

Beginning award year 2013-2014 and forward, the U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The U.S. Department of Education will be placing an unusual enrollment flag on some of the Free Applications for Federal Student Aid (FAFSA), which indicates that the student has an unusual enrollment history with regard to receiving Pell Grants at multiple institutions. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during the past three award years (2012-2013, 2013-2014, and 2014-2015), the student has legitimate reasons for the unusual enrollment history. Our department will identify and contact the students who will be required to resolve this before determining Federal Student Aid eligibility.

#### ***Resolving Unusual Enrollment History***

You will be required to provide academic transcripts from all colleges and universities attended during the review period to South Texas College. The institution will determine whether academic credit was earned at each of the previously attended institutions during the past three award years (2012-2013, 2013-2014, and 2014-2015).

Academic credit earned is considered to have been earned if the academic records show that you received a grade of "A", "B", "C", or "D" as listed in the Grading System Section of the South Texas College Catalog. If you did not earn academic credit at each of the previously attended institutions during the past three award years, you may be ineligible for further Federal Student Aid. The South Texas College Student Financial Services Department has the authority to require official transcripts from the colleges and universities attended during the review period if the documents that you submitted are unclear.

### ***Appealing an Ineligibility Determination***

You will be asked to contact our Student Financial Services Department so that you may provide a statement explaining why you failed to earn academic credit and any additional supporting documentation.

If eligibility is approved, you will be required to meet with an academic advisor and a financial aid representative; you must not drop or withdraw (officially or unofficially) from any courses after the term begins and must maintain FA satisfactory academic progress.

If you did not earn academic credit at each of the previously attended institutions during the past three award years and are not able to provide an acceptable explanation and documentation for the unusual enrollment history, you are ineligible for further Federal Student Aid.

All decisions made by the South Texas College Student Financial Services Department are final.

### **FEDERAL WORK-STUDY**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Federal Work Study Program is from September 1, 2015 through June 30, 2016 for Award Year 2015-2016. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

#### ***Eligibility Determination***

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

#### ***Additional Information***

- ▶ For academic reasons, student workers are only allowed to work a maximum of Nineteen hours.

The total number of hours worked is determined by the student's financial need each award year. Student workers may not earn more than they are awarded, and it will be their responsibility to ensure they do not exceed their award amount.

- ▶ Student workers are paid slightly above federal minimum hourly wages. South Texas College will pay student directly at least once a month.
- ▶ The Student worker will be paid by the hour, no commission or fee may be paid to a work study student.
- ▶ The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively every award year.
- ▶ South Texas College offers Student workers positions on-campus and off-campus. The Student worker may be assigned to work at any of the South Texas College campuses. If a Student worker is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed must be in the public interest.

### **TEXAS GRANT (TOWARDS, EXCELLENCE, ACCESS AND SUCCESS)**

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

\*Note: Beginning with academic year 2014-2015, South Texas College will no longer offer initial TEXAS Grant and only students who previously received their initial award at a 2-year institution will continue to be awarded until grant restrictions are met.

#### ***Grant Restrictions***

Students receiving TEXAS grant who continue in college and who meet the program academic standards can receive award for up to 150 semester credit hours, completion of a first bachelor's degree, or for five years if enrolled in a 4-year degree plan, or six years if enrolled in a 5-year degree plan, whichever comes first.

#### ***Academic Requirements***

The academic requirements for maintaining eligibility are as follows:

- ▶ Minimum 2.5 cumulative GPA
- ▶ Completion of at least 24 semester credit hour per academic year

### **TEXAS EDUCATIONAL OPPORTUNITY GRANT PROGRAM (TEOG)**

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

#### ***Eligibility***

To determine if you are eligible for a TEOG Grant you must complete and submit a FAFSA (or TASFA for state residents only) and have an Expected Family Contribution (EFC) less than or equal to 4800. Funding is limited and priority is given to students who submitted an application prior to

March 15, 2015 even though applications are accepted throughout the academic year.

Other requirements include:

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

### **Grant Restrictions**

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

### **Academic Requirements**

The academic requirements for maintaining eligibility are as follows:

#### **End of Initial Year**

- ▶ Meet South Texas College's Financial Aid Satisfactory Academic Progress (see page 70)

#### **End of Renewal Year**

- ▶ Minimum 2.5 cumulative GPA
- ▶ 75% completion of hours attempted for the academic year

### **Fund Disbursements**

South Texas College will credit TEOG 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 South Texas College will pay you the difference through your preferred refund method. Book allowance and final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html).

## **TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)**

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

### **Award Amounts**

The Office of Student Financial Services will award a student TPEG funds by semester. There is no guarantee every eligible student will be able to receive a TPEG; students at South Texas College are awarded based on the availability of funds. TPEG funds are awarded by semester.

### **Eligibility Requirements**

There is no additional application to apply for this grant besides the FAFSA. Students must be meeting eligibility requirements below:

- Have financial need,
- Have a high school diploma or a General Education Development (GED) Certificate,
- Register with the Selective Services, If required,
- Be a U.S. citizen or eligible non-citizen,
- Have a valid Social Security Number,
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP),
- Be registered and attending at least 6 credit hours in a Fall and/or Spring semester and/or 3 credit hours in Summer Session I, II or III.

This grant is available for:

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

### **After funds are awarded**

South Texas College will credit TPEG 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 South Texas College will pay you the difference directly by: a) mailing you a check, b) depositing into your personal bank account or c) depositing into your store-value card; the store-value card at South Texas College is known as the JagCard. These TPEG funds will be released to you as a final refund; final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

## **STATE AID FOR HOUSE BILL 1403/SENATE BILL 1528 STUDENTS**

House Bill 1403 was passed in 2001 by the 77th Texas Legislature; this bill was later replaced in 2005 by Senate Bill 1528. Any individual (including citizens, permanent residents, visa holders, and undocumented immigrants) who has lived a significant amount of time in Texas may be eligible to be considered a resident for the purpose of paying in-state tuition. Each bill was codified into the Texas Education Code TEC 54.052 through 54.056.

### **Texas Education Code 54.052 through 54.056**

Students who qualify as residents under Texas Education Code 54.052 through 54.056 may be eligible to receive financial aid in the form of state grants. For details on the residency requirements, please consult the Resident Status for Students section of this catalog. Students who feel that they should be considered residents under this policy should begin the process at the South Texas College Office of Admissions and Records.

### **Applying For State Aid**

Students who are classified as Texas Residents by the Office of Admissions and Records and who are not eligible to receive federal funds (due to citizenship status) may apply for state aid using the Texas Application for Student Financial Aid. Please visit <http://studentservices.southtexascollege.edu/finaid/SB1528.html> for the application and program eligibility requirements.

### **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 South Texas College Office of Admissions and Records.

### **Non-Resident Texas Public Education Grant Funds**

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

### **TEXAS WORK-STUDY PROGRAM**

The Texas Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Texas Work Study Program is from September 1, 2015 through May 31, 2016 for Award Year 2015-2016. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

#### **Eligibility Determination**

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

#### **Additional Information**

- ▶ For academic reasons, student workers are only allowed to work a maximum of Nineteen hours. The total number of hours worked is determined

by the student's financial need each award year. Student workers may not earn more than they are awarded, and it will be their responsibility to ensure they do not exceed their award amount.

- ▶ Student workers are paid slightly above federal minimum hourly wages. South Texas College will pay student directly at least once a month.
- ▶ The Student worker will be paid by the hour, no commission or fee may be paid to a work study student.
- ▶ The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively every award year.
- ▶ South Texas College offers Student workers positions on-campus and off-campus. The Student worker may be assigned to work at any of the South Texas College campuses. If a Student worker is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed must be in the public interest.

### **STATE EXEMPTIONS AND WAIVERS**

An exemption or a waiver is a payment of all or part of a student's tuition and fee bill. Effective Fall 2014, Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a Grade Point Average requirement for persons to receive continuation award with most (not all) state exemptions and waivers. The Bill also establishes a Limit to the Total Number of Hours, cumulative, that a student may take and continue to receive award with most (not all) state exemptions and waivers. Texas Education Code: TEC 54.014 South Texas College will be implementing a 2.0 Grade Point Average requirement for exemptions and waivers impacted by this legislation. The following are some examples of state exemptions and waivers; information is courtesy of [collegeforalltexas.com](http://collegeforalltexas.com).

### **ADOPTED STUDENTS FORMERLY IN FOSTER OR OTHER RESIDENTIAL CARE**

To provide college financial assistance to students who once were in foster or other residential care and have been adopted.

#### **Eligibility**

For students who were in foster or other residential care, were adopted, and were the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Texas Family Code.

#### **Award Amount**

Tuition and fees for courses for which the college receives tax support.

#### **Applying for Exemption**

Provide the college registrar written proof, from the Texas Department of Family and Protective Services (TDFPS), of eligibility. To obtain a letter of eligibility from TDFPS, contact a representative in one of the district offices:

### **BLIND/DEAF STUDENT EXEMPTION PROGRAM**

To help enable blind and deaf students to attend public colleges or universities in the state of Texas.

### *Eligibility*

Students must be Texas residents, declare a program of study at the time he/she applies for the exemption, provide certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person, enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs)

### *Award Amount*

All dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including: fees for correspondence courses, general property deposit fees, and student service fees; but, does not include fees or charges for lodging, board, or clothing. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

### *Applying for Exemption*

Provide the registrar with certification from the Department of Assistive and Rehabilitative Services of status as a blind person or a deaf person. Provide the registrar a written statement of purpose indicating which certificate, degree program, or professional enhancement will be pursued. Provide the registrar a copy of the high school transcript and a letter of recommendation. Provide the registrar proof that all admissions requirements have been met.

## **CHILDREN OF DISABLED OR DECEASED FIREMEN, PEACE OFFICERS, GAME WARDENS, AND EMPLOYEES OF CORRECTIONAL INSTITUTIONS**

Provide a benefit to the children of eligible persons who have been killed in the line of duty prior to September 1, 2000, or who have been disabled in the line of duty.

### *Eligibility*

Apply before the person's 21st birthday or, if the person is eligible to participate in a school district's special education program under section 29.003, age 22;

Had a parent who was a paid or volunteer fireman, paid municipal, county, or state peace officer, or a custodial employee of the Texas Department of Corrections, or a game warden. Are the child of a parent who suffered an injury, resulting in disability or death, sustained in the line of duty. Enroll in classes for which the college receives tax support (i.e. a course that does not depend solely on student tuition and fees to cover its costs). A person may receive an exemption from the payment of tuition and fees only for the first 120 undergraduate semester credit hours for which he or she registers or age 26, whichever comes first.

### *Award Amount*

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

### *Application Process*

Obtain a sample certification letter from the Texas Higher Education Coordinating Board. Have parent's prior employer complete the sample letter on official letterhead. Submit the letter to the Texas Higher Education Coordinating Board. In the case of a disability, also submit to the Texas Higher Education Coordinating Board a doctor's statement that certifies the disability. The Texas Higher Education Coordinating Board will notify the college or university of the student's eligibility.

## **MILITARY: CHILDREN OF U.S. MILITARY WHO ARE MISSING IN ACTION OR PRISONERS OF WAR (MIA/POWS)**

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

### *Eligibility*

Are Texas residents; Are 21 years of age or younger, or 25 years of age or younger and receiving most of his/her support from a parent; Have documentation from the Department of Defense that a parent, who is classified as a Texas resident, is missing in action or a prisoner of war; and Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). New requirements Fall, 2014 Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a Grade Point Average requirement for persons to receive continuation awards through the program. The also establishes a Limit to the Total Number of Hours, cumulative, that a student may take and continue to receive awards through this program.

### *Award Amount*

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

### *Application Process*

Contact the Office of Student Financial Services for additional information on this exemption.

## **FIREFIIGHTERS TAKING FIRE SCIENCE COURSES**

To encourage persons employed as fire fighters or active members of volunteer fire departments to take college courses designed to help them in their work.

### *Eligibility*

Employed as a paid fire fighter by a political subdivision of the State of Texas or active members of volunteer fire departments who hold an accredited advanced certification (or the equivalent), under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, OR a Phase V (Firefighter II) certification (or the equivalent) under the Texas Commission of Fire Protection's voluntary certification program under Section 419.071, Govt Code. Enroll in courses offered as part of a Fire Science Curriculum. Enroll in classes for which



the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs).

### **Award Amount**

Tuition and laboratory fees for courses offered as part of a fire science curriculum. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support. To receive continuation awards, a firefighter (paid or volunteer) must meet the institution's financial aid academic progress requirements. The exemption may not be applied to additional tuition charged to an undergraduate student with excess or repeated hours under TEC. 54.014(a) or (f), or the additional tuition charged to a graduate student with excess hours under TEC. 61.059(l)(1) or (2).

### **Application Process**

Provide the Office of Student Financial Services proof of employment as a paid fire fighter, and enroll in the courses of a Fire Science Curriculum.

## **HAZLEWOOD EXEMPTION & LEGACY ACT**

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.

### **Eligibility**

At the time of entry into the U.S. Armed Forces, designated Texas as Home of Record; or entered the service in Texas; or was a Texas resident; Have received an honorable discharge or separation or a general discharge under honorable conditions as Indicated on the Veteran's Certificate of Release or Release or Discharge from Active Duty (DD Form 214, member 4 copy); Served at least 181 days of active duty service (excluding training); Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits; Not be in default on a student loan made or guaranteed by the State of Texas; and Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and meet the GPA and excessive hour requirement of the institution's satisfactory academic progress policy in a degree or certificate as determined by the institution's financial aid policy.

Veterans who are granted their first Hazlewood Act exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to the Veterans who either received the exemption prior to the 2011-2012 academic year, have reenlisted into active duty, or reside with a spouse who is on active duty.

### **Applying for Exemption**

Apply and be accepted to a Texas public college or university of his/her choice. Provide proof (DD214, Member 4 copy) from the Department of Defense regarding military service and the nature of discharge; Provide proof of eligibility or ineligibility for GI Bill® benefits (Chapter 31, 33/Post-9/11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov); or requesting a certificate of eligibility for federal education benefits from eBenefits (if Veteran has active duty service after 9/11/2001).

Fill out the Hazlewood Exemption application form found at Texas Veteran Commission (<http://www.tvc.texas.gov/Hazlewood-Act.aspx>); and, turn in the Hazlewood application form, a copy of your letter of eligibility/ineligibility, Hazlewood Student hours, and a copy of your DD214 (Member 4) into the financial aid office of the institution you will be attending.

### **Legacy Act (Child)**

Eligible Veterans may assign unused hours of exemption eligibility to a child under certain conditions. A child must qualify for resident tuition; be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year; be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and meet the GPA and excessive hour requirements of the Institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy. Legacy recipients will receive an exemption for the number of degree certified hours reported by the Institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent with the program as defined within the school catalog as approved by the regional accreditation commission. Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution. "If a child to whom hours have been delegated fails to use all of the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child can use the Hazlewood Act at a time.

### **Legacy Act Application Process**

A child (legacy recipient) of a Veteran must apply and be accepted to a Texas public college or university. Fill out the Hazlewood application form found at the Texas Veteran Commission (<http://www.tvc.texas.gov/Hazlewood-Act.aspx>), along with the Veteran filling out the Hazlewood application provide proof of eligibility or ineligibility for GI Bill® benefits (Chapter 31, 33/Post-9/11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov); or by requesting a certificate of eligibility for federal education benefits from eBenefits. You will need to create a username and password to request your certificate of eligibility; take application, letter of eligibility/ineligibility (if

needed), along with a copy of the Veteran's DD214 (Member 4), to the Financial Aid Office of the institution you will be attending. Application and all supporting documentation must be received by the institution no later than at last day of class of a term in order to be evaluated for that semester or term.

#### ***Hazlewood Act for Spouse/Child***

The Hazlewood Act is also extended to spouses and dependent children of eligible active duty, Texas National Guard, and Air National Guard Veterans who died in the line of duty or as a result of injury or illness directly related to military service, are missing in action, or who became totally disabled for purposes of employability as a result of a service-related injury or illness. Each child and spouse will receive a 150 credit hour exemption. **Note:** A child of a qualified Veteran who is not 100% disabled or has a service connected death may qualify for benefits under the Hazlewood Legacy Program

#### ***Eligibility***

A spouse must be a spouse of a Veteran who, at the time of entry into the U.S. Armed Forces, was a Texas resident, be classified by the institution as a Texas resident, designated Texas as Home of Record, or entered the service in Texas; Be a spouse of a Veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual employability (IU) due to a service connected injury or illness; have no federal Veterans education benefits, or have federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits; meet the GPA and excessive hour requirements of the institution's satisfactory academic progress policy In a degree certificate program as determined by the institution's financial aid policy. This requirement does not apply to the spouse of a MIA, KIA or service connected deceased Veteran.

A child must be a child of a Veteran who, at the time of entry into the U.S. Armed Forces, be classified by the institution as a Texas resident, designated Texas as Home of Record, or entered the service in Texas; be a child of a Veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled (100%) as a result of a service-related injury or illness or is entitled to receive compensation at the 100% rate due to individual employability (IU) due to a service connected injury or illness; have no federal Veterans education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits; and meet the GPA and excessive hour requirement of the

institutions's financial and policy. This requirement does not apply to the child of a MIA, KIA, or service connected Veteran.

#### ***Application process for Spouse/Child***

A spouse or child of a Veteran whose death was service connected, Is MIA or is/was 100% permanently disabled must apply and be accepted to a Texas public college or university. Provide a DD-214 and a disability rating letter or a DD-1300 Report of Casualty regarding the Veteran's death; provide proof of eligibility or Ineligibility for GI Bill® benefits(Chapter 31, 33/Post 9-11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov), or by requesting an educational benefits letter from the VA at eBenefits. You will need to create a username and password to request your certificate of eligibility. Fill out the Hazlewood Exemption application form found at Texas Veteran Commission (<http://www.tvc.texas.gov/Hazlewood-Act.aspx>). Take applications from Letter of eligibility / ineligibility (if needed), along with a copy of the Veteran's DD-214 (Member 4), to the financial aid office of the institution you will be attending. Applications and all supporting documentation must be received by the Institution no later than the last day of class of a term in order to be evaluated for that semester or term.

### **EXEMPTION FOR HIGHEST RANKING HIGH SCHOOL GRADUATE**

To provide an award to students graduating top in their classes in high school.

#### ***Eligibility***

Texas residents, nonresidents, or foreign students; Graduate from an accredited high school in the State of Texas; and Graduate with the highest ranking in their high school.

#### ***Award Amount***

Tuition during both semesters of the first regular session immediately following the student's high school graduation.\* Fees are not covered. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.\*This exemption may be granted for any one of the first four regular sessions following the individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

#### ***Applying for Exemption***

Students must provide a copy of the certificate received from the high school confirming the highest ranking to the Office of Student Financial Services.

### **EXEMPTION FOR PEACE OFFICERS DISABLED IN THE LINE OF DUTY**

To provide a benefit to persons who were injured in the line of duty while serving as Peace Officers.

#### ***Eligibility***

Are Texas residents, Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition

and fees to cover its costs). A person may not receive an exemption under this section if the person is enrolled in a master's degree program or is attending postgraduate courses to meet the requirements of a master's degree program and the person has previously received a master's degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements of the master's degree program. A person may not receive an exemption under this section if the person is enrolled in a doctoral degree program or is attending postgraduate courses to meet the requirements of a doctoral degree program and the person has previously received a doctoral degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements of the doctoral degree program. A person may not receive an exemption under this section for more than 12 semesters or sessions while the person is enrolled in an undergraduate program or while the person is attending only undergraduate courses.

#### ***Award Amount***

The maximum award is exemption from the payment of tuition and required fees for not more than 12 semesters or sessions. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

#### ***Applying for Exemption***

The disabled peace officer must work directly with the registrar of the public institution of higher education and submit satisfactory evidence of his/her status as a disabled peace officer as required by that institution.

### **EXEMPTION FOR PEACE OFFICERS ENROLLED IN LAW ENFORCEMENT OR CRIMINAL JUSTICE COURSES**

#### ***Program Purpose***

To encourage persons employed as peace officers to take college courses designed to help them in their work.

#### ***Eligibility***

Employed as a Peace Officer by the state of Texas or by a political subdivision of Texas. Enrolled as an undergraduate in an undergraduate program, including certificate, associate and baccalaureate degrees leading to a law enforcement-related or criminal justice certificate or degree. Enroll in classes beginning fall 2011 or later. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). Making satisfactory academic progress toward the student's degree as determined by the institution. Apply for the exemption at least one week before the last date of the institution's regular registration period for the applicable semester or other term. Have not previously attempted a number of semester credit hours for courses taken at any Texas public institution of higher education while classified as a resident student for tuition purposes in excess of the maximum number specified in TEC Section 61.0595 (a) (30 hours beyond the degree

requirement). To receive a continuation award, the police officer must meet the institution's financial aid academic progress requirements.

#### ***Award Amount***

Tuition and laboratory fees for courses offered as part of a law enforcement-related or criminal justice curriculum which pertain to the major requirements of the identified programs are eligible for reimbursement. Courses not directly related to law enforcement or criminal justice are not eligible for reimbursement even though they may be required for completion of the certificate or degree. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

#### ***Application Process***

Provide the Office of Student Financial Services proof of employment as a paid police officer, and enroll in the courses of a law enforcement or criminal justice curriculum.

### **EXEMPTION FOR STUDENTS UNDER CONSERVATORSHIP OF THE DEPT. OF FAMILY AND PROTECTIVE SERVICES**

#### ***Program Purpose***

To provide college financial assistance to students who were in foster care when they turned 18 years of age.

#### ***Eligibility***

As of spring 2010 a student is exempt from the payment of tuition and fees authorized in this chapter, including tuition and fees charged by an institution of higher education for a dual credit course or other course for which a high school student may earn joint high school and college credit, if the student: was under the conservatorship of the Department of Family and Protective Services: on the day preceding the student's 18th birthday; on or after the day of the student's 14th birthday, if the student was also eligible for adoption on or after that day; or on the day the student graduated from high school or received the equivalent of a high school diploma; or on the day preceding the date the student is adopted, if that date is on or after September 1, 2009; or the date permanent managing conservatorship of the student is awarded to a person other than the student's parent, if that date is on or after September 1, 2009; during an academic term in which the student was enrolled in a dual credit course or other course for which a high school student may earn joint high school and college credit; AND enrolls in an institution of higher education as an undergraduate student or in a dual credit course or other course for which a high school student may earn joint high school and college credit not later than the student's 25th birthday.

#### ***Award Amount***

Tuition and fees for courses for which the college receives tax support; however, once a student has been determined eligible for the benefit, the benefit continues indefinitely.

### **Applying for Exemption**

Provide the Office of Student Financial Services written proof, from the Department of Family and Protective Services (TDFPS), of eligibility.

### **OTHER EXEMPTIONS & WAIVERS**

- Exemption Program for Clinical Preceptors and Their Children
- Concurrent Enrollment Waiver (Enrollment in Two Texas Community Colleges)
- TAPS for Tuition Program
- Waiver for College Faculty and their Dependents
- Economic Development and Diversification Waiver
- Waiver of Nonresident Tuition for Foreign Service Officers Stationed in Mexico Attending Public Institutions of Higher Education in Texas
- Spouse and Dependents Who Previously Lived in Texas
- NATO Forces
- Research Assistants and Teaching Assistants Waiver

Visit [collegeforalltexasans.com](http://collegeforalltexasans.com) or [http://studentservices.southtexascollege.edu/finaid/exemptions\\_waivers.html](http://studentservices.southtexascollege.edu/finaid/exemptions_waivers.html)

### **STUDENT LOANS**

South Texas College provides Alternative Education Loans through the Hinson-Hazlewood College Access Loan Program administered by the Texas Higher Education Coordinating Board (THECB) and Sallie Mae Undergraduate Smart Option Loan. South Texas College 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.

### **COLLEGE ACCESS LOAN**

The College Access Loan (CAL) Program provides an alternative type of educational loans to Texas students. Applicants do not have to demonstrate financial need and it may be used to cover all or part of a student's Expected Family Contribution (EFC).

#### **Eligibility Requirements**

- ▶ Be a Texas resident
- ▶ Be enrolled in a course of study leading to a certificate, associate's or higher degree at least half-time
- ▶ Meet the satisfactory academic progress requirements set by the institution
- ▶ Receive a favorable credit evaluation or provide a cosigner who has good credit standing and meets other requirements. Please refer to [www.hhloans.com](http://www.hhloans.com) for further information about eligible cosigners.

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](http://www.hhloans.com).

### **SALLIE MAE SMART OPTION LOAN**

The Sallie Mae Smart Option Student Loan is a private student loan that is offered for undergraduate and managed by Sallie Mae Inc. Find out more at [www.salliemae.com](http://www.salliemae.com)

### **Loan Request Deadline**

All loans offered by South Texas College have a **deadline for requesting school certification set by the Office of Student Financial Services**. The deadline is by census date (12th class day) for the semester in which the loan is being requested by the student. The Office of Student Financial Services must receive your loan application by the close of the business day on the census date in order to certify the loan for the semester that is being requested.

### **Transfer Students With Federal Loans**

Even though South Texas College does not participate in any federal loan programs, it is possible to postpone repayment of your loan from another school. Under certain circumstances, you can receive a deferment or forbearance on your loan which will allow payments to be temporarily suspended on your loan.

If you are temporarily unable to meet your repayment schedule but are not eligible for a deferment, you may receive a 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. If you are unsure if your situation will allow you to qualify for forbearance, contact your loan servicer and speak with a customer representative about being unable to stay on track with payments. All loan servicers are there to help you avoid default which may cause you more economic hardship in the future.

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.

### **VETERANS EDUCATIONAL BENEFITS**

South Texas College is approved for training veterans under the provisions of the various public laws commonly called the G.I. Bill®. A veteran with entitlement may receive a monthly check varying in amount with his/her course load. A veteran eligible for Chapter 33 the following may be available: A tuition and fee payment that is paid to your school on your behalf, monthly housing allowance, and annual books and supplies stipend. A spouse or child of a veteran may receive benefits under certain conditions.

Veterans or their families who think they may be eligible for benefits should contact their local Veterans Administration office or the STC Veteran Affairs office. Please visit the Veteran Affairs office or call 1-888-442-4551.

Students receiving V.A. educational benefits must adhere to the V.A. Satisfactory Progress

Standards. More information on these standards is available from the Office of Student Financial Services.

### ***Chapter 33 Post-9/11 GI Bill***

If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. If you are eligible for the Post 9-11 GI Bill® and any other GI Bill® program you must make an Irrevocable election of the Post 9/11 GI Bill® before you can receive any benefits. For more information visit [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)

### ***Chapter 30 Montgomery GI Bill Active Duty (MGIB-AD)***

The MGIB-AD program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty. For more information visit [http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)

### ***Chapter 1606 Montgomery GI Selected Reserve (MGIB-SR)***

The MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments. For more information visit [http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)

### ***Chapter 1607 Reserve Educational Assistance Program (REAP)***

REAP provides educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency declared by the president or Congress. For more information visit <http://www.benefits.va.gov/gibill/reap.asp>

### ***Chapter 35 Survivors And Dependent Assistance***

The Dependents' Educational Assistance (DEA) program offers education and training opportunities to eligible dependents of Veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition. For more information visit [http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)

### ***Fry Scholarship***

The Marine Gunnery Sergeant John David Fry Scholarship is currently available for children of those who died in the line of duty after September 10, 2001. Beginning January 01, 2015, Fry Scholarship will also be available for surviving spouses of those who died in the line of duty or as result of a service-related condition. For more information visit [http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)

### ***Chapter 31 Vocational Rehabilitation***

The Vocational Rehabilitation and Employment (VocRehab) program is authorized by Congress under Title 38 of the United States Code, Chapter 31. It is sometimes referred to as the Chapter 31 program. VocRehab helps Service members and Veterans with service-connected disabilities prepare for, find, and maintain suitable careers. For more information visit <http://www.benefits.va.gov/vocrehab/index.asp>

### ***Tuition Assistance***

The Tuition Assistance (TA) program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education. For more information visit [https://www.goarmyed.com/public/public\\_money\\_for\\_college-tuition\\_assistance.aspx](https://www.goarmyed.com/public/public_money_for_college-tuition_assistance.aspx)

### ***Hazlewood Act***

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information visit <http://www.tvc.texas.gov/Hazlewood-Act.aspx?CFID=8323622&CFTOKEN=59362141>

## **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 online at <http://studentservices.southtexascollege.edu/finaid/scholarships/>

A scholarship is a type of gift aid awarded to a student based on a set of pre-established criteria decided by the donor. Each year a number of individuals, organizations and companies provide scholarships that are available to students attending South Texas College. Although all scholarships have a variety of eligibility requirements, this pre-established criteria generally determines whether a scholarship falls within the category of merit based, need based, or a combination of both. Since not all scholarships are need based, all students can benefit from searching and applying for scholarships. These scholarships are advertised when available, and eligible students may apply by the designated deadline. Students are encouraged to periodically check the availability of scholarships online at <http://studentservices.southtexascollege.edu/finaid/scholarships/>

The following information including eligibility requirements, amounts, and scholarship availability is subject to change.

### **Top 10% Scholarship Program**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: All Majors
- ▶ Award Amount: \$1500 for Fall semester only
- ▶ Website: [www.collegeforalltexas.com](http://www.collegeforalltexas.com)
- ▶ Eligibility Requirements: Initial Requirements- Texas Resident; registered with Selective Service (males only); have financial need; submit 2015-2016 FAFSA by March 15; graduated Recommended or Distinguished from an accredited high school in Texas within top 10% of graduating class

### **Texas Science, Technology, Engineering, and Mathematics (T-STEM) Challenge Scholarship**

- ▶ Scholarship Type: Merit Based
- ▶ Eligible Majors: STEM Majors
- ▶ Award Amount: \$2500/year
- ▶ Website: [studentservices.southtexascollege.edu/finaid/scholarships/](http://studentservices.southtexascollege.edu/finaid/scholarships/)
- ▶ Eligibility Requirements: High School graduate with 3.0 GPA in Math & Science High School Courses; under eligible TSTEM major; registered with Selective Service (males only); agree to work no more than 15hrs/week if working in a STEM field

### **STARS Scholarship**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: All Majors
- ▶ Award Amount: Varies
- ▶ Website: [www.starsscholarship.org](http://www.starsscholarship.org)
- ▶ Eligibility Requirements: Must have a 2.7 GPA; US Citizen or Legal Permanent Resident; be a permanent resident of South or West Texas; Must enroll Full-Time or Part-Time; HS diploma or GED

### **Stripes College Scholarship**

- ▶ Scholarship Type: Merit Based
- ▶ Eligible Majors: All Majors
- ▶ Award Amount: \$1000/year
- ▶ Website: [www.stripesfoundation.com](http://www.stripesfoundation.com)
- ▶ Eligibility Requirements: Must have a 2.5 GPA; US Citizen or Legal Permanent Resident; Must be a resident of a county serviced by Stripes Stores; Must enroll Full-Time in Fall & Spring Semesters

### **theDream.US**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: All Majors
- ▶ Award Amount: Varies
- ▶ Website: [theDream.US](http://theDream.US)
- ▶ Eligibility Requirements: First time college students with less than 12 credit hours; High School graduate or GED with a cumulative 2.5 GPA; meet DACA eligibility criteria; have submitted Form I-821D, consideration of Deferred Action for Childhood Arrivals (DACA) or received notification of DACA approval

### **Mission Economic Development Authority (MEDA) Scholarship**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: All Majors
- ▶ Award Amount: \$800/semester (full-time); \$600/semester (9-11 hrs); \$400/semester (6-8 hrs)

- ▶ Website: [studentservices.southtexascollege.edu/finaid/scholarships/meda.html](http://studentservices.southtexascollege.edu/finaid/scholarships/meda.html)
- ▶ Eligibility Requirements: Permanent resident of the City of Mission; must have earned at least 6 credit hours at South Texas College with a cumulative 2.5 GPA; US Citizen or Legal Permanent Resident

### **Gloria Kenison Memorial Scholarship**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: Precision Manufacturing Technology
- ▶ Award Amount: up to \$3000
- ▶ Website: <http://studentservices.southtexascollege.edu/finaid/scholarships/>
- ▶ Eligibility Requirements: Must be a graduating senior from McAllen HS, McAllen Memorial HS, or Nikki Rowe HS; be enrolled Full-time at South Texas College and majoring in Precision Manufacturing Technology; minimum cumulative 2.5 GPA; must submit a Free Application for Federal Student Aid (FAFSA)

### **Precision Manufacturing Technology Scholarship**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: Precision Manufacturing Technology
- ▶ Award Amount: \$1000
- ▶ Website: <http://studentservices.southtexascollege.edu/finaid/scholarships/>
- ▶ Eligibility Requirements: Must be enrolled Full-time at South Texas College and majoring in Precision Manufacturing Technology; minimum cumulative 2.5 GPA; must submit a Free Application for Federal Student Aid (FAFSA); must be meeting Satisfactory Academic Progress

### **Grainger Tools for Tomorrow Scholarship**

- ▶ Scholarship Type: Merit Based & Need Based
- ▶ Eligible Majors: Skilled Trades & Public Safety Majors
- ▶ Award Amount: \$2000
- ▶ Website: <http://www.graingercsr.com/serving-our-communities/apply/>
- ▶ Eligibility Requirements: Must be enrolled Full-time at South Texas College; must be enrolled in an approved skills trades program or public safety program; must be within one year of graduating from a community college trade program or public safety program; must have a 3.0 GPA

## **THIRD PARTY PROGRAMS**

### **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 disabilities. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of Department of the Department of Assistive and Rehabilitative Services.

### **Applying for DARS**

To apply for VR services, call, write or visit the DARS Division for Rehabilitation Services office

nearest you and request an appointment to meet with a counselor. If you need help in locating a DRS office in your area, you may call 1(800) 628-5115. When you contact the local office, please let us know if you need translator services or other accommodations for your appointment.

### ***How much money can I get?***

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

### ***Program Restrictions***

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

### ***Workforce Investment Act (WIA) Workforce Solutions***

WIA is the Workforce Investment Act, and its purpose is to provide workforce investment activities that increase the employment, retention, and earnings of participants. WIA programs are intended to increase occupational skills attainment by participants and improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIA authorizes several job training programs including Adult Employment and Training Activities, Youth Activities, and Job Corps. Students interested in applying for WIA should contact their local WorkFORCE center.

### ***Applying for WIA***

Prior to enrollment at South Texas College a student should contact their local Workforce Solution Center to determine eligibility and types of assistance available to them.

### ***Workforce Center Locations***

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

Cameron County  
601 East Harrison Avenue, Harlingen, Texas 78550  
Phone: (956) 423-9266, Fax (956) 412-2199

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

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

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

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

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

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

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

Note: Information is subject to change.

### ***WIA Contracts***

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

### ***Award Disbursements***

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

### ***Valley Initiative For Development and Advancement (VIDA)***

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

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

### ***Eligible Majors***

Interested students must be majoring in one of the following degrees in order to apply for the VIDA program,

### ***One Year Certificate Programs***

- ▶ Accounting Clerk
- ▶ Automotive Technology
- ▶ Computer Aided Drafting & Design Technology
- ▶ Computer Maintenance Technology
- ▶ Diesel Technology
- ▶ Electronic & Computer Maintenance Tech
- ▶ Electronic Serving Tech
- ▶ EMT-Intermediate
- ▶ EMT-Paramedic

- ▶ Health Unit Coordination Tech
- ▶ Heating, Ventilation, Air Conditioning & Refrigeration
- ▶ Import/Export
- ▶ Industrial Systems Maintenance Tech
- ▶ Medical Information Specialist
- ▶ Nursing-LVN
- ▶ Nursing-LVN/ADN Transition
- ▶ Precision Manufacturing
- ▶ Secretary

### **Two Year Associate Degree Programs**

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

Students interested in applying for the VIDA program must contact VIDA directly at 417 S. Ohio Mercedes, TX 78570, 1-800-478-1770, or <http://www.vidacareers.org/>.

### **VIDA Program**

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

### **Award Disbursement**

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

### **COLLEGE SAVINGS PLANS**

#### **Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund)**

The Texas Guaranteed Tuition Plan is a program that allows Texas families to lock in the cost of

tomorrow's college tuition and fees required as a condition of enrollment. For more information, contact the Texas tomorrow Fund/Texas Guaranteed Tuition Plan at 1-800-445-GRAD or check with the Financial Aid office. If funds are available the TGTP covers only the following charges:

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

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

### **Texas Tuition Promise Fund Plan**

The Texas Tuition Promise Fund is designed to help families and individuals prepay for all or some future tuition and required fees at any two- or four-year Texas public college or university. Account holders purchase Tuition Units, which represent a fixed amount of undergraduate resident tuition and required fees charged by Texas public colleges and universities. The number of units needed varies depending on the school, but generally 100 units represents 30 semester hours, which is considered to be one academic year. Texas Tuition Promise Fund covers only the following charges:

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

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

### **Who can open an account?**

Any U.S. citizen or legal resident 18 years and older can open an account, as long as the Beneficiary is a Texas resident. If the child is not a Texas resident, a parent must be the Purchaser and a resident of Texas. Charities that award scholarships may also open an account.

### **Enrollment Period**

You may enroll in the Plan any time between Sept. 1 and Feb. 28 (Feb. 29 in leap years). Newborns can be enrolled through July 31 each year. Tuition rates are subject to change at the start of each Enrollment Period on Sept. 1. There is a three-year holding period before any units can be redeemed and the Tuition Units must be paid in full prior to redemption. For more information, contact TEXAS Tuition Promise Fund at 1-800-445-GRAD (4723), option 5 or log on to <http://www.texas tuition promise fund.com/>

### **OTHER FORMS OF ASSISTANCE**

#### **Valley Scholars**

The purpose of the Valley Scholars Program is to recognize and promote academic excellence by providing financial assistance, academic support services, mentoring, and leadership development to academically gifted and highly motivated students. To be eligible for this scholarship, a student must be a graduate from an accredited Hidalgo or Starr County high school, graduate within the top 10% or with an 85 average or above, maintain a 3.25 GPA in any college course completed during high school, be TSI



College Ready or TSI Exempt, and submit a Free Application for Federal Student Aid to South Texas College.

**AmeriCorps**

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

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

*Purpose and Scope*

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

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

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

**Qualitative Standard**

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

**Quantitative Standard (Cumulative Pace of Progress)**

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

1. Cumulative Pace of Progression:

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

<b>67% Cumulative Progression</b>	
This table contains the Attempted credit hours and the Earned/Completed credit hours required to meet 67% progression by semester	
Total Attempted Semester Hours	Total Earned/Completed Semester Hours
108 Credit Hours	72 credit hours
96 Credit Hours	64 credit hours
84 Credit Hours	56 credit hours
72 Credit Hours	48 credit hours
60 Credit Hours	40 credit hours
48 Credit Hours	32 credit hours
36 Credit Hours	24 credit hours
24 Credit Hours	16 credit hours
12 Credit Hours	8 credit hours

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

Maximum Time Frame Rule = Total Attempted Hours / Program of Study Required Hours Completion

Total Attempted Hours	Completion Requirement Hours	Maximum Time Frame Percentage	Has student reached Maximum Time Frame?
182 Credit Hours	120 Credit Hours	1.52	Yes
179 Credit Hours	120 Credit Hours	1.49	No
62 Credit Hours	42 Credit Hours	1.48	No

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

## **EXCEEDING MAXIMUM TIME FRAME APPEAL PROCESS**

Students are expected to complete their degree/certificate within an acceptable maximum time frame. Financial aid recipients may continue to receive aid through 150 percent of the published credit length of the declared program of study, as explained in examples above. Students who reach 150 percent of their maximum time frame will be placed on Financial Aid Suspension. Students who are placed on Financial Aid Suspension because they reached their maximum time frame have the option to appeal, as long as they meet the following requirements:

- ▶ Be meeting the cumulative 2.0 GPA,
  - ▶ Be meeting the 67% cumulative completion rate
  - ▶ Must graduate within the semester where Maximum Time Frame Appeal was submitted.
  - ▶ Must provide degree plan signed by South Texas College Academic Advisor/Student Success Specialist.
  - ▶ Must submit a Financial Aid Appeal, including the Financial Aid Academic Plan and to the STC Student Financial Services Office.
- Appeals will be approved /disapproved by the Student Financial Services Director. If a Financial Aid Appeal is approved, the student will be placed on financial aid probation and will be expected to follow the Financial Aid Academic Plan.
  - During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies.
  - Students can check the status or decision of their financial aid appeal two weeks after submitting it, by login in to their JagNet account and checking the financial aid active messages section of it.
  - All decisions made by the Student Financial Services Director are final.

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

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

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

- ▶ Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the Maximum Time Frame limit for the declared program of study), the student will be placed on financial aid warning for the next semester of enrollment.

The student may be allowed to receive financial aid funds while on financial aid warning as long as they are otherwise eligible.

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

## **APPEAL PROCESS**

Students who are denied aid due to not meeting South Texas College's Financial Aid Satisfactory Academic Progress Policy may appeal their suspension status by filling out a Financial Aid Appeal form and submitting it to the Student Financial Services Office. All Appeals must be based on extenuating circumstances such as illness, death in the family, accidents or other similar situations that affected the student's academic performance. During the appeal process students must be prepared to pay their own tuition, fees, books, supplies, etc.

- ▶ Students who want to appeal their suspension status must:
  - ▶ Complete a Financial Aid Appeal form including the Financial Aid Academic Plan and include a written or typed statement explaining the extenuating circumstances that caused them to withdraw or fail and explain how their situation has changed.
  - ▶ Provide supporting documentation of the extenuating circumstance.
  - ▶ Students may check the status or decision of their financial aid appeal on their Jagnet account (active messages section) two weeks after it has

been submitted (during peak registration time this process may take longer).

- ▶ All Appeals are reviewed by the Financial Aid Appeals Committee and Committee decisions are final
- ▶ If a Financial Aid Appeal is approved the student will be placed on financial aid probation and expected to follow the Financial Aid Academic Plan. Failure to adhere to the conditions of the Financial Aid Academic Plan will result in the cancellation of future financial assistance until the student meets the Satisfactory Academic Progress standards.

## **ADDITIONAL INFORMATION**

### **The effect of Incomplete grades**

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

### **Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy**

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

### **The effect of repeating courses**

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

### **Transfer hours and the 67% Pace of Progress Rule**

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

### **Transfer hours and Maximum Time Frame**

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at STC in their chosen major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do

not count toward graduation from the student's current program of study will be eliminated from the total. These reviews are done on a first come first serve basis.

### **Summer Sessions Attempted hours**

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

### **Academic Probation and Suspension**

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

### **Notification of status under the FA Satisfactory Academic Progress policy**

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

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

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

### **The effect of Developmental coursework on the MTF calculation**

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

### **The effect of dropping a course**

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

### **The effect of FA Suspension on Financial Aid Awards**

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

### **Consortium agreements and the FA Satisfactory Academic Progress Policy**

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

### Maximum Time Frame Adjustment for Change of Major

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

### Students who graduate and return to STC for a Second degree

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

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

### *Withdrawals*

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

### *Policy Summary*

The Title IV Programs that are covered by this policy at STC are the Federal Pell Grant, Iraq and Afghanistan Service Grants and the Federal Supplemental Educational Opportunity Grants (FSEOGs). The Higher Education Amendments

of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, (Note that in a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student; a definition of attendance for financial aid purposes is provided under Eligibility Issues in this catalog and also at [http://studentservices.southtexascollege.edu/finaid/attendance\\_definition.html](http://studentservices.southtexascollege.edu/finaid/attendance_definition.html)), the amount of aid earned by the student must be determined; if the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

### *Process for students who withdraw themselves*

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

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

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

### *Withdrawals from programs offered in modules (Mini-mesters)*

Previously, if a student attending a standard, term-based program offered in modules (at STC these are known as mini-mesters), ceased attendance after completing one module, the student was not considered to have withdrawn, and the school

was not required to perform a Return calculation. This is no longer the case; under the October 29, 2010, final regulations, for all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment.

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

#### ***When a student fails to earn at least one passing grade***

As per Department of Education, students who do not earn at least one passing grade per semester are considered to have withdrawn from school. For example: if a student attempts three courses, withdraws from one course with a "W" and earns "Fs" for the other two courses, or if he or she earns all "Fs" the Student Financial Services Office must assume that the student withdrew from school. The Student Financial Services Office is required to re-calculate their eligibility and remove some of the financial aid funds that were disbursed on their student account. In most cases, students will end up owing South Texas College hundreds of dollars.

At STC, the withdrawal date for students who do not earn at least on passing grade is the 50 percent point of the semester if a last date of attendance was not provided by any of the instructors. If a last date of attendance was provided, we will use the latest date of attendance to calculate the days completed and divide that by the total days in the semester or payment period. The result will be the Earned Percentage that we will use to recalculate eligibility, (please see examples below).

For students in this situation, the only relief available is related to the date when they stopped attending school classes. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Student Financial Services Office for dates) and proof of this can be collected then the Student Financial Services Office does not have to perform the calculation. The Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes,

tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities; documentation must come from either an instructor or in the case of academic advising, the office of Advisement and Mentoring Services.

### **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 those funds to STC. The debt must be repaid before the student will be allowed to register for a future semester.

#### ***Grant Overpayments***

Students who have grant overpayments may contact Debt Resolution Services by calling 1-800-621-3115 or by writing Debt Resolution Services at the following address:

U.S. Department of Education  
Debt Resolution Services  
P.O. Box 5609  
Greenville, Texas 75403

#### ***Three Examples of Return of Title IV funds calculations:***

##### **Example #1**

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

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

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

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

reduction of the cost of tuition and fees. Barbara will be responsible to repay STC \$846.25 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

### Example #2

David was enrolled for 12 credit hours in the spring semester, attended a few weeks of his classes and decided to leave school. He was eligible for \$550.00 in Federal Pell Grant which was posted to his student account to help pay for his tuition. His cost for tuition and fees was \$650.00. He did not inform STC of his decision to withdraw, and did not follow the process for withdrawing from school. Joe was dropped from all of his classes for non-attendance, and the Financial Aid office was notified of his withdrawal. The date that he was withdrawn was at the 45 percent point of the semester.

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

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

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

### Example #3

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

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

### Example of a Return of Title IV Funds Calculation using the Formula

This example is provided so that a student can derive an approximation of what he would owe if he were to withdraw or if he were to receive non-passing grades, (for non-passing grades, instructors will provide last date of attendance), in a payment period:

- ▶ Tuition and Fees: \$1,000
  - Tuition and Fees will be the initial tuition and fees. Fees will vary depending on courses taken but typically will include:
    - 30004000 Level Course Fee
    - Learning Support Fee
    - Information Technology Fee

- Electronic Distance Education Learning Fee
- Hybrid Course Fee
- Course Repeat Fee
- Student Registration Fee
- Drop/Add Fee

- ▶ Federal Financial Aid (FA) Disbursement Total: \$2,000.
- ▶ Student withdrew from classes 34 days into the semester; student was not registered in mini-mesters.
- ▶ There are a total of 110 calendar days in the semester.
- ▶ Student earned 31 percent of his Federal Aid:
  - 34 days completed divided by 110 total days in the payment period.
    - Earned Percentage: 31%
- ▶ Then Earned Percentage is multiplied by Federal FA Disbursement Total = Earned funds
  - using above numbers: 31% X \$2000 = \$620
    - \$620 being Earned funds
- ▶ Then Federal FA Disbursement Total minus Earned funds = X
  - using above numbers: \$2000 – \$620 = \$1380
    - \$1380 being X
- ▶ 100% minus Earned Percentage = Unearned Percentage
  - using above numbers: 100% - 31% = 69%
    - 69% being Unearned Percentage
- ▶ Then Tuition and Fees in the term times Unearned Percentage = Y
  - using above numbers: \$1000 X 69% = \$690
    - \$690 being Y
- ▶ Then the result of, if X is less than Y then choose X, else choose Y; this is the Amount for the school to Return
  - using above numbers: Is \$1380 < \$690? No, then choose \$690; this is the Amount for school to return: Y= \$690 dollars.
- ▶ The Amount for School to Return is subtracted from FA Disbursement Total
  - using above numbers it would be:
    - \$2000 – \$690 = \$1310

The \$690 will be the funds for South Texas College to return to Department of Education on student's behalf and will be what student will owe; there may be other charges included by the institution but those are not discussed here.

The \$1310 will be the new adjusted Federal Pell Grant amount that will show in student's JagNet account for the semester/period he withdrew from.

### TAX BENEFITS FOR HIGHER EDUCATION Hope Tax Credit

Program Purpose: It provides a tax credit to families with students in the first two years of college or vocational school, to make post-secondary education more affordable.

Eligibility Requirements are:

- ▶ Be enrolled at least 1/2 time an eligible institution in a program leading to a degree, certificate, or other recognized educational credential.
- ▶ Cannot have completed the first two years of undergraduate education.
- ▶ Have not been convicted of a federal or state felony for possessing or distributing a controlled

substance before the end of the tax year in which the student is enrolled.

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

### **Lifetime Learning tax credit**

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

## **FREQUENTLY REQUESTED INFORMATION**

### **Frequently Requested Telephone Numbers and Websites**

The STC Office of Student Financial Services maintains an extensive website which contains:

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

The Student Financial Services main web page is: <http://studentservices.southtexascollege.edu/finaid/>

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

The Federal Student Aid Information Center can:

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

- ▶ Change your address.
- ▶ Send your application information to a specific school.

### **Procedures to follow when suspecting fraud**

If you suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, report that individual to the Office of Inspector General at (214) 661-9530. This includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Fraud is the intent to deceive as opposed to a mistake.

## **TRAFFIC AND PARKING RULES AND REGULATIONS**

### **PARKING PERMITS REQUIRED**

All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

### **PURCHASING A PARKING PERMIT**

Parking permits must be purchased online through STC JagNet, accessible on the STC main web page via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. JagNet provides an option to have parking permits mailed to a residence or be picked up. If a parking permit has not been picked up within 7 days of payment, the permit will be mailed to your residence. Pick up a parking permit at the following locations:

#### **For Students**

- Cashier's office located at each campus (956-872-8311).
- STC Police Department located at Pecan Plaza: 2509 W. Pecan Blvd McAllen, Texas (956-872-2589).

#### **For Faculty and Staff**

- Security office at each campus (956-872-2589).
- STC Police Department located at Pecan Plaza: 2509 W. Pecan Blvd McAllen, Texas (956-872-2589).

### **PARKING PERMIT FEES**

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

### **PERMIT REFUNDS:**

Refunds can be issued for unused parking permits returned within 15 days of purchase. Subject to approval.

## TEMPORARY PARKING PERMITS

Students and employees with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, at the STC Police Department located at Pecan Plaza: 2509 W. Pecan Blvd McAllen, Texas, or at Security Department offices in other locations.

Temporary parking permits may also be obtained by visitors and individuals who are not STC employees or students.

## DISPLAYING A PARKING PERMIT

Permits for cars, trucks and SUVs shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield with only the adhesive on the front face of the permit (do not use tape).

Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit (do not use tape).

Permits shall be displayed in an upright position and not altered in anyway. Parking permits cannot be transferred from one vehicle to another vehicle.

## ISSUANCE OF CITATIONS

Texas Education Code Section 51.201 states that laws of the state are in effect for Institutions of Higher Education and violations of state traffic laws may result in the issuance of citations to be adjudicated through municipal courts.

Administrative citations can also be issued for traffic and parking violations. Citations may be based upon video camera recordings.

Individuals who own or operate a vehicle or motorcycle on South Texas College property will be held liable for any citations issued to that vehicle or motorcycle with or without a permit. STC students, faculty, or staff who park in a visitor space will be ticketed with or without a permit displayed.

Examples of citations that may be issued are as follows:

- ▶ No parking permit.
- ▶ Expired parking permit.
- ▶ Misuse of parking permit.
- ▶ Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive.
- ▶ Parking where prohibited by signs or markings (Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading).
- ▶ Parking in Visitor spaces, with or without a permit, while an employee or student at South Texas College.
- ▶ Parking in Visitor spaces for longer than the allotted time.
- ▶ Parking where there is no designated parking space.

- ▶ Parking alongside islands and curbs marked No Parking or painted red.
- ▶ Dropping off persons or items in a No Parking or No Dropping Off area.
- ▶ Double-parked (encroaching on another parking space).
- ▶ Parking in a fire lane (red zone) (subject to tow at owner's expense).
- ▶ Failure to come to a complete stop at a stop sign.
- ▶ Driving the wrong way.
- ▶ Failure to obey roadway signs
- ▶ Parking in a handicapped parking space without properly displaying a valid handicap placard/license plate or disabled veteran license plate issued by the State of Texas. Handicap spaces are not for use by individuals who do not have a handicap, even if the vehicle properly displays a handicap placard/license plate or disabled veteran plate.

## ADMINISTRATIVE CITATION FEES

- ▶ 1st Citation ..... \$30.00
- ▶ 2nd Citation ..... \$50.00
- ▶ 3rd Citation ..... \$80.00
- ▶ 4th Citation ..... \$100.00
- ▶ 5th Citation ..... \$220.00  
(\$100.00 wheel lock removal fee)

\*Fire lane and handicap violations are subject to the city municipal court fines. (City Municipal fines may differ)

## MOVING VIOLATION FEES

- ▶ 1st Citation ..... \$30.00
- ▶ 2nd Citation ..... \$50.00
- ▶ 3rd Citation ..... \$90.00

\*City Municipal citations vary by jurisdiction.

## WHEEL LOCKS

Wheel locks shall be placed on vehicles that have four (4) previous citations and are receiving a 5th citation or for other violations of STC regulations and shall not be removed until all pending citations have been paid and a receipt of payment is presented to the STC Police Department.

Wheel locks may be placed on vehicles for outstanding parking fines and other parking, security, or police matters. The STC Police Department is not responsible for damage to vehicles.

## APPEALS OF CITATIONS

Appeals of municipal citations can be made through the city Municipal Court. Appeals of administrative citations must be submitted electronically and no later than fifteen (15) working days from the date of the citation. Appeals turned in after 15 working days will be denied. An appeals committee will review the appeal and forward the decision to the email address provided.



**Administrative citation appeals may be submitted as follows:**

1. Access JAGNET via any internet enabled computer or kiosk. Select the Security tab and the Appeals tab to submit the appeal electronically.
2. Visit the STC Police Department located at Pecan Plaza 2509 W. Pecan Blvd McAllen, Texas (956-872-2589).

Individuals receiving their first citation, with the exception of Handicap and Fire lane violations, may take an awareness examination and if successful, the fine will be waived. Individuals with multiple citations may have the total of their fines reduced by 50% upon successful completion of the examination. The examination is conducted at the STC Police Department located at Pecan Plaza 2509 W. Pecan Blvd McAllen, Texas (956-872-2589)

**INCIDENT OR ACCIDENT**

If you are involved in an incident or accident on South Texas College property that requires emergency assistance, call 911 immediately. For other assistance, contact the STC Police Department at (956) 872-2589.

**CAMPUS SECURITY**

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

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

The Chief of Police/Director of Safety and Security prepares this crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Each year, notification is made to all enrolled students, providing the web site to access this report. Faculty and staff receive similar notification.

**CLERY ACT STATISTICS**

Clery Act Statistics - Mid Valley Campus 2011 - 2013												
Primary Crimes	2011				2012				2013			
	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	1	1	0	0	1	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Primary Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction-Damage-Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Clery Act Statistics - Nursing Allied Health Campus 2011 - 2013

Primary Crimes	2011				2012				2013			
	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Primary Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction-Damage-Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Clery Act Statistics - Pecan Campus 2011 - 2013

Primary Crimes	2011				2012				2013			
	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	1	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	1	0	0	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Arrests</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	7	0	0	7	4	0	0	4	1	0	0	1
Liquor Law Violations	1	0	0	1	7	0	0	7	1	0	0	1
<b>Total:</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	6	0	0	6	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Primary Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction-Damage-Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	4	0	0	4	5	0	0	5
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

### Clery Act Statistics - Starr County Campus 2011 - 2013

Primary Crimes	2011				2012				2013			
	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Primary Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction-Damage-Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Clery Act Statistics - Technology Campus 2011 - 2013

Primary Crimes	2011				2012				2013			
	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total	Campus	Non-Campus Property	Public Property	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Primary Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction-Damage-Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Other Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VAWA Crimes</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>	<b>Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	<b>Total</b>
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## LIBRARY SERVICES

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

Over 630 student open-access computers are available at all library facilities and at open computer labs at each campus. Library Services computers provide access to the Internet, to MS Office software, and to other specialized software packages. Printing services are also available at these locations.

South Texas College libraries hold over 142,000 cataloged items, including print and electronic books, video, and audio recordings. 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 191 print serial publications (newspapers, magazines, and journals) and over 100 research databases. These databases provide digital access to the contents of several thousand magazines, journals, newspapers, electronic books and other publications, and in most cases, allow direct retrieval of the full-text documents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers. Distance learning students have remote access through a proxy server using their JagNet credentials. Using Discovery Search, the Library's catalog of collections and most of its research databases can be searched through a single portal.

Library Services is a member of Amigos Library Services, TexShare, and OCLC. Every member of these organizations has made interlibrary loan agreements to share resources with other member libraries. Thus, the South Texas College community has access to the collections of several hundred academic and public libraries across the United States. South Texas College students and faculty members 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 Rio Grande Valley, Texas Southmost College, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and TSTC-Harlingen.

## CENTERS FOR LEARNING EXCELLENCE

The Center for Learning Excellence (CLE) is STC's comprehensive learning support and academic tutoring center. The CLE helps students foster the learning skills and course content knowledge required to be successful in college. At the CLE, students can receive high-quality tutoring and other academic support resources in a broad variety of subject areas.

The array of CLE services, which are free and available to all STC students, include drop-in tutoring, appointment tutoring, group tutoring, online tutoring, Supplemental Instruction programs, Learning Support Workshops, individual test proctoring, and learning community support. The CLE also offers a welcoming and comfortable environment where students may access computer lab support with a variety of specialized software programs, private study rooms for student use with or without tutoring assistance, adaptive learning equipment, and numerous reference materials and learning resources.

The CLE Open Labs house nearly 350 computers across the district open for student use with helpful and professional lab staff always on duty. CLE computer labs may also be reserved for group activities, trainings, or class visits.

The CLE has been awarded the highest level of certification status from the College Reading and Learning Association (CRLA), an international organization that certifies academic learning centers based on established best practices for tutor training and evaluation. CLE sites are located on every STC Campus: Mid-Valley, Nursing and Allied Health, Pecan, Starr County, and Technology Center.

The following are descriptions of the programs and services available to all STC students sponsored by the Centers for Learning Excellence (CLE):

- ▶ **Supplemental Instruction** is a CLE-sponsored program in which a peer learning mentor, called an SI Leader, attends class and holds regular study sessions in order to maximize student success. SI has been shown to increase student course completion and success and is typically assigned to courses that are seen as academically challenging. Students may enroll in an SI course free of charge. Enrollment in SI classes is limited, so early registration is encouraged.
- ▶ **CLE Open Labs** support students at each STC campus with computer-based resources, specialized software, and knowledgeable lab staff to assist with any computer-related need. CLE open labs support most programs needed by students for their classes. Specialized software titles include Microsoft Office Suite 2013, Adobe Master Collection CS6, SolidWorks, SketchUp, PSpice, AutoCAD and many more.

- ▶ **Online Tutoring** is available for students whose schedules cannot accommodate traditional on-campus learning support. CLE offers online tutoring in most subject areas. The service features both real-time and submit-and-return options which provide prompt assistance to students 24 hours a day/seven days a week.
- ▶ **Test Proctoring** is available at the CLE for individual student testing needs. CLE provides proctoring services by appointment to any STC student. CLE proctoring services are available on all campuses and can be administered in either online or paper test formats.
- ▶ **Group Tutoring** provides an opportunity for students studying in groups of four or more to obtain up to one hour of tutoring assistance in the CLE's private study rooms.
- ▶ **Student Success Workshops** are informational training seminars provided by CLE tutors and STC staff and faculty. The workshops are offered throughout the fall, spring, and summer semesters and cover a variety of subjects. Students can learn ways to maximize study time, organize notes, manage time effectively, or master key academic concepts by participating in these sessions. CLE workshop series also includes final exam review sessions for a variety of courses.
- ▶ **Other specialized** CLE Programs and Services include ASL Learning Lab, ESL Student Services, JagPrint, JagNet password support and much more.

Please visit the CLE website for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services at the following address: <http://www.southtexascollege.edu/cle> or select the CLE tutoring link on the STC homepage.

## ALUMNI AND FRIENDS

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

For more information, call (956) 872-8302, or go to [alumni.southtexascollege.edu](http://alumni.southtexascollege.edu).

## COLLEGE CONNECTIONS & DUAL2DEGREE

The College Connections and Dual2Degree Departments provide off-site assistance to residents in Hidalgo and Starr counties. College Connections Specialists, and Dual2Degree 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 South Texas College by helping to complete enrollment and financial aid forms.

The Dual2Degree Specialists serve as primary contacts for the Dual Enrollment program, and facilitate the dual enrollment application and registration process for the district's high schools. Specialists work closely with public school counselors and school district personnel, as well as community agencies to promote a college going and college completion culture.

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

## STUDENT INFORMATION AND WELCOME CENTERS

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

Prospective students are encouraged to visit the Welcome Center at their nearest Campus to complete the online admissions application (Apply Texas) and obtain an enrollment checklist that will facilitate their transition to South Texas College.

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. Services include: campus tours, the campus call center, and assistance with the application and registration process.

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

## DISTANCE LEARNING

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

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

- Accounting
- Anthropology
- Business Administration - Transfer Plan
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education - Elementary
- Education - 4-8 Generalist
- Education - Secondary

- English
- Government
- Human Resource Specialist
- Interdisciplinary Studies
- Language and Cultural Studies-Spanish Concentration
- Philosophy
- Psychology
- Sociology
- Social Work

STC also offers Online Associate of Applied Science Programs in Human Resources Specialist.

STC also offers Certificates in the following fields:

- Accounting Clerk
- Computer Applications Specialist
- Employee and Labor Relations Assistant
- Human Resources Assistant
- Management
- Marketing
- Payroll Assistant
- Recruiter Assistant

STC also offers Bachelor of Applied Technology in the following fields:

- Technology Management
- Computer and Information Technologies
- Medical and Health Services Management

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

- ▶ Online coursework may be completed from any computer that has Internet access.
- ▶ Some instructors require students to take proctored exams. Check the course list for specific information.
- ▶ Hybrid classes divide class meeting-time between Internet and on-campus locations.
- ▶ Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.

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

## INSTITUTIONAL EFFECTIVENESS & ASSESSMENT AND RESEARCH & ANALYTICAL SERVICES

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

The Office of Institutional Effectiveness & Assessment (IEA) works to empower the college community to integrate effective planning and meaningful assessment into all institutional

practices through collaborative inquiry, self-reflection, and continuous improvement. IEA also maintains two Factbooks (internal & external) that provide institutional data for research.

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

Data requests should be made through STC's Data Request Information Portal, which can be found at <https://datarequests.southtexascollege.edu>.

## CONTINUING, PROFESSIONAL AND WORKFORCE EDUCATION

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

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties. Classes are delivered both online and in traditional classroom settings. Courses can be scheduled in response to community demand where 12 or more students register for the class. Mandatory Continuing Education Units (CEU) meeting licensing requirements are available for professionals. A Satisfactory (S) or Unsatisfactory (U) grade is earned for continuing education courses. Continuing, Professional and Workforce Education offers ongoing courses through the following 14 institutes:

### INSTITUTES

#### Arts and Design

- ▶ Cake Decorating
- ▶ Digital Image
- ▶ Floral Design
- ▶ Guitar
- ▶ Oil Painting
- ▶ Photography
- ▶ Piano

#### Business and Corporate Training

- ▶ Customer Service
- ▶ Effective Coaching
- ▶ Employability Skills

- Frontline Supervisor
- Interpersonal Skills and Styles
- Leadership Skills
- Office Clerk
- Performance Standards and Measures
- Presentation Skills
- Process Mapping
- Productivity
- Professional in Human Resources
- Stress Management
- Telephone and Email Etiquette
- Time Management

### **College and Career Preparation**

- ACT Preparation
- GED Preparation
- High School Credit Recovery (Gateway to College Program)
- Kids College
- Teens College
- TSI Assessment Preparation

### **Conferences and Workshops**

- Child Development
- College Success
- Education
- Healthcare
- Technology

### **Education**

- Alternative Teacher Certification
- Child Development Associate
- Substitute Teaching

### **English as a Second Language (ESL)**

- Advanced Level ESL
- Beginning Level ESL
- Citizenship Preparation
- Conversation Course
- High-Advanced Level ESL
- Intermediate Level ESL
- Spanish
- TOEFL Preparation

### **Healthcare**

- Activity Director
- Certified Dietary Manager
- Certified Nurse Assistant (CNA)
- Computed Tomography
- CPR
- Dementia Certificate
- EKG
- Emergency Care Attendant
- First Aid
- Health Information Management Clerk
- ICD 9 and 10
- Medical Receptionist
- Medication Aide
- Pharmacy Technician Trainee
- Phlebotomy

### **Online Courses and Programs**

#### **Police Academy**

#### **Real Estate**

- Finance
- Home Inspection
- Law of Agency

- Law of Contracts
- Marketing
- Mathematics
- Principles I
- Principles II
- Promulgated Contracts

### **Technology and Trades**

- Construction
- Electrician's Aide
- Excel
- Forklift
- HVAC and Refrigeration Technician Assistant
- Internet
- Introduction to Computers
- Maintenance and Repair
- OSHA Training
- Pipe Welding
- PowerPoint
- Shipping and Receiving Logistics
- Welding Fundamentals
- Word

### **Truck and Bus Driving**

- Bus Driving
- Defensive Driving
- Truck Driving

### **REGISTRATION IS EASY**

- Go to the STC campus of your choice
- Bring Picture ID
- Complete registration form
- Pay (cash, money order, check, credit or debit card)

### **SERVICES**

#### **College and Career Preparation**

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

#### **Career Pathways**

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

#### **Customized Corporate Training and Economic Development**

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

#### **Personal Enrichment**

- Fun courses to spice up your life

#### **Professional Conferences**

- Business, Education, Health, and Technology areas

#### **Professional Education and Development**

- Review courses for professional certifications and licenses

# CURRICULUM

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# 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 gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.
- **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

This common body of essential knowledge and skills is taught and reinforced through courses selected in nine Core Components:

**Communication, Mathematics, Life and Physical Sciences, Language, Philosophy & Culture, Creative Arts, American History, Government/Political Science, Social and Behavioral Sciences, and a Component Area Option.**

## COMMUNICATION

### Composition/Written Communication

6 credits

ENGL 1301	Composition I
ENGL 1302	Composition II-Rhetoric

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

## MATHEMATICS

3-4 credits

MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences
MATH 1332	Contemporary Mathematics
MATH 1414	College Algebra
MATH 1425	Calculus for Business & Social Sciences
MATH 1442	Elementary Statistical Methods
MATH 2412	Pre-Calculus Math
MATH 2413	Calculus I

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

## LIFE AND PHYSICAL SCIENCES

8 credits

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1445	Oceanography
GEOL 1447	Meteorology
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 1415	Physical Science I
PHYS 1417	Physical Science II
PHYS 2425	University Physics I
PHYS 2426	University Physics II

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

## LANGUAGE, PHILOSOPHY AND CULTURE

*3 credits*

ARTS	1304	Art History II
ENGL	2321	British Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2341	Introduction to Forms of Literature
ENGL	2351	Mexican American Literature
HUMA	1301	Introduction to Humanities I
HUMA	1305	Introduction to Mexican-American Studies
HUMA	2319	American Minority Studies
HUMA	2323	World Cultures
MUSI	1307	Music Literature
PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHIL	2303	Introduction to Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction to Social & Political Philosophy
PHIL	2316	Classical Philosophy
PHIL	2321	Philosophy of Religion
SGNL	2301	Intermediate American Sign Language I
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SPAN	2313	Spanish for Native/Heritage Speakers I
SPAN	2315	Spanish for Native/Heritage Speakers II

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

## CREATIVE ARTS

*3 credits*

ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1311	Design I
ARTS	1316	Drawing I
ARTS	2346	Ceramics I
ARTS	2348	Digital Art I
ARTS	2356	Photography I (Fine Arts Emphasis)
DANC	2303	Dance Appreciation
DRAM	1310	Introduction to Theater
DRAM	2366	Introduction to Cinema
HUMA	1302	Introduction to Humanities II
HUMA	1311	Mexican-American Fine Arts Appreciation
MUSI	1306	Music Appreciation
MUSI	1310	American Music

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

## AMERICAN HISTORY

*6 credits*

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

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

## POLITICAL SCIENCE

*6 credits*

GOVT	2305	Federal Government
GOVT	2306	Texas Government

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

## 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	1310	Fundamentals of Criminal Law
CRIJ	2313	Correctional Systems and Practices
CRIJ	2328	Police Systems and Practices
ECON	2301	Principles of Economics I - Macro
EDUC	1300	Learning Framework
GOVT	2304	Introduction to Political Science
GOVT	2311	Mexican American Politics
HIST	2301	Texas History
HIST	2321	World Civilizations I
HIST	2322	World Civilizations II
HIST	2381	African American History
PSYC	1300	Learning Framework
PSYC	2301	General Psychology
PSYC	2306	Human Sexuality
PSYC	2307	Adolescent Psychology I
PSYC	2314	Lifespan Growth and Development
PSYC	2315	Psychology of Adjustment
SOCI	1301	Introduction to Sociology
SOCI	1306	Social Problems
SOCI	2301	Marriage and the Family

SOCI	2319	Minority Studies
SOCW	2361	Introduction to Social Work
TECA	1354	Child Growth and Development

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

## COMPONENT AREA OPTION

3-4 credits

BCIS	1305	Business Computer Applications
BIOL	1322	Nutrition and Diet Therapy I
BIOL	2406	Environmental Biology
BIOL	2416	Genetics
BIOL	2421	Microbiology for Science Majors
CHEM	2423	Organic Chemistry I
CHEM	2425	Organic Chemistry II
COSC	1301	Introduction to Computing
COSC	1337	Programming Fundamentals II
COSC	1436	Programming Fundamentals I
COSC	2330	Advanced Structured Languages
COSC	2425	Computer Organization
COSC	2436	Programming Fundamentals III
ENGR	1201	Introduction to Engineering
ENGR	1304	Engineering Graphics
ENGR	2301	Statics
ENGR	2302	Dynamics
ENGR	2405	Electrical Circuits I
KINE	1164	Introduction to Physical Fitness and Sport
MATH	2418	Linear Algebra
MATH	2420	Differential Equations
SPCH	1311	Introduction to Speech Communication
SPCH	1315	Public Speaking
SPCH	1318	Interpersonal Communications
SPCH	1321	Business and Professional Communication
SPCH	2333	Discussion and Small Group Communication
SPCH	2335	Argumentation and Debate

Total credits: 42

## HUMANITIES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

### HUMANITIES AND VISUAL AND PERFORMING ARTS

#### Art\*

ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
ARTS	1311	Design I
ARTS	1316	Drawing I
ARTS	2346	Ceramics I
ARTS	2348	Digital Art I
ARTS	2356	Photography I (FineArts Emphasis)

#### Dance

DANC	2303	Dance Appreciation
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#### Drama

DRAM	1310	Introduction to Theater
DRAM	2366	Introduction to Cinema

#### Foreign Language\*

SGNL	2301	Intermediate American Sign Language I
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SPAN	2313	Spanish for Native/Heritage Speakers I
SPAN	2315	Spanish for Native/Heritage Speakers II

#### Humanities\*

HUMA	1301	Introduction to Humanities I
HUMA	1302	Introduction to Humanities II
HUMA	1305	Introduction to Mexican-American Studies
HUMA	1311	Mexican-American 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 Forms of Literature
ENGL	2351	Mexican American Literature

#### Music\*

MUSI	1306	Music Appreciation
MUSI	1307	Music Literature
MUSI	1310	American Music

#### Philosophy

PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHIL	2303	Introduction to Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction to Social and Political Philosophy
PHIL	2316	Classical Philosophy
PHIL	2321	Philosophy of Religion

## SOCIAL AND BEHAVIORAL SCIENCES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES

### Anthropology

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

### Child Development

TECA	1354	Child Growth and Development
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### Criminal Justice

CRIJ	1301	Introduction to Criminal Justice
CRIJ	1306	Court Systems and Practices

CRIJ	1310	Fundamentals of Criminal Law
CRIJ	1313	Juvenile Justice System
CRIJ	2313	Correctional Systems and Practices
CRIJ	2314	Criminal Investigation
CRIJ	2328	Police Systems and Practices

### **Economics**

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

### **Education**

EDUC	1300	Learning Framework
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### **History\***

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

### **Political Science\***

GOVT	2304	Introduction to Political Science
GOVT	2305	Federal Government
GOVT	2306	Texas Government
GOVT	2311	Mexican-American Politics

### **Psychology**

PSYC	1300	Learning Framework
PSYC	2301	General Psychology
PSYC	2306	Human Sexuality
PSYC	2307	Adolescent Psychology I
PSYC	2308	Child Psychology
PSYC	2314	Lifespan Growth and Development
PSYC	2315	Psychology of Adjustment
PSYC	2316	Psychology of Personality
PSYC	2317	Statistical Methods in Psychology
PSYC	2319	Social Psychology

### **Sociology**

SOCI	1301	Introduction to Sociology
SOCI	1306	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

MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II
MATH	1414	College Algebra
MATH	1425	Calculus for Business & Social Sciences
MATH	1442	Elementary Statistical Methods
MATH	2412	Pre-Calculus Math
MATH	2413	Calculus I
MATH	2414	Calculus II
MATH	2415	Calculus III
MATH	2418	Linear Algebra
MATH	2420	Differential Equations

### **NATURAL SCIENCES**

#### **Biology**

BIOL	1322	Nutrition and Diet Therapy I
BIOL	1406	Biology for Science Majors I
BIOL	1407	Biology for Science Majors II
BIOL	1408	Biology for Non-Science Majors I
BIOL	1409	Biology for Non-Science Majors II
BIOL	2401	Anatomy and Physiology I
BIOL	2402	Anatomy and Physiology II
BIOL	2406	Environmental Biology
BIOL	2416	Genetics
BIOL	2420	Microbiology for Non-Science Majors
BIOL	2421	Microbiology for Science Majors

#### **Chemistry**

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

#### **Physics**

PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II

#### **Physical Science**

PHYS	1403	Stars and Galaxies
PHYS	1404	Solar System
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
GEOL	1403	Physical Geology
GEOL	1404	Historical Geology
GEOL	1445	Oceanography
GEOL	1447	Meteorology

\*Check catalog for course pre-requisites

## **MATHEMATICS/NATURAL SCIENCES ELECTIVE OPTIONS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREES**

### **MATHEMATICS**

MATH	1316	Plane Trigonometry
MATH	1324	Mathematics for Business & Social Sciences
MATH	1332	Contemporary Mathematics

*Register Now!*

# Baccalaureate Degrees

## **Organizational Leadership**

- ▶ Organizational Leadership (Bachelor of Applied Science)..... 93

## **Computer and Information Technologies**

- ▶ Computer and Information Technologies (Bachelor of Applied Technology) ..... 96

## **Medical and Health Services Management**

- ▶ Medical and Health Services Management (Bachelor of Applied Technology)..... 100

## **Technology Management**

- ▶ Technology Management (Bachelor of Applied Technology) ..... 104

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# Bachelor of Applied Science in Organizational Leadership

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The Bachelor of Applied Sciences in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through real world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

The program's objectives will offer competency-based core curriculum and lower-division electives. Competency-based curriculum is utilized in this degree program to acknowledge a student's prior knowledge through a set of competencies, diagnostic pre-assessments, and post-assessments to demonstrate competence in a subject. The program will include a required e-portfolio that will collect artifacts from each of the upper-division courses. This e-portfolio will be assessed as part of the capstone course. The capstone course will enhance the educational experience and employment potential for students. 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 Science in Organizational Leadership students will complete coursework that is aligned to the following competencies:

## PROGRAM COMPETENCIES:

- 1) **Interpersonal Skills:** Demonstrate the ability to establish productive relationships by communicating effectively individually and collectively. Students will be able to:
  - a. Develop productive relationships through evaluating and explaining the pertinent characteristics of the individuals and groups in the organization.
- 2) **Organizational Behavior:** Identify, analyze, and solve organizational problems based on effectively functional and dysfunctional individual, team, and organizational behaviors. Students will be able to:
  - a. Describe the organizational structure and function including individual and group dynamics and the identification of potential problems.
- 3) **Problem Solving/Decision Making:** Identify, analyze, and solve/recognize/predict organizational problems based on effective and ethical decision making through critical, reflective, and creative thought processes that apply appropriate techniques. Students will be able to:
  - a. Given a case study students will be able to solve a problem and evaluate the appropriateness of a decision.
- 4) **Change Management:** Understand how the political, economic, social and technological forces in the environment influence organizational behavior, policy and practices. Students will be able to:
  - a. Analyze why & how organizations resist change
  - b. Explain a leader's role in managing change
  - c. Apply a structured change management process

- 5) **Resource Management:** Identify, allocate, and effectively manage resources, both tangible and intangible, necessary to accomplish the vision of the organization. Students will be able to:
  - a. Identify tangible and intangible resources given an organizational situation.
  - b. Manage work teams to accomplish the vision of the organization.
  - c. Manage resources to complete an assigned task within a specified time.
- 6) **Strategy/Operations Management:** Understand strategic management skills in order to structure operations to support the vision of the organization.
- 7) **Information Literacy:** Identify, locate, evaluate, and effectively use information to address organizational concerns or tasks while observing appropriate security protocols. Students will be able to:
  - a. Informational literacy- know the different types of information technology
  - b. Identify multiple resources of information technology
  - c. Know where to locate different types of technology, such as informal information, data and trends, published data, internet data, internal and external data
  - d. Remain in compliance with security protocols.
- 8) **Statistics/Applied Research:** Collect, interpret, analyze, and select data to employ practical applications and facilitate sound decision making.

## BACHELOR OF APPLIED SCIENCE ADMISSION REQUIREMENTS

### Admission to the Bachelor of Applied Science 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 Success Initiatives (TSI), with program specific exemptions accepted.
- C. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the Dean for Math, Science & Bachelor Programs.
- D. Submit two letters of recommendation

## DEGREE COMPLETION REQUIREMENTS

### Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Science degree granted by STC.

- Completion of 30 credit hours in 3000 level courses or higher of which all 30 credit hours must be completed at STC.
- 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).
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses .....	42 SCH
Required Lower-Division Coursework.....	8 SCH
Lower-Division Electives .....	40 SCH
Required Upper-Division Coursework.....	30 SCH

## LOWER-DIVISION REQUIREMENTS

### STC CORE CURRICULUM (42 Credits)

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 88 in the Catalog. Students that declare the Bachelor of Applied Science in Organizational Leadership degree have access to the competency-based format of the core curriculum.

Students beginning the Bachelor of Applied Science upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

Students beginning the Bachelor of Applied Science 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 students.

### LOWER-DIVISION ELECTIVES (48 Semester Credit Hours)

Required Lower-Division Electives:		
SPAN 1411	Beginning Spanish I for Non-Spanish Speakers .....	4 SCH
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers .....	4 SCH

### Foundation Curriculum

Entering freshmen are required to take the following five foundation courses as part of the 48-hour lower-division electives.

Course Number	Title	Semester Credit Hours
CRTH 2301	Critical Thinking.....	3 SCH
HRPO 2301	Human Resource Management.....	3 SCH
HRPO 2307	Organizational Behavior.....	3 SCH
RESM 2301	Research Methods .....	3 SCH
BUSG 1303	Principles of Finance.....	3 SCH

### Additional Lower-Division Electives

Students may select from the following list of courses offered as competency-based to complete the 48-hour lower-division coursework:

Course Number	Title	Semester Credit Hours
BUSI 1301	Business Principles .....	3 SCH
BUSI 2301	Business Law .....	3 SCH
BUSG 2309	Small Business Management/ Entrepreneurship.....	3 SCH
BMGT 1301	Supervision .....	3 SCH
ACCT 2401	Principles of Financial Accounting.....	4 SCH

ECON 2301	Principles of Economics I - Macro .....	3 SCH
ECON 2302	Principles of Economics I - Micro.....	3 SCH
INFS 2301	Business Information Systems.....	3 SCH
MATH 1442	Elementary Statistical Methods....	4 SCH
CRJ 1301	Introduction to Criminal Justice....	3 SCH

*\*Note: Coursework from A.A.S. degrees will be evaluated on a case by case basis. Students entering the BAS 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 lower-division electives.*

## 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 ORGANIZATIONAL LEADERSHIP MAJOR COURSES (30 hours)

The upper-division Organizational Leadership major coursework is a balance between theoretical and applied competencies associated with leading in a broad range of organizations. The degree is designed to educate and train students with relevant, applied knowledge of organizations and leadership within organizations. Students will practice developing leadership solutions for real-world problems. Leadership theory, practices, and applied learning will form the core requirements for this program.

Course Number	Title	Semester Credit Hours
ORGL 3311	Issues in Organizational Leadership .....	3 SCH
ORGL 3321	Data Driven Decision-Making I.....	3 SCH
ORGL 3331	Data Driven Decision-Making II.....	3 SCH
ORGL 3322	Behavior/Ethics/Leadership I .....	3 SCH
ORGL 3332	Behavior/Ethics/Leadership II .....	3 SCH
ORGL 4341	Management Theory I .....	3 SCH
ORGL 4351	Management Theory II .....	3 SCH
ORGL 4342	Organizational Change .....	3 SCH
ORGL 4352	Capstone I.....	3 SCH
ORGL 4361	Capstone II.....	3 SCH

## Bachelor of Applied Science

# MAJOR: ORGANIZATIONAL LEADERSHIP

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### Three - Four Year Recommended Course Sequence (7 Week Terms)

All lower-division core curriculum and lower-division electives are offered 100% online and in a competency-based delivery format.

#### YEAR 1

##### **Fall Term 1**

ENGL 1301 Composition I ..... 3 SCH  
MATH 1332 Contemporary Mathematics ..... 3 SCH

##### **Fall Term 2**

ENGL 1302 Composition II - Rhetoric ..... 3 SCH  
BIOL 1408 Biology for  
Non-Science Majors I ..... 4 SCH

##### **Spring Term 1**

HIST 1301 United States History I ..... 3 SCH  
PHYS 1415 Physical Science I ..... 4 SCH

##### **Spring Term 2**

HIST 1302 United States History II ..... 3 SCH  
PSYC 2301 or  
SOC 2301 General Psychology ..... 3 SCH

##### **Summer Term 1**

GOVT 2305 Federal Government ..... 3 SCH  
KINE 1164 Introduction to Physical Fitness  
and Sport ..... 1 SCH

##### **Summer Term 2**

GOVT 2306 Texas Government ..... 3 SCH  
ARTS 1301 or  
DRAM 1310 Art Appreciation ..... 3 SCH

#### YEAR 2

##### **Fall Term 1**

PHIL 2306 Introduction to Ethics ..... 3 SCH  
SPCH 1321 Business & Professional  
Communication ..... 3 SCH

##### **Fall Term 2**

SPAN 1411 Beginning Spanish I  
for Non-Spanish Speakers ..... 4 SCH  
BUSI 1301 Business Principles ..... 3 SCH  
BMGT 1301 Supervision ..... 3 SCH

##### **Spring Term 1**

SPAN 1412 Beginning Spanish II  
for Non-Spanish Speakers ..... 4 SCH  
CRTH 2301 Critical Thinking ..... 3 SCH

##### **Spring Term 2**

BUSG 1303 Principles of Finance ..... 3 SCH  
RESM 2301 Research Methods ..... 3 SCH

##### **Summer Term 1**

ECON 2301 Principles of  
Economics I - Macro ..... 3 SCH  
HRPO 2301 Human Resource Management ... 3 SCH

##### **Summer Term 2**

ECON 2302 Principles of  
Economics II - Micro ..... 3 SCH  
HRPO 2307 Organizational Behavior ..... 3 SCH

#### YEAR 3

##### **Fall Term 1**

BUSG 2309 Small Business Management/  
Entrepreneurship ..... 3 SCH  
CRIJ 1301 Introduction to  
Criminal Justice ..... 3 SCH

##### **Fall Term 2**

MATH 1442 Elementary Statistical Methods ... 4 SCH  
INFS 2301 Business Information Systems ... 3 SCH

##### **Spring Term 1**

ACCT 2401 Principles of  
Financial Accounting ..... 4 SCH  
ORGL 3311 Issues in Organizational  
Leadership ..... 3 SCH

##### **Spring Term 2**

ORGL 3321 Data Driven Decision-Making I ... 3 SCH  
ORGL 3322 Behavior/Ethics/Leadership I ... 3 SCH

##### **Summer Term 1**

ORGL 3331 Data Driven Decision-Making II ... 3 SCH  
ORGL 3332 Behavior/Ethics/Leadership II ... 3 SCH

##### **Summer Term 2**

ORGL 4341 Management Theory I ..... 3 SCH  
ORGL 4342 Organizational Change ..... 3 SCH

#### YEAR 4

##### **Fall Term 1**

ORGL 4351 Management Theory II ..... 3 SCH  
ORGL 4352 Capstone I ..... 3 SCH

##### **Fall Term 2**

ORGL 4361 Capstone II ..... 3 SCH



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# Bachelor of Applied Technology in Computer and Information Technologies

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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 Success Initiative (TSI), 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 Dean for Math, Science & Bachelor Programs, 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 Dean for Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 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 39 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- 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).
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses ..... 42 SCH  
 Technical Support Areas-Lower Level....39-40 SCH  
 Required CIT Courses-Upper Level ..... 36 SCH  
 CIT Electives-Upper-Level..... 3 SCH

## LOWER DIVISION REQUIREMENTS

### STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 88 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 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

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

## TECHNICAL SUPPORT AREAS (39-40 Semester Credit Hours)

The student is required to complete 39-40 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 39-40 semester credit hours must include 4 of the courses (15-16 semester credit hours) listed below. The approved A.A.S. degrees are as follows: Information Technology, Computer Aided Drafting and Design, Business Administration, Administrative Office Assistant, Legal Office Assistant, 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	
ITNW 2421	Networking with TCP/IP	
<b>OR</b>		
CPMT 1449	Computer Networking Technology and	
CPMT 2449	Advanced Computer Networking Technology.....	8
ITSE 1431	Introduction to Visual Basic Programming	
<b>OR</b>		
COSC 1430	Computer Programming.....	4
ITSE 1411	Beginning Web Page Programming	
<b>OR</b>		
COSC 1315	Fundamentals of Programming.....	3-4

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

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

## UPPER-DIVISION REQUIREMENTS PREREQUISITES FOR UPPER-LEVEL COURSEWORK

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

## REQUIRED COMPUTER & INFORMATION TECHNOLOGIES Major Courses (36 hours)

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

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

**Total Semester Credit Hours ..... 36**

### Computer and Information Technologies Elective Courses (3 hours):

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

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

**Total Semester Credit Hours..... 3**

### Bachelor of Applied Technology

# COMPUTER & INFORMATION TECHNOLOGIES

#### Degree Plan

STC Core Curriculum	Semester Credit Hours
ENGL 1301 Composition I .....	3
ENGL 1302 Composition II – Rhetoric .....	3
MATH 1414 College Algebra .....	4
HIST 1301 United States History I .....	3
HIST 1302 United States History II .....	3
GOVT 2305 Federal Government .....	3
GOVT 2306 Texas Government .....	3
Component Area Option – Core Curriculum .....	4
Life and Physical Sciences Elective – Core Curriculum .....	4
Life and Physical Sciences Elective – Core Curriculum .....	4
Creative Arts Elective – Core Curriculum .....	3
Social & Behavioral Sciences Elective – Core Curriculum .....	3
Language, Philosophy & Culture Elective – Core Curriculum .....	3

**Total Credit Hours:..... 42**

### Technical Specialty

#### Foundational Courses (Required)

ITNW 1425	Fundamentals of Networking Technologies and	
ITNW 2421	Networking with TCP/IP .....	8
<b>OR</b>		
CPMT 1449	Computer Networking Technology and	
CPMT 2449	Advanced Computer Networking Technology .....	8
ITSE 1431	Introduction to Visual Basic Programming or	
COSC 1430	Computer Programming .....	4
ITSE 1411	Beginning Web Page Programming or	
COSC 1315	Fundamentals of Programming .....	3-4

**Total Credit Hours..... 15-16**

#### Technical Specialty Courses

Technical Hours from a completed A.A.S. degree in one of the following program areas will fulfill this requirement: Information Technology, Computer Aided Drafting and Design, Business Administration, Administrative Office Assistant, Legal Office Assistant, 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 4330 Advanced Network Security .....	3
CITP 4340 Special Topics Course-CIT .....	3
CITP 4345 Data Communications – Convergent Technology .....	3
CITP 4350 Advanced Computer Programming .....	3

**Total Semester Credit Hours ..... 36**

### Computer and Information Technologies Elective Courses (3 hours):

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

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

**Total Semester Credit Hours..... 3**

### TOTAL PROGRAM

**CREDIT HOURS ..... 120-121**

MAJOR: **COMPUTER AND INFORMATION TECHNOLOGIES**

*Four Year Course Sequence*

**FIRST YEAR – FALL Credit Hours**

ENGL 1301	Composition I.....	3
HIST 1301	United States History I or HIST 2327 .....	3
	Language, Philosophy & Culture Elective – Core Curriculum.....	3
	Component Area Option – Core Curriculum.....	3
ITNW 1425	Fundamentals of Networking Technologies or CPMT 1449.....	4
		<b>16</b>

**FIRST YEAR – SPRING**

ENGL 1302	Composition II – Rhetoric .....	3
HIST 1302	United States History II or HIST 2328 .....	3
MATH 1414	College Algebra .....	4
ITNW 2421	Networking with TCP/IP or CPMT 2449 .....	4
		<b>14</b>

**SECOND YEAR – FALL**

GOVT 2305	Federal Government.....	3
	Life and Physical Sciences Elective – Core Curriculum.....	4
	Creative Arts Elective – Core Curriculum.....	3
	Technical Specialty course .....	3
ITSE 1431	Introduction to Visual Basic Programming or COSC 1430.....	4
		<b>17</b>

**SECOND YEAR – SPRING**

	Social & Behavioral Science Electives .....	3
GOVT 2306	Texas Government.....	3
	Life and Physical Sciences Elective – Core Curriculum.....	4
ITSE 1411	Beginning Web Page Programming or COSC 1315 .....	3-4
	Technical Specialty course .....	3
		<b>16-17</b>

**THIRD YEAR – FALL**

	Technical Specialty course .....	3
	Technical Specialty course .....	3
	Technical Specialty course .....	3
CITP 3360	Digital Image Processing and Presentation.....	3
CITP 3305	System Analysis and Design .....	3
		<b>15</b>

**THIRD YEAR – SPRING**

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

**FOURTH YEAR – FALL**

CITP 3310	Survey of Programming Languages.....	3
CITP 4316	Advanced Web Design .....	3
CITP 3320	Database Management .....	3
CITP 4345	Data Communications - Convergent Technology .....	3
CITP 4350	Advanced Computer Programming .....	3
		<b>15</b>

**FOURTH YEAR – SPRING**

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

**List of Computer and Information Technology Electives:**

TMGT 3338	Accounting for Technical Managers
TMGT 3311	Technology in Enterprise Management
TMGT 3336	Management and Law

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# Bachelor of Applied Technology in Medical and Health Services Management

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

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

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

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

## BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e.,

Texas Success Initiative (TSI), 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 Dean for Math, Science & Bachelor Programs, 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 Dean for Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 45 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- 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).
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses .....	42 SCH
Technical Support Areas.....	33 SCH
Medical and Health Services Management Required Courses.....	39 SCH
Medical and Health Services Management Electives .....	6 SCH

## LOWER-DIVISION REQUIREMENTS

### STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 88 in the Catalog.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) 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 (33 Semester Credit Hours)

The student is required to complete 33 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 33 semester credit hours must include the 3 courses (9 semester credit hours) listed below. The remaining 24 semester credit hours must be earned within an approved A.A.S. degree. The approved A.A.S. degrees are as follows: Associate Degree Nursing, EMT Paramedic, Health Information Technology, Medical Assistant Technology, Occupational Therapy Assistant, Pharmacy Technology, Physical Therapist Assistant, Radiologic Technology, Respiratory Therapy, Business Administration, and Human Resources Management.

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

*\*Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 33 semester credit hour technical specialty requirement.*

## UPPER-DIVISION REQUIREMENTS

### PREREQUISITES FOR UPPER-LEVEL COURSEWORK

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

## REQUIRED MEDICAL AND HEALTH SERVICES MANAGEMENT

### Major Courses (39 hours)

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

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

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

CITP 3360	Digital Image Processing and Presentation	3
TMGT 3321	Supply Chain Management	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4342	Supply Chain Security	3
TMGT 3311	Technology Enterprise Management	3

**Bachelor of Applied Technology**

**MEDICAL AND HEALTH SERVICES MANAGEMENT**

*Degree Plan*

STC Core Curriculum		Semester Credit Hours
ENGL	1301	Composition I..... 3
ENGL	1302	Composition II – Rhetoric ..... 3
MATH	1414	College Algebra (or MATH 2412, or MATH 2413)..... 4
HIST	1301	United States History I or HIST 2327..... 3
HIST	1302	United States History II or HIST 2328..... 3
GOVT	2305	Federal Government ..... 3
GOVT	2306	Texas Government ..... 3
PSYC	2301	General Psychology, or 2306, or 2307, 2314, 2317; or SOCI 1301, 1306, 2301, or 2319..... 3
		Component Area Option - Core Curriculum ..... 3
		Life and Physical Sciences Elective – Core Curriculum ..... 4
		Life and Physical Sciences Elective – Core Curriculum ..... 4
		Creative Arts Elective – Core Curriculum ..... 3
		Language, Philosophy & Culture Elective – Core Curriculum ..... 3

**Total Credit Hours:..... 42**

Technical Specialty Courses

*Foundational Courses (Required)*

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

**Total Credit Hours..... 9**

Technical Specialty courses

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

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

**Total Credit Hours..... 24**

**Required Upper-Division**

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

**Total Semester Credit Hours..... 39**

**Elective Upper-Division Professional Courses**

(Students must take 6 credit hours from the following list:)

CITP	3360	Digital Image Processing and Presentation ..... 3
TMGT	3321	Supply Chain Management ..... 3
TMGT	4341	Purchasing and Supply Management..... 3
TMGT	4342	Supply Chain Security ..... 3
TMGT	3311	Technology Enterprise Management..... 3

**Total Semester Credit Hours.....6**

**TOTAL PROGRAM**

**CREDIT HOURS ..... 120**

# MAJOR: **MEDICAL AND HEALTH SERVICES MANAGEMENT**

## Four Year Course Sequence

### FIRST YEAR-FALL **Credit Hours**

ENGL 1301	Composition I .....	3
	Component Area Option -	
	Core Curriculum .....	3
HIST 1301	United States History I	
	or HIST 2327 .....	3
	Language, Philosophy & Culture	
	Elective - Core Curriculum .....	3
HITT 1255	Health Care Statistics.....	2
		<b>14</b>

### FIRST YEAR-SPRING

ENGL 1302	Composition II-Rhetoric.....	3
HIST 1302	United States History II	
	or HIST 2328 .....	3
MATH 1414	College Algebra or	
	MATH 2412 or MATH 2413 .....	4
HITT 1301	Health Data Content and	
	Structure.....	3
		<b>13</b>

### SECOND YEAR-FALL

GOVT 2305	Federal Government .....	3
	Life and Physical Sciences	
	Elective-Core Curriculum .....	4
	Creative Arts Elective-	
	Core Curriculum .....	3
	Technical Specialty Course .....	3
	Technical Specialty Course .....	3
		<b>16</b>

### SECOND YEAR-SPRING

PSYC 2301	General Psychology,	
	or PSYC 2306, or PSYC 2307,	
	or PSYC 2314, or PSYC 2317,	
	or SOCI 1301, or SOCI 1306,	
	or SOCI 2301, or SOCI 2319 .....	3
GOVT 2306	Texas Government.....	3
	Life and Physical Sciences	
	Elective -Core Curriculum .....	4
ACCT 2401	Principles of Financial	
	Accounting .....	4
	Technical Specialty Course .....	3
		<b>17</b>

### THIRD YEAR-FALL

	Technical Specialty Course .....	3
	Technical Specialty Course .....	3
	Technical Specialty Course .....	3
MHSM3302	US Health Care Delivery .....	3
MHSM3303	Statistics for Health Care.....	3
MHSM3304	Communication for Health	
	Care Professionals.....	3
		<b>18</b>

### THIRD YEAR-SPRING

MHSM3310	Legal Issues in Health Care .....	3
MHSM3335	Financial Management for	
	Health Care .....	3
MHSM3411	Health Care Information	
	Technology.....	4
	Technical Specialty Course .....	3
		<b>13</b>

### FOURTH YEAR-FALL

	Technical Specialty Course .....	3
TMGT 3310	Decision Making.....	3
MHSM4304	Risk Management for Health	
	Care Professionals .....	3
MHSM4310	Human Resources in Health	
	Care Management .....	3
MHSM4348	Ethics for Health Care	
	Professionals.....	3
		<b>15</b>

### FOURTH YEAR-SPRING

MHSM4351	Public and Community Health	
	Management .....	3
	Medical and Health Services	
	Management Elective.....	3
	Medical and Health Services	
	Management Elective.....	3
MHSM4551	Health Care Management	
	Residency.....	5
		<b>14</b>

### List of Medical and Health Services

#### Management Electives:

CITP 3360	Digital Image Processing and	
	Presentation	
TMGT 3321	Supply Chain Management	
TMGT 4341	Purchasing and Supply Management	
TMGT 4342	Supply Chain Security	
TMGT 3311	Technology Enterprise Management	



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# Bachelor of Applied Technology in Technology Management

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The Bachelor of Applied Technology Degree (BAT) in Technology Management will educate, train, and develop successful supervisors who will be prepared to utilize technology to create a competitive advantage for their enterprise. Coursework is balanced between practical training and working with real-life projects that enhance the educational experiences and employment potential for students. The breadth of the coursework enables each graduate to lead and manage by utilizing a wide variety of business, finance, technology and human resource development skills. Interactions with business leaders will provide graduates exposure to the real world and an opportunity to network.

Graduates are educated in the fundamentals of business management, finance, information technology and manufacturing. The curriculum provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals.

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

- supervise and manage the financial operations of a business;
- utilize management and motivational theories to enhance the performance of employees and work-teams;
- use project and quality management strategies to successfully manage and secure organizational resources;
- apply oral and written communication skills and leverage technology to enhance communications;
- manage the organization or the business unit within legal and ethical boundaries;
- employ creative and critical thinking processes to resolve problems of the business unit;
- use appropriate electronic commerce strategies to enhance profitability of the organization;
- exhibit analytical thought, informed judgment, ethical behavior, and an appreciation for diversity;
- utilize appropriate information technology systems to enhance organizational performance;
- understand the challenges involved in conducting international business and its impact on the future growth of the organization; and
- obtain hands-on training and apply concepts and theories in a workplace setting.

## BACHELOR OF APPLIED TECHNOLOGY ADMISSION REQUIREMENTS

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

- A. All applicants must meet general admission requirements to South Texas College.
- B. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiative (TSI), 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 Dean for Math, Science & Bachelor Programs, 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 Dean for Math, Science & Bachelor Programs 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

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.;
- South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.
- Completion of at least 45 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- 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).
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses .....	42 SCH
Technical Support Area.....	33 SCH
Technology Management	
Required Courses.....	39 SCH
Technology Management Electives .....	6 SCH

## LOWER-DIVISION REQUIREMENTS

### STC CORE CURRICULUM 42 Credits

The student is required to take 42 semester credit hours from the STC Core Curriculum listed on page 88 in the Catalog. Technology Management majors are recommended to take ECON 2301 - Principles of Economics I - MACRO to fulfill the Social & Behavioral Science component of the Core Curriculum. Technology Management majors 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 27 general education credit hours in order to fulfill the forty-two (42) 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 (33 Semester Credit Hours)

The student is required to complete 33 semester credit hours of technical specialty coursework from an approved Associate of Applied Science (A.A.S.) degree. The 33 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, Information Technology, Child Development, Computer Aided Drafting and Design, Culinary Arts, Legal Office Assistant, Administrative Office Assistant, Nursing, Paralegal, Precision Manufacturing Technology, and Radiologic Technology. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

Course Number	Course Title	Semester Credit Hours
BUSI 1301	Business Principles or LMGT 1319 Intro to Business Logistics .....	3
BMGT 1301	Supervision, or HRPO 2301 Human Res. Management.....	3
ACCT 2401	Principles of Financial Accounting .....	4
ECON 2302	Principles of Economics II-MICRO .....	3
BUSI 2301	Business Law .....	3

*\*Note: Students entering the BAT program with a completed Associate of Science (AS) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 33 semester credit hour technical specialty requirement.*

## UPPER-DIVISION REQUIREMENTS

### PREREQUISITES FOR UPPER-LEVEL COURSEWORK

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

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

- Senior Standing
  - A minimum of ninety (90) credit hours from a regionally accredited institution with at least twenty-one (21) credit hours in upper-level coursework.
- A minimum GPA of 2.5 in previous coursework.

## REQUIRED TECHNOLOGY MANAGEMENT

### Major Courses (39 hours)

The upper-division Technology Management major courses educate students in the fundamentals of business management, finance, information technology, and manufacturing, while building upon skills already learned in the technical support areas. The curriculum design provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals, giving them more opportunity for advancement and promotion to supervisory or managerial positions within their chosen occupational field.

Course Number	Course Title	Semester Credit Hours
TMGT 3302	Business and Economic Statistics .....	3
TMGT 3303	Managerial Rapport and Documentation .....	3
TMGT 3336	Management and Law .....	3
TMGT 3310	Decision Making .....	3
TMGT 3312	Resource Management .....	3
TMGT 3305	Organizational Theory and Practice .....	3
TMGT 4304	Safety and Risk Management .....	3
TMGT 3337	Decision Making Economics.....	3
TMGT 3338	Accounting for Managers.....	3
TMGT 4320	Organizational Management and Design Seminar .....	3
TMGT 4342	Supply Chain Security .....	3
TMGT 4341	Purchasing and Supply Management.....	3
TMGT 4347	CAPSTONE: Technology Management Practicum .....	3

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

TMGT 3321	Supply Chain Management .....	3
TMGT 3322	Logistics Management .....	3
TMGT 3340	Quality Assurance, Management and Improvement.....	3
TMGT 4353	International Business Seminar.....	3
TMGT 3311	Technology Enterprise Management .....	3
TMGT 4355	The Manager and Civic Engagement Seminar .....	3
	Any Upper-Level CITP Course .....	3

Bachelor of Applied Technology

# TECHNOLOGY MANAGEMENT

*Degree Plan*

STC Core Curriculum		Semester Credit Hours
ENGL	1301	Composition I..... 3
ENGL	1302	Composition II-Rhetoric..... 3
MATH	1414	College Algebra (or MATH 2412, or MATH 2413)..... 4
HIST	1301	United States History I..... 3
HIST	1302	United States History II..... 3
GOVT	2305	Federal Government ..... 3
GOVT	2306	Texas Government ..... 3
		Social & Behavioral Science Elective - Core Curriculum ..... 3
		Component Area Option - Core Curriculum ..... 3
		Life and Physical Sciences Elective - Core Curriculum ..... 4
		Life and Physical Sciences Elective - Core Curriculum ..... 4
		Creative Arts Elective - Core Curriculum ..... 3
		Language, Philosophy & Culture Elective -Core Curriculum..... 3

**Total Credit Hours..... 42**

Technical Specialty Courses

*Foundational Courses (Required)*

BUSI	1301	Business Principles or LMGT 1319 ..... 3
BMGT	1301	Supervision, or HRPO 2301 Human Resources Management..... 3
BUSI	2301	Business Law ..... 3
ACCT	2401	Principles of Financial Accounting ..... 4
ECON	2302	Principles of Economics II-Micro ..... 3

**Total Credit Hours..... 16**

Technical Specialty courses

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

*Note: Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 17 hours of Technical Specialty coursework should be taken from the Business Administration A.A.S. technical courses.*

**Total Credit Hours..... 17**

**Required Upper-Division**

Professional Courses	Semester Credit Hours
TMGT 3302	Business and Economic Statistics ..... 3
TMGT 3303	Managerial Rapport and Documentation ..... 3
TMGT 3305	Organizational Theory and Practice..... 3
TMGT 3310	Decision Making ..... 3
TMGT 3312	Resource Management ..... 3
TMGT 3336	Management and Law ..... 3
TMGT 3337	Decision Making Economics ..... 3
TMGT 3338	Accounting for Managers..... 3
TMGT 4304	Safety and Risk Management ..... 3
TMGT 4320	Organizational Design and Management Seminar ..... 3
TMGT 4342	Supply Chain Security ..... 3
TMGT 4341	Purchasing and Supply Management.... 3
TMGT 4347	CAPSTONE: Technology Management Practicum..... 3

**Total Semester Credit Hours..... 39**

**Elective Upper-Division Professional Courses**

TMGT 3321	Supply Chain Management ..... 3
TMGT 3322	Logistics Management..... 3
TMGT 3340	Quality Assurance, Management and Improvement..... 3
TMGT 4353	International Business Seminar..... 3
TMGT 3311	Technology Enterprise Management..... 3
TMGT 4355	The Manager and Civic Engagement Seminar ..... 3
	Any Upper-Level CITP Course ..... 3

**Total Semester Credit Hours.....6**

**TOTAL PROGRAM**

**CREDIT HOURS ..... 120**

Bachelor of Applied Technology

MAJOR: **TECHNOLOGY MANAGEMENT**

Four Year Course Sequence

**FIRST YEAR-FALL**                      **Credit Hours**

ENGL 1301	Composition I.....	3
	Component Area Option -	
	Core Curriculum.....	3
HIST 1301	United States History I.....	3
	Language, Philosophy & Culture	
	Elective -Core Curriculum.....	3
BUSI 1301	Business Principles or	
	LMGT 1319 Introduction to	
	Business Logistics .....	3
		<b>15</b>

**FIRST YEAR-SPRING**

ENGL 1302	Composition II-Rhetoric .....	3
HIST 1302	United States History II.....	3
MATH 1414	College Algebra (or	
	MATH 2412 or MATH 2413) .....	4
BMGT 1301	Supervision, or	
	HRPO 2301 Human	
	Resource Management .....	3
		<b>13</b>

**SECOND YEAR-FALL**

GOVT 2305	Federal Government.....	3
	Life and Physical Sciences	
	Elective -Core Curriculum.....	4
	Creative Arts Elective-	
	Core Curriculum .....	3
ACCT 2401	Principles of Financial	
	Accounting .....	4
	Technical Field course .....	3
		<b>17</b>

**SECOND YEAR-SPRING**

	Social and Behavioral Science	
	Elective -Core Curriculum.....	3
GOVT 2306	Texas Government.....	3
	Life and Physical Sciences	
	Elective -Core Curriculum.....	4
BUSI 2301	Business Law.....	3
	Technical Field course .....	3
		<b>16</b>

**THIRD YEAR-FALL**

ECON 2302	Principles of Economics I-Micro .....	3
	Technical Field course .....	3
	Technical Field course .....	3
	Technical Field course .....	2
TMGT 3302	Business and Economic	
	Statistics .....	3
TMGT 3303	Managerial	
	Rapport and Documentation.....	3
		<b>17</b>

**THIRD YEAR-SPRING**

TMGT 3305	Organizational Theory and	
	Practice.....	3
TMGT 3310	Decision Making .....	3
TMGT 3312	Resource Management .....	3
TMGT 3336	Management and Law .....	3
TMGT 3338	Accounting for Managers.....	3
		<b>15</b>

**FOURTH YEAR-FALL**

TMGT 3337	Decision Making Economics.....	3
TMGT 4304	Safety and Risk Management.....	3
TMGT 4341	Purchasing and Supply	
	Management .....	3
	Technical Field course .....	3
	Elective- Upper-Division	
	Professional Course .....	3
		<b>15</b>

**FOURTH YEAR-SPRING**

TMGT 4320	Organizational Design and	
	Management Seminar .....	3
TMGT 4342	Supply Chain Security .....	3
TMGT 4347	Capstone: Technology	
	Management Practicum.....	3
	Elective- Upper-Division	
	Professional course .....	3
		<b>12</b>

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<b>Business Administration .....</b>	<b>114</b>
▶ Accounting Clerk (Certificate) .....	115
▶ Import/Export (Certificate).....	115
▶ Logistics (Certificate) .....	115
▶ Management (Certificate) .....	115
▶ Marketing (Certificate) .....	116
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Specialization: Civil Drafting (Associate of Applied Science) .....	122
Specialization: Design and Technical Graphics (Associate of Applied Science).....	123
<b>Computer and Advanced Technologies .....</b>	<b>124</b>
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▶ Telecommunication Technology Specialist (Certificate).....	126
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<b>Diesel Technology .....</b>	<b>132</b>
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▶ Electrician Technology (Associate of Applied Science) .....	134
<b>Fire Science .....</b>	<b>135</b>
▶ Basic Firefighter (Certificate) .....	136
▶ Fire Science Technology (Associate of Applied Science) .....	136
<b>Heating, Ventilation, Air Conditioning and Refrigeration Technology .....</b>	<b>137</b>
▶ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Certificate) .....	138
▶ Heating, Ventilation, Air Conditioning and Refrigeration Technology (Associate of Applied Science)....	138
<b>Human Resources.....</b>	<b>139</b>
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# Automotive Technology

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## **Automotive Technology Certificate and Associate of Applied Science**

The Automotive Technology program is designed to prepare students for an entry-level employment in the high technology automotive service industry.

Students will gain knowledge in automotive heating and air conditioning systems, electrical/electronic systems, fuel injection, both manual and automatic transmissions/transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures.

Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities and quick service shops. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

## **Ford Youth and Adult Training Program Certificate**

Ford Certified technicians know the skills required to perform regular maintenance, light repairs and parts installation on all types of Ford, Lincoln and Mercury automobiles and light trucks.

Successful students in this program will achieve Ford Motor Company's Maintenance and Light Repair certification, which includes:

- ▶ Automotive Electrical System
- ▶ Automotive Brake Systems
- ▶ Automotive Heating and Air Conditioning
- ▶ Automotive Suspension and Steering

## **GM-ASEP (Automotive Service Educational Program) Associate of Applied Science**

What is GM-ASEP? ASEP is an educational partnership between South Texas College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry-level GM dealership technician.

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

## **ADVISORY COMMITTEES**

### **AUTOMOTIVE TECHNOLOGY**

Chet Hatzold, Service Specialist, Hunter Equipment; Bill Seawell, Automotive Sales, Petroleum Solutions PSI; Manuel Maciel, Instructor, La Joya High School; Joe Campos Owner Miday Auto & Truck Service; Joe Gonzalez, Salesman, Burton Auto Supply; Jay Rodriguez, General Manager, Arnold Oil Company; Eddie DeLeon, NAPA Auto Parts Sales; Ben Abbit Owner All Tune & Lube; Mike Guzman, Autozon Auto Parts; Mauricio Garza, Autozone Auto Parts; Ismael Nino, O'Rielly's Auto Parts, Joaquin Baeza, O'Reilly's Auto Parts, Eutamio Esparza, Esparza's Transmissions; Silvestre Vargas, Silvestre's Truck and Auto; Scott Vaughan, Burton Auto Parts

### **GM-ASEP TECHNOLOGY**

Pete Garza, Service Manager, Bert Ogden Mission; Chris Hatzold, Service Manager, Bert Ogden Edinburg; Joe Ochoa, Service Manager, Rio Motors, Rio Grande City; Ramiro Quintanilla, Service Manager, South Texas Buick, Pontiac, GMC, McAllen; Rick Allen, Service Manager, Cardenas Motors Inc., Brownsville; Baylor Vaughn, Service Manager, Clark Chevrolet, McAllen; Rose Crookston, General Motors; Mary Luna, Tipotex Chevrolet Brownsville; Andrew Fegan, General Motors; Lupe Salazar, Service Manager, Ed Payne Motors; Chris Cisneros, Service Manager, Luke Fruia; Robert Perez, Sales Rep, Fiesta Chevrolet; Jose Trevino, Service Tec., Bert Ogden Motors-Edinburg; Joko Winarto, Service & Part Rep, General Motors; Hector Rendon, Technology Director, San Benito High School

### **FORD-YAATC TECHNOLOGY**

Larry Emanuel, Service Manager, Boggus Ford; Luciano Gonzalez, Automotive Supervisor, U.S. Customs; Esteban Pena, Automotive Work Leader, U.S. Customs; Judy Torres, Service Manager, Spikes Ford; Mario Cardenas, Service Manager, Spikes Ford; Gil Flesner, Service Manager, Hacienda Ford; Albert Villareal, Owner, Cornerstone Firestone Tire; Carey Hatzold, Sales, Hunter Engineering; Javier Galindo, Operations Manager, City of McAllen; Eli Pena, Conerstone Tire



# AUTOMOTIVE TECHNOLOGY

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## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

AUMT 1201 Introduction & Theory of Automotive Technology.....	2
AUMT 1407 Automotive Electrical Systems ....	4
AUMT 1410 Automotive Brake Systems .....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4

#### SECOND SEMESTER

AUMT 1419 Automotive Engine Repair .....	4
AUMT 2417 Automotive Engine Performance Analysis I .....	4
AUMT 2425 Automotive Automatic Transmission & Transaxle .....	4

#### THIRD SEMESTER

AUMT 2313 Automotive Drive Train and Axles .....	3
AUMT 1345 Automotive Climate Control Systems.....	3
AUMT 2434 Automotive Engine Performance Analysis II.....	4
AUMT 1266 CAPSTONE: Practicum I... ..	2

**Total Credit Hours: ..... 38**

# FORD YOUTH AND ADULT TRAINING PROGRAM

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## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 1410 Automotive Brake Systems .....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4
AUMT 1407 Automotive Electrical Systems ...	4
AUMT 1391 CAPSTONE: Ford YAATC Certification.....	3

**Total Credit Hours:..... 18**

# AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

## TSI LIABLE

### FIRST SEMESTER **Credit Hours**

AUMT 1201 Introduction & Theory of Automotive Technology.....	2
AUMT 1407 Automotive Electrical Systems ....	4
AUMT 1410 Automotive Brake Systems.....	4
AUMT 1416 Automotive Suspension and Steering Systems.....	4

### SECOND SEMESTER

AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 1419 Automotive Engine Repair .....	4
AUMT 2417 Automotive Engine Performance Analysis I.....	4
SPCH 1311 <u>Introduction to Speech Communication</u> .....	3

### SUMMER SESSION

ENGL 1301 <u>Composition I</u> .....	3
<u>Humanities Elective</u> .....	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 <u>General Psychology</u> .....	3

### FOURTH SEMESTER

CSIR 1355 Industry Certifications .....	3
AUMT 2421 Automotive Electrical Diagnosis & Repair.....	4
<u>Math/Science Elective</u> .....	3
AUMT 1266 CAPSTONE: Practicum I.....	2

**Total Credit Hours: ..... 60**

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 1407 Automotive Electrical Systems ....	4
AUMT 1410 Automotive Brake Systems.....	4
AUMT 1316 Automotive Suspension and Steering Systems-GM ASEP .....	3
SPCH 1311 <u>Introduction to Speech Communication</u> .....	3

### SECOND SEMESTER

AUMT 2425 Automotive Automatic Transmission & Trans .....	4
AUMT 1419 Automotive Engine Repair .....	4
AUMT 2417 Automotive Engine Performance Analysis I .....	4

### SUMMER SESSION I

AUMT 1266 Practicum I.....	2
<u>Humanities Elective</u> .....	3
AUMT 1267 Practicum II.....	2

### THIRD SEMESTER

AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 2313 Automotive Drive Train & Axles.....	3
PSYC 2301 <u>General Psychology</u> .....	3
ENGL 1301 <u>Composition I</u> .....	3

### FOURTH SEMESTER

<u>Math/Science Elective</u> .....	3
AUMT 2421 Automotive Electrical Diagnosis & Repair .....	4
AUMT 2434 Automotive Engine Perf. Analysis II.....	4

### SUMMER SESSION II

AUMT 2266 Practicum III.....	2
AUMT 2267 CAPSTONE: Practicum IV.....	2

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Business Administration

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## **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.

## **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:**

### **Import/Export/Logistics**

#### **Associate of Applied Science**

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

## **Specialization: Management Associate of Applied Science**

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

## **Specialization: Marketing Associate of Applied Science**

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

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

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

*Note: All of the above Business Administration programs are ACBSP Accredited.*

## ADVISORY COMMITTEES

### ACCOUNTING

Jesse Sanchez, Chair, Accion; Melinda Bosquez, Burton Mccumber; Rosie Blanco, Angie Guajardo, HEB; Carlos Leal, HCA Healthcare

### IMPORT / EXPORT / LOGISTICS

Mark Garcia, Chair, McAllen Economic Development Corp.; Dianne Vlasik, US Customs & Border Protection; Sylvia Garces Soria, Socios En Excelencia; Jose A. Andrade, RGCX Rio Grande Chemical, Ltd.

### MANAGEMENT

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

### MARKETING

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

# ACCOUNTING CLERK

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	..... 3
COSC 1301	Introduction to Computing or ITSC 1409	..... 3-4
BUSI 1301	Business Principles	..... 3
BMGT 1305	Communications in Management	..... 3
BNKG 1340	Money and Financial Markets	..... 3

#### SECOND SEMESTER

ACNT 1304	Introduction to Accounting II or ACCT 2401	..... 3-4
ACNT 1311	Introduction to Computerized Accounting	..... 3
ACNT 1329	Payroll & Business Tax Accounting	..... 3
BMGT 1301	Supervision	..... 3

#### THIRD SEMESTER

BMGT 2168	CAPSTONE: Accounting Practicum	..... 1
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**Total Credit Hours: ..... 28**

# IMPORT/EXPORT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	..... 3
COSC 1301	Introduction to Computing or ITSC 1409	..... 3-4
BMGT 1391	Business Conduct	..... 3
IBUS 1301	Principles of Exports	..... 3

#### SECOND SEMESTER

BMGT 1305	Communications in Management	..... 3
BNKG 1340	Money and Financial Markets	..... 3
IBUS 1305	Introduction to International Business/Trade	..... 3
IBUS 2345	Import Customs Regulations I	..... 3

#### THIRD SEMESTER

IBUS 2371	Import Customs Regulations II	..... 3
BMGT 2268	CAPSTONE: Business Administration Practicum	..... 2

**Total Credit Hours: ..... 29**

# LOGISTICS

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	..... 3
COSC 1301	Introduction to Computing or ITSC 1409	..... 3-4
BMGT 1391	Business Conduct	..... 3
LMGT 1319	Introduction to Business Logistics	..... 3

#### SECOND SEMESTER

BNKG 1340	Money and Financial Markets	..... 3
BMGT 1305	Communications in Management	..... 3
LMGT 1321	Principles of Material Management	..... 3
LMGT 1325	Warehouse and Distribution Center Management	..... 3

#### SUMMER SESSION

BMGT 2268	CAPSTONE: Business Administration Practicum	..... 2
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**Total Credit Hours: ..... 26**

# MANAGEMENT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ACNT 1303	Introduction to Accounting I	..... 3
COSC 1301	Introduction to Computing or ITSC 1409	..... 3-4
BUSI 1301	Business Principles	..... 3
BMGT 1301	Supervision	..... 3
BMGT 1391	Business Conduct	..... 3

#### SECOND SEMESTER

POFI 2301	Word Processing	..... 3
BMGT 1305	Communications in Management	..... 3
ACNT 1329	Payroll & Business Tax Accounting	..... 3
HRPO 2301	Human Resources Management	..... 3
BUSG 2309	Small Business Management/ Entrepreneurship	..... 3
BMGT 2268	CAPSTONE: Business Administration Practicum	..... 2

**Total Credit Hours: ..... 32**

# MARKETING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

ACNT 1303 Introduction to Accounting I .....	3
COSC 1301 Introduction to Computing or ITSC 1409 .....	3-4
BMGT 1301 Supervision .....	3
BMGT 1391 Business Conduct .....	3
MRKG 1311 Principles of Marketing .....	3

#### SECOND SEMESTER

BUSI 1301 Business Principles .....	3
BMGT 1305 Communications in Management .....	3
MRKG 1301 Customer Relationship Management .....	3
POFI 2431 Desktop Publishing .....	4
BMGT 2268 CAPSTONE: Business Administration Practicum .....	2

**Total Credit Hours: ..... 30**

# Business Administration

Specialization:

# ACCOUNTING

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

<u>ENGL 1301</u> Composition I .....	3
BNKG 1340 Money and Financial Markets .....	3
ACNT 1303 Introduction to Accounting I .....	3
COSC 1301 Introduction to Computing or ITSC 1409 .....	3
BMGT 1301 Supervision .....	3

#### SECOND SEMESTER

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

#### THIRD SEMESTER

<u>Humanities Elective</u> .....	3
BUSI 1301 Business Principles .....	3
<u>Mathematics/Natural Sciences Elective</u> .....	3
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
<u>ECON 2301</u> Principles of <u>Economics I-Macro</u> .....	3
BUSI 2301 Business Law .....	3
BMGT 2168 CAPSTONE: Accounting Practicum .....	1

**Total Credit Hours: ..... 60**

#### \*\*\*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:

# IMPORT/EXPORT/ LOGISTICS

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

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

#### SECOND SEMESTER

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

#### THIRD SEMESTER

	Import/Export/Logistics Elective***	3
	* <u>Mathematics Elective</u>	4
BUSI 2301	Business Law	3
SPCH 1321	Business & Professional Communication	3
MRKG 1301	Customer Relationship Management	3

#### FOURTH SEMESTER

	Import/Export/Logistics Elective***	3
ECON 2301	<u>Principles of Economics I-Macro Social/Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3
BMGT 1309	Information and Project Management	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*Students must take a 4 credit hour course in order to fulfill the Mathematics Elective.

#### \*\*\*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 I	3
COSC 1301	Introduction to Computing or ITSC 1409	3
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3

#### SECOND SEMESTER

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

#### THIRD SEMESTER

	* <u>Math/Natural Sciences Elective</u>	4
BUSI 2301	Business Law	3
ACNT 1329	Payroll & Business Tax Accounting	3
BUSG 2309	Small Business Management/ Entrepreneurship	3

#### FOURTH SEMESTER

	<u>Humanities Elective</u>	3
	<u>Social/Behavioral Sciences Elective</u>	3
BMGT 2303	Problem Solving and Decision Making	3
ECON 2301	<u>Principles of Economics I-Macro</u>	3
MRKG 1311	Principles of Marketing	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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

**Business Administration**

*Specialization:*

**MARKETING**

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

**FIRST SEMESTER                      Credit Hours**

<u>ENGL 1301</u> Composition I.....	3
COSC 1301 Introduction to Computing or ITSC 1409 .....	3
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 Communication.....	3
BMGT 1305 Communications in Management.....	3
BNKG 1340 Money and Financial Markets.....	3
MRKG 1301 Customer Relationship Management.....	3
MRKG 2333 Principles of Selling .....	3

**THIRD SEMESTER**

BUSI 1301 Business Principles.....	3
* <u>Math/Natural Sciences Elective</u> ....	4
MRKG 2349 Advertising and Sales Promotion .....	3
BUSG 2309 Small Business Management/ Entrepreneurship .....	3

**FOURTH SEMESTER**

<u>Humanities Elective</u> .....	3
<u>Social/Behavioral Sciences Elective</u> .....	3
MRKG 1313 Public Relations.....	3
<u>ECON 2301</u> Principles of Economics I- Macro.....	3
BMGT 2268 CAPSTONE: Business Administration Practicum.....	2

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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

# BUSINESS ADMINISTRATION (TRANSFER PLAN)

## Field of Study

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### 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 Calculus for Business &  
 Social Sciences

#### STC CORE CURRICULUM 42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 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. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## *Business Administration- Transfer Plan Recommended Course Sequence*

### FIRST SEMESTER Credit Hours

HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition I.....	3
COSC 1301	Introduction to Computing or Speech Elective - Component Area Option - Core Curriculum.....	3
BUSI 1301	Business Principles.....	3

### SECOND SEMESTER

HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II - Rhetoric .....	3
	Creative Arts Elective - Core Curriculum .....	3
	Mathematics Elective - Core Curriculum.....	3
ACCT 2401	Principles of Financial Accounting.....	4

### THIRD SEMESTER

GOVT 2305	Federal Government.....	3
	Life and Physical Sciences Elective -Core Curriculum .....	4
ACCT 2402	Principles of Managerial Accounting.....	4
ECON 2301	Principles of Economics I-MACRO.....	3

### FOURTH SEMESTER

GOVT 2306	Texas Government.....	3
	Life and Physical Sciences Elective - Core Curriculum .....	4
ECON 2302	Principles of Economics II -MICRO .....	3
MATH 1425	Calculus for Business & Social Sciences.....	4
	Language, Philosophy & Culture Elective- Core Curriculum.....	3
	Component Area Option- Core Curriculum (if required) .....	1



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# Computer Aided Drafting and Design

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## ***Specialization:***

### ***Architectural Drafting***

#### **Certificate**

The Architectural Drafting degree is designed to assist students in preparing architectural and structural construction documents for: residential, commercial, and industrial projects. Students are trained in various industry standard software including AutoCad, Revit, Microstation and several others to produce such documents. In addition, the students develop skills in the production of presentational drawings, working/study models, and through specialized courses learn about various building materials and methods of construction.

## ***Specialization: Civil Drafting***

#### **Certificate**

The Civil Drafting degree prepares a student in the production of construction documents for civil and structural engineering projects. Students are trained in various industry standard software including AutoCad, Revit Structure, Civil 3D, and Microstation among others. They will develop skills in the production of presentational drawings, study models, BIM (building information modeling) and learn basic civil engineering technologies and surveying techniques. This field includes development of road, storm water, and utilities layouts, building and bridge construction, land development projects, and topographical data mapping.

## ***Specialization:***

### ***Design and Technical Graphics***

#### **Certificate**

This program prepares students for careers in the design, building, and general business sectors. Our students learn to communicate design solutions for architects, engineers, builders, & development companies through 2D and 3D visualizations. Courses such as architectural photography and architectural illustration also help prepare our students for the development of a portfolio at the end of their studies. Students are trained in professional production software such as Photoshop, Illustrator, Dreamweaver, Premier, 3D Max, AutoCad, and Google Sketchup.

## **ADVISORY COMMITTEES**

Hugo Avila, Engineer, Half Associates; Alejandro Folchi, Amtech Building Services; Jose Vela, Designer, Sigma HN Engineering; Sergio Castillo, Revit Specialist, ERO Architects. Yvette Barrera, City Engineer, City of McAllen; Oscar Lopez, President, Lopez Engineering Group, Inc.; Mohammad Azarbajany – Professor at the Civil Engineering program at UTPA; Katrin Leonard – Associate, Raba-Kistner Consultants, Inc.; Heriberto Cavazos, Structural Engineer, Green, Rubiano & Associates; Carolina Civarolo, Architect, Orange Made LLC; John Gates, Principal Architect, Boultinghouse Simpson Gates Architects; Eugene Palacios, Project Manager, LNV Inc.

# ARCHITECTURAL DRAFTING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations .....	3
ARCE 1303	Architectural Materials & Methods of Construction.....	3
DFTG 1309	Basic Computer-Aided Drafting.....	3
DFTG 1315	Architectural Blueprint Reading & Sketching.....	3

#### SECOND SEMESTER

DFTG 2319	Intermediate Computer-Aided Drafting .....	3
DFTG 1317	Architectural Drafting-Residential.....	3
DFTG 2328	Architectural Drafting-Commercial.....	3

#### THIRD SEMESTER (SUMMER SESSION)

ARCE 1352	Structural Drafting.....	3
ARCE 2352	Mechanical and Electrical Systems .....	3
DFTG 2438	CAPSTONE: Final Project-Advanced Drafting.....	4

**Total Credit Hours: ..... 31**

# CIVIL DRAFTING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations .....	3
DFTG 1315	Architectural Blueprint Reading & Sketching.....	3
DFTG 1309	Basic Computer-Aided Drafting ...	3
DFTG 1393	Special Topics in Civil Drafting.....	3

#### SECOND SEMESTER

POFT 2312	Business Correspondence & Communication .....	3
DFTG 2319	Intermediate Computer-Aided Drafting .....	3
SRVY 1313	Plane Surveying.....	3
DFTG 2321	Topographical Drafting .....	3

#### THIRD SEMESTER (SUMMER SESSION)

SRVY 2309	Computer Aided Mapping .....	3
ARCE 1352	Structural Drafting.....	3
DFTG 2430	Civil Drafting .....	4

**Total Credit Hours: ..... 34**

# DESIGN AND TECHNICAL GRAPHICS

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ARTC 1302	Digital Imaging I.....	3
DFTG 1309	Basic Computer-Aided Drafting .....	3
ARCE 1321	Architectural Illustration .....	3
ARTC 1353	Computer Illustration .....	3

#### SECOND SEMESTER

DFTG 2319	Intermediate Computer-Aided Drafting .....	3
PHTC 2431	Architectural Photography .....	4
DFTG 1317	Architectural Drafting-Residential.....	3

#### THIRD SEMESTER (SUMMER SESSION)

DFTG 2328	Architectural Drafting-Commercial.....	3
DFTG 2340	Solid Modeling/Design .....	3
INDS 2405	Interior Design Graphics.....	4
ARTC 1317	CAPSTONE: Design Communication I .....	3

**Total Credit Hours: ..... 35**

## Computer Aided Drafting and Design

Specialization:

# ARCHITECTURAL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

### FIRST SEMESTER Credit Hours

MATH 1414	College Algebra	4
ARCE 1303	Architectural Materials & Methods of Construction	3
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1315	Architectural Blueprint Reading & Sketching	3

### SECOND SEMESTER

ENGL 1301	Composition I	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 2352	Mechanical and Electrical Systems	3
DFTG 2331	Advanced Technologies in Architectural Design and Drafting	3
PSYC 2301	General Psychology or SOCI 1301	3

### FOURTH SEMESTER

SPCH 1311	Introduction to Speech Communication	3
	Program Elective**	3
DFTG 1492	Special Topics in Architectural	4
DFTG 2438	Final Project-Advanced Drafting	4

### FIFTH SEMESTER

	Humanities Elective	3
DFTG 1380	CAPSTONE: Cooperative Education	3

**Total Credit Hours:..... 60**

### \*\*PROGRAM ELECTIVES

DFTG 1371	Introduction to the Civil Drafting Profession	3
ARTC 1302	Digital Imaging I	3
DFTG 2340	Solid Modeling/Design	3

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

## Computer Aided Drafting and Design

Specialization:

# CIVIL DRAFTING

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

### FIRST SEMESTER Credit Hours

MATH 1414	College Algebra	4
DFTG 1315	Architectural Blueprint Reading & Sketching	3
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1393	Special Topics in Civil Drafting	3

### SECOND SEMESTER

ENGL 1301	Composition I	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
SRVY 1313	Plane Surveying	3
	Humanities Elective	3

### THIRD SEMESTER

SPCH 1311	Introduction to Speech Communication	3
ARCE 1352	Structural Drafting	3
DFTG 2321	Topographical Drafting	3
SRVY 1315	Surveying Calculations I	3

### FOURTH SEMESTER

PSYC 2301	General Psychology or SOCI 1301	3
SRVY 2309	Computer-Aided Mapping	3
DFTG 2430	Civil Drafting	4
DFTG 1310	Specialized Basic Computer-Aided Drafting (CAD)	3

### FIFTH SEMESTER (SUMMER SESSION)

DFTG 2432	Advanced Computer -Aided Drafting	4
SRVY 2380	Cooperative Education Program Elective*	3

**Total Credit Hours:..... 60**

### \*PROGRAM ELECTIVES

SRVY 1341	Land Surveying	3
DFTG 1317	Architectural Drafting - Residential	3
DFTG 1357	Specialized Intermediate Computer-Aided Drafting (CAD)	3
DFTG 2328	Architectural Drafting- Commercial	3

Identifies courses to fulfill minimum 15 hours General Education Requirement

## Computer Aided Drafting and Design

Specialization:

# DESIGN AND TECHNICAL GRAPHICS

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### ASSOCIATE OF APPLIED SCIENCE

#### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

ENGL 1301	Composition I.....	3
ARTC 1302	Digital Imaging I.....	3
DFTG 1309	Basic Computer-Aided Drafting .....	3
ARCE 1321	Architectural Illustration .....	3
ARTC 1353	Computer Illustration.....	3

#### SECOND SEMESTER-SPRING

MATH 1414	College Algebra .....	4
DFTG 2319	Intermediate Computer-Aided Drafting .....	3
PHTC 2431	Architectural Photography .....	4
DFTG 1317	Architectural Drafting- Residential .....	3
DFTG 2328	Architectural Drafting- Commercial.....	3

#### THIRD SEMESTER (SUMMER SESSION)

ARTC 1317	Design Communication I.....	3
DFTG 2340	Solid Modeling/Design.....	3
INDS 2405	Interior Design Graphics.....	4
SPCH 1311	Introduction to Speech Communication.....	3

#### FOURTH SEMESTER-FALL

ARTV 1351	Digital Video.....	3
IMED 2311	Portfolio Development .....	3
PSYC 2301	General Psychology or SOCI 1301.....	3

#### FIFTH SEMESTER-SPRING

	Humanities Elective .....	3
GRPH 2380	CO-OP - Digital Imaging Design.....	3

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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# Computer and Advanced Technologies

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## **Computer and Internet Specialist Certificate**

This one-semester specialization will provide students with the foundation required in the use of computers and the Internet. The student will learn entry-level skills needed to effectively use the latest computer and Internet technologies in a business environment. Graduates will have knowledge in the areas of technology including computer hardware, software, operating systems, networking, basic word processing applications, presentation media, Internet and electronic mail.

## **Specialization: Computer Maintenance Technology Certificate and**

### **Associate of Applied Science**

Students who graduate from this specialization will gain skills necessary to compete in the computer maintenance industry. They will learn skills such as computing architecture, computer installation, 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 installation, maintenance, and support for computer systems and networks. Students will take courses to learn how to properly install, maintain and troubleshoot computer systems, software, peripherals, and networks as well as provide technical support for users within their organization.

## **Mechatronics Technology Specialist Certificate**

This specialization is a blend of mechanics and electronics. Mechatronics implements techniques in robotics, controls theory, computing architecture and electronics technology. This program will prepare students with the hands-on training they need to work in this industry. Graduates may find employment as technicians assisting engineers.

## **Specialization: Telecommunication Technology Specialist Certificate**

Convergence is the combination of telecom, data processing and imaging technologies and placing all of these into one operating platform. It includes traditional telecommunication systems such as telephony and broadband and adds networking services to be placed on these technologies. Students will take courses in convergent technology and learn the latest telecommunication technologies which include combining voice, data and images to deliver telephony, Internet and video services to end users.

## **Voice and Data Technician Certificate**

This one-semester specialization will provide students with the foundation skills in the telecommunication industry. The courses are aligned to the Electronic Systems Professional Alliance (ESPA) entry-level Electronic Systems Technicians (ESTs) industry certification. Students will learn traditional telecommunication systems such as telephony, broadband as well as copper and fiber optic structured cabling systems. Their studies will include the latest telecommunication technologies including voice, data and images to deliver telephony, Internet and video services to end users.

### **ADVISORY COMMITTEE**

Jose Lucio Gonzalez, Computer Services Engineer, South Texas College; Jaime Hinojosa, Information Technology Officer, Elsa State Bank; Eric Rodriguez, Owner, PC Station, Marciano Garza, IT Coordinator, Safeguard Insurance; Michael Murphy, Senior Cloud Solution Architect, Hewlett Packard; Michael Saucedo, IT Support Specialist, Doctors Hospital at Renaissance.

# COMPUTER AND INTERNET SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
CPMT 1403 Introduction to Computer Technology.....	4
CPMT 1404 Microcomputer Systems Software.....	4
CPMT 1443 Microcomputer Architecture.....	4
CPMT 1411 Introduction to Computer Maintenance .....	4
<b>Total Credit Hours:.....</b>	<b>16</b>

# COMPUTER MAINTENANCE SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
CPMT 1403 Introduction to Computer Technology.....	4
CPMT 1404 Microcomputer Systems Software.....	4
CPMT 1411 Introduction to Computer Maintenance .....	4
CPMT 1443 Microcomputer Architecture.....	4
<b>SECOND SEMESTER</b>	
CPMT 1445 Computer Systems Maintenance .....	4
CPMT 1447 Computer System Peripherals.....	4
CPMT 1449 Computer Networking Technology.....	4
CPMT 1166 CAPSTONE: Computer Maintenance Practicum .....	1
<b>Total Credit Hours:.....</b>	<b>29</b>

# COMPUTER SUPPORT SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
CPMT 1403 Introduction to Computer Technology.....	4
CPMT 1411 Introduction to Computer Maintenance .....	4
EECT 1403 Introduction to Telecommunication .....	4
EECT 1440 Telecommunications Transmission Media.....	4
<b>SECOND SEMESTER</b>	
EECT 1407 Convergence Technologies .....	4
CPMT 1445 Computer Systems Maintenance .....	4
CPMT 1449 Computer Networking Technology.....	4
CPMT 1167 CAPSTONE: Practicum-Computer Installation .....	1
<b>Total Credit Hours:.....</b>	<b>29</b>

# MECHATRONICS TECHNOLOGY SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

RBTC 1405	Robotic Fundamentals.....	4
CETT 1409	DC/AC Circuits.....	4
CETT 1425	Digital Fundamentals.....	4
CPMT 1443	Microcomputer Architecture.....	4

#### SECOND SEMESTER

EECT 1440	Telecommunications Transmission Media.....	4
RBTC 1447	Electromechanical Devices.....	4
CPMT 1403	Introduction to Computer Technology.....	4
CETT 2189	CAPSTONE: Internship.....	1

**Total Credit Hours:..... 29**

# TELECOMMUNICATION TECHNOLOGY SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

CETT 1409	DC/AC Circuits.....	4
CPMT 1403	Introduction to Computer Technology.....	4
CPMT 1443	Microcomputer Architecture.....	4
EECT 1440	Telecommunication Transmission Media.....	4

#### SECOND SEMESTER

EECT 1403	Introduction to Telecommunications.....	4
CPMT 1411	Introduction to Computer Maintenance.....	4
EECT 1407	Convergence Technologies.....	4
EECT 2188	CAPSTONE: Communication Engineering Technology.....	1

**Total Credit Hours:..... 29**

# VOICE AND DATA TECHNICIAN

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

CETT 1409	DC/AC Circuits.....	4
CPMT 1443	Microcomputer Architecture.....	4
EECT 1403	Introduction to Telecommunications.....	4
EECT 1440	Telecommunications Transmission Media.....	4

**Total Credit Hours:..... 16**

\*Pending Approval from SACS

## Computer and Advanced Technologies

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 1443	Microcomputer Architecture.....	4

#### SECOND SEMESTER

CPMT 1445	Computer Systems Maintenance .....	4
CPMT 1447	Computer System Peripherals .....	4
CPMT 1449	Computer Networking Technology.....	4

#### SUMMER SESSION

	<u>Social/Behavioral Sciences</u>	
	<u>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
COSC 1301	<u>Introduction to Computing</u> .....	3
ENGL 1301	<u>Composition I</u> .....	3
	<u>Mathematics Elective</u> .....	4
CPMT 2166	CAPSTONE: Computer Maintenance Practicum .....	1

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

## Computer and Advanced Technologies

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
EECT 1403	Introduction to Telecommunication .....	4
CPMT 1411	Introduction to Computer Maintenance .....	4

#### SECOND SEMESTER

EECT 1407	Convergence Technologies .....	4
CPMT 1445	Computer Systems Maintenance .....	4
CPMT 1449	Computer Networking Technology.....	4

#### FIRST YEAR-SUMMER

ENGL 1301	<u>Composition I</u> .....	3
	<u>Mathematics Elective</u> .....	3

#### THIRD SEMESTER

CPMT 2445	Computer System Troubleshooting .....	4
CPMT 2449	Advanced Computer Networking Technology.....	4
CPMT 2433	Computer Integration .....	4

#### FOURTH SEMESTER

CPMT 2402	Home Technology Integration .....	4
COSC 1301	<u>Introduction to Computing</u> .....	3
	<u>Humanities Elective</u> .....	3
	<u>Social/Behavioral Sciences Elective</u> .....	3
CPMT 2188	CAPSTONE: Internship Computer Installation.....	1

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement



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# Construction Supervision

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## **Construction Supervision**

### **Assistant Certificate**

The Construction Supervision Assistant Certificate program will prepare students to serve as assistants to a construction supervisor or project manager. The skills acquired will prepare the student to assist a CM or PM in the supervision and management of residential, commercial, and institutional construction projects. The student will focus on acquiring the skills necessary to assist in the monitoring of construction processes to include but not limited to, construction estimating, building codes and inspections, construction technology and basic construction management duties.

Graduates of the program will be prepared for entry level positions such as junior estimator and assistant of construction superintendents, program managers and/ or general contractors.

### **Specialization:**

#### **Construction Supervision Associate of Applied Science**

The Construction Supervision program will prepare students for supervision and management careers related to various aspects of residential, commercial, and institutional construction projects.

The Construction Supervision student will focus on acquiring the skills necessary to monitor, direct and conduct supervision processes to include but not limited to planning, scheduling, coordinating, estimating, and supervising all or part of the construction activities along with the selection, hiring and oversight of specialty trade contractors, as well as accessing risk and safety factors on site.

Graduates of the program will be prepared for entry level positions such as assistant construction superintendent, junior estimator, program manager, or general contractor for property owners, developers, or construction management firms.

#### **ADVISORY COMMITTEE**

Perry Vaughn, Executive Director, RGV-Associated General Contractors of America; Rogelio Troyo, President - Troyo Construction; Cesar Roque, Project Manager - ROFA Architects, Inc.; Peyton Oakley, Construction/Project Manager - 5 Star Construction; Esteban Flores, Intern Superintendent - LINBECK Construction; Belinda Tarver, Building Inspector - City of McAllen; Eriberto Orta, Construction Manager - RGV-Habitat for Humanity.

# CONSTRUCTION SUPERVISION ASSISTANT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

TECM 1303	Technical Calculations .....	3
COSC 1301	Introduction to Computing.....	3
CNBT 2342	Construction Management I.....	3
ARCE 1303	Architectural Materials and Methods of Construction.....	3
DFTG 1315	Architectural Blueprint Reading and Sketching.....	3

#### SECOND SEMESTER

POFT 1301	Business English or ENGL 1301.....	3
CNBT 1316	Construction Technology I.....	3
CNBT 1342	Building Codes and Inspections .....	3
CNBT 2304	Construction Methods and Materials II.....	3
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I.....	3

#### THIRD SEMESTER

SRVY 1313	Plane Surveying.....	3
CNBT 1346	Construction Estimating I.....	3
	**Program Elective .....	3
CNBT 1166	CAPSTONE: Practicum I.....	1

#### \*\*Program Electives

CNBT 1350	Construction Technology II
CNBT 2344	Construction Management II
CNBT 2317	Green Building

**Total Credit Hours:..... 40**

# CONSTRUCTION SUPERVISION

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

	<u>Mathematics Elective</u> .....	3
COSC 1301	<u>Introduction to Computing</u> .....	3
CNBT 2342	Construction Management I.....	3
ARCE 1303	Architectural Materials and Methods of Construction .....	3
DFTG 1315	Architectural Blueprint Reading and Sketching.....	3

#### SECOND SEMESTER

CNBT 2304	Construction Methods and Materials II.....	3
CNBT 1316	Construction Technology I.....	3
CNBT 1342	Building Codes and Inspections.....	3
CNBT 2344	Construction Management II.....	3
CNBT 1302	Mechanical, Plumbing, & Electrical Systems in Construction I.....	3

#### THIRD SEMESTER

SRVY 1313	Plane Surveying.....	3
CNBT 1346	Construction Estimating I.....	3
CNBT 1350	Construction Technology II.....	3
PSYC 2301	<u>General Psychology or SOCI1301</u> .....	3

#### FOURTH SEMESTER

ENGL 1301	<u>Composition I</u> .....	3
CNBT 2315	Construction Specifications & Contracts .....	3
CNBT 2337	Construction Estimating II.....	3
	**Program Elective .....	3

#### FIFTH SEMESTER

CNBT 1380	CAPSTONE: Cooperative Education .....	3
	<u>Humanities Elective</u> .....	3

#### \*\*Program Electives

ARCE 2352	Mechanical and Electrical Systems
CNBT 2305	Building and Contracting
CNBT 2317	Green Building
OSHT 1313	Accident Prevention, Inspection and Investigation
CNBT 2335	Computer-Aided Construction Scheduling
CNBT 2346	Construction Management III

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Culinary Arts

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## **Commercial Baking Certificate**

This certificate prepares students to serve under the supervision of pastry chefs, bakers, and other food service professionals as bakery support staff and commercial bakery workers.

## **Commercial Cooking Certificate**

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

## **Culinary Arts**

### **Associate of Applied Science**

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

### **ADVISORY COMMITTEE**

Santiago De La Cruz, Executive Chef at the Cimarron; Larry Delgado, Executive Chef/owner, House Wine, Salt New American Table; Jessica Delgado, General Manager/owner, House Wine, Salt New American Table; Cynthia Ebrom, Pastry Chef/owner, Cynthia's Cakes; Cynthia Villarreal, General Manager/Owner Villa Del Mar; Henry De Luna, Executive chef at Heritage Retirement Home; Luis Espinoza, Executive Chef at Doctors Hospital at Renaissance

# **COMMERCIAL BAKING**

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## **CERTIFICATE**

### **TSI EXEMPT**

### **FIRST SEMESTER**

### **Credit Hours**

CHEF 1305 Sanitation and Safety .....	3
PSTR 1301 Fundamentals of Baking.....	3
PSTR 1306 Cake Decorating I.....	3
PSTR 1310 Pies, Tarts, Teacakes and Cookies.....	3

### **SECOND SEMESTER**

PSTR 1305 Breads and Rolls .....	3
PSTR 2301 Chocolates and Confections.....	3
PSTR 2331 Advanced Pastry Shop .....	3
PSTR 1264 CAPSTONE: Practicum I.....	2

**Total Credit Hours:..... 23**

# COMMERCIAL COOKING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

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

#### SECOND SEMESTER

RSTO 2307	Catering	3
RSTO 1204	Dining Room Service	2
CHEF 2301	Intermediate Food Preparation	3
CHEF 1264	CAPSTONE: Practicum I	2

**Total Credit Hours:..... 22**

# CULINARY ARTS

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
TECM 1303	Technical Calculations or MATH 1332	3
ENGL 1301	Composition I	3

#### SECOND SEMESTER

CHEF 2301	Intermediate Food Preparation	3
RSTO 2307	Catering	3
RSTO 2301	Principles of Food & Beverage Controls	3
RSTO 1204	Dining Room Service	2
SPCH 1311	Introduction to Speech Communication or SPCH 1321	3

#### THIRD SEMESTER

CHEF 1345	International Cuisine	3
PSTR 2331	Advanced Pastry Shop	3
BIOL 1322	Nutrition and Diet Therapy	3
SOCI 1301	Introduction to Sociology	3
ACNT 1303	Introduction to Accounting I or MRKG 1311	3
COSC 1301	Introduction to Computing	3

#### FOURTH SEMESTER

CHEF 2331	Advanced Food Preparation	3
RSTO 1201	Beverage Management	2
BUSG 2309	Small Business Management/ Entrepreneurship	3
	Humanities Elective	3
CHEF 2264	CAPSTONE: Practicum II	2

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

# Diesel Technology

## Diesel Technology Certificate and Associate of Applied Science

The Diesel Technology industry is a rapidly growing industry which is requiring a growing number of qualified technicians. The Diesel Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

### ADVISORY COMMITTEE

Clyde Syester, Service Manager Rush Truck Center; Jesus Pena, Sale Department, Holt Cat; Rodrigo Martinez, Shop Foreman, Rush Truck Center; Ted Ackerman, Service Manager, Thermo King; Guadalupe Pena, Service Manager, Holt (Trucks); Juan De Luna, Service Manager, Pioneer Equipment, Guadalupe Guajardo Jr., Service Manager, Holt Cat.

## DIESEL TECHNOLOGY

### CERTIFICATE

#### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

DEMR 1401 Diesel Shop Safety and Procedures .....	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1410 Diesel Engine Testing and Repair I .....	4
DEMR 1229 Preventative Maintenance .....	2

#### SECOND SEMESTER

DEMR 1442 Power Train Applications I .....	4
DEMR 2432 Electronic Controls.....	4
DEMR 1416 Basic Hydraulics .....	4
AUMT 1345 Automotive Climate Control Systems .....	3

#### THIRD SEMESTER

WLDG 1428 Introduction to Shielded Metal ARC Welding (SMAW).....	4
DEMR 1417 Basic Brake Systems.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills .....	3

**CAPSTONE:** Successful completion of a departmental exit exam

**Total Credit Hours:..... 42**

## DIESEL TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE

#### TSI LIABLE

#### FIRST SEMESTER Credit Hours

DEMR 1401 Diesel Shop Safety and Procedures .....	4
DEMR 1405 Basic Electrical Systems.....	4
DEMR 1410 Diesel Engine Testing and Repair I .....	4
DEMR 1229 Preventative Maintenance .....	2

#### SECOND SEMESTER

DEMR 1442 Power Train Applications I .....	4
DEMR 2432 Electronic Controls.....	4
DEMR 1416 Basic Hydraulics .....	4
AUMT 1345 Automotive Climate Control Systems .....	3

#### THIRD SEMESTER

WLDG 1428 Introduction to Shielded Metal ARC Welding (SMAW).....	4
DEMR 1417 Basic Brake Systems.....	4
DEMR 1230 Steering and Suspension I.....	2
DEMR 1303 Basic Driving Skills .....	3
DEMR 1266 CAPSTONE: Practicum .....	2

#### FOURTH SEMESTER

<u>Math/Natural Sciences</u>	
<u>Elective</u> .....	4
<u>Social/Behavioral Sciences</u>	
<u>Elective</u> .....	3
<u>Humanities Elective</u> .....	3
<u>SPCH 1318 Interpersonal Communication</u> .....	3
<u>ENGL 1301 Composition I</u> .....	3

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Electrician Technology

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## ***Electrician Assistant Certificate***

The Electrician Assistant program will prepare students to help assemble, install, test, and maintain electrical systems. They will be trained to read blueprints, plan and layout wiring for residential, commercial, and industrial projects to meet job specifications of local and state NEC codes, diagnose malfunctioning systems, apparatus, and components, using testing devices such as, ohmmeters, and voltmeters.

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to take an examination for licensing after completion of 8,000 hours of field experience under the direct supervision of a Master Electrician.

## ***Electrician Technology Associate of Applied Science***

The Electrician Technology Associate of Applied Science degree will further the study of the necessary technical, academic, work habit, communication, and interpersonal skills required for employment in the field. The curriculum will include studies in electrical theory that will advance into complex electrical systems, building upon the knowledge and skills acquired throughout the program.

The program will also prepare students to apply technical knowledge and skills to install, operate, maintain, and repair of electric equipment and systems such as residential, commercial, industrial projects, Wind and Solar Technology, electric-power wiring, DC and AC motors, controls and electrical distribution panels. Instruction will also include the study of the principles of electrical systems, wiring, power transmission, safety, industrial and, electrical testing and inspection, and applicable codes and standards.

## **ADVISORY COMMITTEE**

Joel Martinez, Industrial Electrician Clove-Mart Electric; Roy Sagredo Master Electrician, Atlas Electric and AC; Juan Hermosillo, AEP PR; Alex Molina, Texas Alarms; Eduardo Pastor, Mcallen Code Enforcement; Adan Magallen, Builder, Former Electrical Inspector; Johnny Rodriguez Osha;

# ELECTRICIAN ASSISTANT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

ELPT 1221	Introduction to Electrical Safety and Tools .....	2
ELPT 1319	Fundamentals of Electricity I.....	3
ELPT 1325	National Electrical Code I .....	3
ELPT 1429	Residential Wiring.....	4

#### SECOND SEMESTER

ELPT 1320	Fundamentals of Electricity II.....	3
ELPT 1445	Commercial Wiring .....	4
ELPT 2325	National Electrical Code II .....	3
ELPT 2447	CAPSTONE: Electrical Testing and Maintenance .....	4

#### THIRD SEMESTER

\*\*Program Elective..... 3-4

**Total Credit Hours:... 29-30**

#### \*\*Program Electives

ELPT 1357	Industrial Wiring
ELPT 2319	Programmable Logic Controllers I
ELMT 1411	Solar Fundamentals
WIND 2359	Wind Power Delivery System

# ELECTRICIAN TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

ELPT 1221	Introduction to Electrical Safety and Tools .....	2
ELPT 1319	Fundamentals of Electricity I.....	3
ELPT 1325	National Electrical Code I .....	3
ELPT 1429	Residential Wiring.....	4

#### SECOND SEMESTER

ELPT 1320	Fundamentals of Electricity II.....	3
ELPT 1445	Commercial Wiring .....	4
<u>ENGL 1301</u>	<u>Composition I</u> .....	3
ELPT 2325	National Electrical Code II .....	3

#### THIRD SEMESTER

<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u> .....	3
ELPT 2447	Electrical Testing & Maintenance .....	4
ELPT 1357	Industrial Wiring.....	3
ELPT 2319	Programmable Logic Controllers I .....	3

#### FOURTH SEMESTER

<u>MATH 1332</u>	<u>Contemporary Mathematics</u> .....	3
ELMT 1411	Solar Fundamentals.....	4
WIND 2359	Wind Power Delivery System .....	3
	<u>Humanities Elective</u> .....	3

#### FIFTH SEMESTER

	<u>Social/Behavioral Sciences Elective</u> .....	3
	*Program Elective .....	4
ELPT 2264	Practicum.....	2

**Total Credit Hours:..... 60**

#### \*Program Electives

ELMT 1402	Solar Photovoltaic Systems .....	4
ELPT 2437	Electrical Planning & Estimating.....	4

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Fire Science

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## ***Basic Firefighter Certificate***

This program is designed to prepare students for the firefighting occupation. Students of the Fire Science Program will learn the functions of all the fire equipment, including the fire apparatus as well as both the theory and practical application of firefighting technology. The program will prepare students for firefighter certifications according to the standards from the Texas Commission on Fire Protection. This program will provide training to newly hired firefighters from the local departments as well as provide ongoing training to current veteran firefighters who serve in either a professional or volunteer capacity.

## ***Fire Science Technology Associate of Applied Science***

The Fire Science Technology Associate Degree program is designed to build on students' knowledge of the firefighting occupation. The program will prepare students for firefighter certifications beyond the basic fire suppression certification according to the standards from the Texas Commission on Fire Protection. Students will also be introduced to the organization and management of a fire department and the relationship of government agencies to the fire service. The Fire Science Technology program will also provide training concerning the fire inspection areas such as rules, codes, and field inspection practices to meet certification requirements of the Texas Commission on Fire Protection.

## **ADVISORY COMMITTEE**

Dr. Armando Ocaña, School Safety Director, La Joya ISD;  
Ricardo Reyes, Fire Chief, Rio Grande City Fire Department;  
Rene Lopez, Jr., Fire Chief, Mission Fire Department; Jim  
Schultz, Deputy Chief, McAllen Fire Department; Carlos  
Arispe, Deputy Chief, Pharr Fire Department



# BASIC FIREFIGHTER

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

FIRS 1301	Firefighter Certification I.....	3
FIRS 1407	Firefighter Certification II.....	4
FIRS 1313	Firefighter Certification III.....	3
FIRS 1319	Firefighter Certification IV.....	3
FIRS 1423	Firefighter Certification V.....	4
FIRS 1203	Firefighter Agility/Fitness Preparation.....	2
FIRS 1329	Firefighter Certification VI.....	3
FIRS 1433	Firefighter Certification VII.....	4

**Total Credit Hours:..... 26**

# FIRE SCIENCE TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

FIRS 1301	Firefighter Certification I.....	3
FIRS 1407	Firefighter Certification II.....	4
FIRS 1313	Firefighter Certification III.....	3
FIRS 1319	Firefighter Certification IV.....	3
FIRS 1203	Firefighter Agility/Fitness Preparation.....	2

#### SECOND SEMESTER

FIRS 1423	Firefighter Certification V.....	4
FIRS 1329	Firefighter Certification VI.....	3
FIRS 1433	Firefighter Certification VII.....	4
	<u>Math/Natural Science</u>	
	<u>Elective</u> .....	3

#### THIRD SEMESTER

<u>ENGL 1301</u>	<u>Composition</u> .....	3
FIRT 1427	Building Construction in the Fire Service.....	4
FIRT 1353	Legal Aspects of Fire Protection.....	3
FIRT 1309	Fire Administration I.....	3
<u>GOVT 2306</u>	<u>Texas Government</u> .....	3

#### FOURTH SEMESTER

<u>SPCH 1315</u>	<u>Public Speaking</u> .....	3
FIRT 1333	Fire Chemistry I.....	3
FIRT 1338	Fire Protection Systems.....	3
FIRT 1301	Fundamentals of Fire Protection.....	3
	<u>Humanities Elective</u> .....	3

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement.

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# Heating, Ventilation, Air Conditioning and Refrigeration Technology

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***Heating, Ventilation,  
Air Conditioning and  
Refrigeration Technology  
Certificate and  
Associate of Applied Science***

In the past 60 years, the Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including domestic, residential, commercial and industrial systems.

Career preparation requires extensive educational training in refrigeration systems, electrical/electronic controls, pneumatic controls, cooling and heating systems, duct design, fabrication and residential and commercial heat gained and loss calculations.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating. Technicians in testing, equipment installers, preventive maintenance, service and repair, wholesale and sheet metal specialist.

**ADVISORY COMMITTEE**

Rodolfo Cantu, Chairperson, RBC Services, Alamo; Hector Becerra, Vice-Chairperson, Hectors Air Conditioning, McAllen; Patricia Serna, Secretary, Gemaire Supply, McAllen; Mark Hernandez, Member, Checkmark Refrigeration LLC, Weslaco; Willy G. Gonzalez, Member, Johnstone Supply, Pharr; Anival Perez, Member, Goodman Distributing, Mission; Edgar Zamora, Member, Extreme Service, Alton.

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

HART 1401 Basic Electricity for HVAC .....	4
HART 1407 Refrigeration Principles .....	4
HART 1410 HVAC Shop Practices and Tools .....	4

#### SECOND SEMESTER

HART 1445 Gas and Electrical Heating .....	4
HART 2431 Advanced Electricity for HVAC .....	4
HART 2445 Air Conditioning Systems Design .....	4

#### THIRD SEMESTER

HART 2434 Advanced Air Conditioning Controls .....	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup .....	4
HART 2441 Commercial Air Conditioning .....	4
HART 2442 Commercial Refrigeration .....	4

**Total Credit Hours: ..... 40**

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

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## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

HART 1401 Basic Electricity for HVAC .....	4
HART 1407 Refrigeration Principles .....	4
HART 1410 HVAC Shop Practices and Tools .....	4
<u>ENGL 1301 Composition</u> .....	3

#### SECOND SEMESTER

HART 1445 Gas and Electrical Heating .....	4
HART 2431 Advanced Electricity for HVAC .....	4
HART 2445 Air Conditioning Systems Design .....	4
<u>MATH 1414 College Algebra</u> .....	4

#### THIRD SEMESTER

HART 2434 Advanced Air Conditioning Controls .....	4
HART 2438 CAPSTONE: Air Conditioning Installation and Startup .....	4
HART 2441 Commercial Air Conditioning .....	4
HART 2442 Commercial Refrigeration .....	4

#### FOURTH SEMESTER

HART 2443 Industrial Air Conditioning .....	4
<u>Humanities Elective</u> .....	3
<u>Social/Behavior Sciences Elective</u> .....	3
<u>SPCH 1318 Interpersonal Communications</u> .....	3

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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# Human Resources

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## ***Employee and Labor Relations Assistant Certificate***

In this program, students will learn the fundamentals of employee and labor relations practices, with emphasis in Labor (Union) Relations, and Human Resources laws in order to assist unionized employers such as city government, school districts and private employers resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## ***Payroll Assistant Certificate***

In this program, students will learn the fundamentals of the payroll practices and preparation, with emphasis in Payroll & Business Tax Accounting, Benefits and Compensation practices and laws and other software applications in order to assist any employer to compile and record employee time and payroll data and may compute employees' time worked, production and commission. Also, may compute and post wages and deductions, or prepare paychecks. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## ***Recruiting Assistant Certificate***

In this program, students will learn the fundamentals of the recruiting practices, with emphasis in human relations and organizational behavior in order to help any employer attaining the most qualified employees and perform activities in the area of recruiting including interviewing and place workers. This certificate will allow the student to transfer credits to the Human Resources Assistant Certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## ***Human Resources Certificate and Associate of Applied Science***

The Human Resources Program will prepare students for a career in the Human Resources Industry. This program will prepare students to be Human Resources Technicians, Human Resources Assistants, Human Resources Specialists, Human Resources Employment Specialists, and Human Resources Benefits Coordinators. The program will assist students in preparation to take the PHR exam.

### **ADVISORY COMMITTEE**

Adrian Aguilar, Texas Workforce Commission; (Chairperson); Claudia Olivares, United Blood Services Texas; Terry Vega, Lineage Logistics; Daisy Alviso, Frost Bank; Debbie Z. Bocanegra, Magic Valley Electric Co-op; Macarena Hummel, Fansteel Intercast.

# EMPLOYEE AND LABOR RELATIONS ASSISTANT

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CERTIFICATE

TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
HRPO 2301 Human Resources Management.....	3
HRPO 1305 Management and Labor Relations.....	3
ITSC 1409 Integrated Software Applications I .....	4
HRPO 2304 Employee Relations.....	3
HRPO 2371 Human Resources Laws.....	3

**Total Credit Hours:..... 16**

# HUMAN RESOURCES ASSISTANT

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CERTIFICATE

TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
ACNT 1303 Introduction to Accounting I .....	3
BMGT 1391 Business Conduct.....	3
ITSC 1409 Integrated Software Applications I .....	4
HRPO 2301 Human Resource Management.....	3
BMGT 1301 Supervision.....	3

## **SECOND SEMESTER**

HRPO 1311 Human Relations .....	3
HRPO 2303 Employment Practices .....	3
BMGT 1305 Communications in Management.....	3
HRPO 2307 Organizational Behavior .....	3
HRPO 2371 Human Resource Laws .....	3
HRPO 1280 Human Resource Coop .....	2

**Total Credit Hours:..... 33**

# PAYROLL ASSISTANT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

ACNT 1303 Introduction to Accounting I.....	3
ACNT 1329 Payroll & Business Tax Accounting.....	3
HRPO 2306 Benefits and Compensation.....	3
ITSC 1409 Integrated Software Applications I.....	4
HRPO 1311 Human Relations.....	3

**Total Credit Hours:..... 16**

# RECRUITER ASSISTANT

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

HRPO 2303 Employment Practices.....	3
HRPO 1311 Human Relations.....	3
ITSC 1409 Integrated Software Applications I.....	4
HRPO 2307 Organizational Behavior.....	3
HRPO 2301 Human Resources Management.....	3

**Total Credit Hours:..... 16**

# HUMAN RESOURCES SPECIALIST

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition.....	3
HRPO 2301 Human Resource Management.....	3
HRPO 1306 Basic Mediator Training.....	3
BMGT 1301 Supervision.....	3
ACNT 1303 Introduction to Accounting I.....	3

#### SECOND SEMESTER

ACNT 1329 Payroll and Business Tax Accounting.....	3
HRPO 1302 Human Resources Training and Development.....	3
SPCH 1321 Business and Professional Communication.....	3
HRPO 1305 Management and Labor Relations.....	3
HRPO 2303 Employment Practices.....	3

#### THIRD SEMESTER

<u>Social/Behavioral Sciences Elective</u> .....	3
HRPO 2304 Employee Relations.....	3
HRPO 2371 Human Resources Laws.....	3
HRPO 2307 Organizational Behavior.....	3
<u>*Mathematics/ Natural Sciences Elective</u> .....	4

#### FOURTH SEMESTER

ACCT 2401 Principles of Financial Accounting.....	4
HRPO 2306 Benefits and Compensation.....	3
HRPO 2188 Internship- Human Resource Management.....	1
<u>Humanities Elective</u> .....	3
<u>Human Resources Elective**</u> .....	3

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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

#### \*\*Human Resource Elective Options

HRPO 1311 Human Relations
HRPO 2331 International Human Resource Management
HRPO 2372 Risk Management

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# Information Technology

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## **Computer and Information Technologies Specialist Certificate**

The Computer and Information Technologies Specialist program is designed to provide a student with in depth knowledge and skills necessary for today's fast-paced, ever-changing world of Information Technology (IT). Students are exposed to a variety of business productivity software for spreadsheets and database management systems, as well as developmental and graphical design software for tasks such as photo editing, web design, and programming.

The program further expands on IT comprehension and abilities in the networking and operating systems areas, while being exposed to computer virtualization. While most credits obtained through this certificate transfer to the Associate of Applied Science degree for Networking Specialist, all credits will transfer to the Associate of Applied Science for Computer Specialist and the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## **Computer and Network Specialist Certificate**

The Computer and Network Specialist program prepares students with the necessary skills to excel in a variety of Information Technology environments. Students gain advanced skills and knowledge in some of today's dominating business applications, as well as proficiency in networking and operating systems skills, while also being exposed to the use of computer virtualization. All credits earned through this certificate transfer to the Associate of Applied Science degree for Networking Specialist and Computer Specialist. They also transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## **Computer Applications Specialist Certificate**

The Computer Applications Specialist program prepares students to meet the demand for advanced skills and knowledge in some of today's leading business applications. Students completing this certificate are equipped with comprehensive abilities in business productivity software such as word processing, spreadsheet, and database management systems. They also finish the program with extensive experience in the use of multimedia software for tasks such as digital publishing and photo editing. All credits earned in this program transfer to the Computer and Information Technologies Certificate and the Associate of Applied Science degree for Computer Specialist.

## **Information Security/Digital Forensics Specialist Certificate**

This hands-on Information Security/Digital Forensics Program offers practical experience in a wide array of information security and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media.

This certificate will prepare students for a career in information security. It will prepare students to get certified by Cisco Networking Academy and CompTIA. This certificate will allow the student to transfer all the credits to the Associate of Applied Science degree for Information Security/Digital Forensics.

## **Multimedia Specialist Certificate**

The Multimedia Specialist Certificate is intended for students who are interested in the multimedia side of technology. In addition to gaining experience with business productivity software such as word processing and presentation software, students in this program are further exposed to interactive digital media software, where they learn skills in photo editing, digital publishing, and web development. Most credits earned will transfer to the Computer and Information Technologies Certificate and to the Associate of Applied Science degree for Computer Specialist.

**Specialization:  
Computer Specialist**

**Associate of Applied Science**

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheet, word processing, and digital publishing. Students will learn technical skills in operating systems and networking technologies, as well as microcomputer concepts, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an Information Technology (IT) department of a local company. This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Computer Specialist will be equipped with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credits earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

**Specialization:  
Information Security/Digital  
Forensics Specialist**

**Associate of Applied Science**

This hands-on Information Security/Digital Forensics Associate of Applied Science degree offers practical experience in a wide array of information security and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media.

This associate's degree will prepare students to get certified by Cisco Networking Academy and CompTIA. Information Security/Digital Forensics Specialists are needed by today's companies to protect computer networks and determine the root cause of malicious attacks, legally collect evidence admissible in court, and protect corporate assets and reputation. Upon successfully completing the program, students may work with various Federal Government agencies, private industry, and even local government agencies that need to protect their computer networks. They can also find themselves working for agencies that need to conduct investigations of computer systems that may have been used to commit a crime. During the last semester, students are required to secure an internship within a local company's IT department. This Internship will allow students to gain valuable industry experience.

**Specialization:  
Networking Specialist**

**Associate of Applied Science**

The Associate of Applied Science in Networking Specialist enlists a number of Information Technology (IT) skills, starting with business productivity software Business and Technology and then adding a greater emphasis on advanced skills in computer networking through the Cisco Networking Academy. Upon completion of the program, the student will be able to design, quote, set up, maintain, manage, and upgrade a network. In addition to the networking skills, students will also learn technical skills in operating systems, server administration, and information security, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an IT department of a local company.

This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Networking Specialist will be greatly qualified with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credits earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

**ADVISORY COMMITTEE**

Diana Berger, Director of Education Market Segment, Global Data Systems; David M. Culberson, Director of Technology, Sharyland ISD; Adrian Garcia, Chief Technology Officer, Pharr-San Juan-Alamo ISD;; Michael Parker, System Administrator, McAllen Economic Development Corporation; Hugo Robles, Network Systems Administrator, Alps Electric (North America), Inc.



# COMPUTER AND INFORMATION TECHNOLOGIES SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
ITSC 1409 Integrated Software Applications I .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ITSE 1411 Beginning Web Page Programming .....	4
ITNW 1425 Fundamentals of Networking Technologies .....	4

### SECOND SEMESTER

ARTC 1413 Digital Publishing I or IMED 1445 .....	4
ITSE 1431 Introduction to Visual Basic Programing or ITSE 2409 .....	4
ITSW 2434 Advanced Spreadsheets .....	4
ITNW 2421 CAPSTONE: Networking with TCP/IP .....	4

**Total Credit Hours: ..... 32**

# COMPUTER AND NETWORK SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
ITSC 1409 Integrated Software Applications I .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ITSC 1425 Personal Computer Hardware .....	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

**Total Credit Hours: ..... 28**

# COMPUTER APPLICATIONS SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
ITSC 1409 Integrated Software Applications I .....	4
ITSW 2434 Advanced Spreadsheets .....	4

### SECOND SEMESTER

ITSE 2409 Database Programming .....	4
ARTC 1413 Digital Publishing I .....	4

**Total Credit Hours: ..... 16**

# INFORMATION SECURITY/DIGITAL FORENSICS SPECIALIST

## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
ITDF 1400 Introduction to Digital Forensics .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ITSY 1400 Fundamentals of Information Security .....	4
ITNW 1425 Fundamentals of Networking Technologies .....	4

### SECOND SEMESTER

ITNW 2421 Networking with TCP/IP .....	4
ITSY 2443 Computer System Forensics .....	4
ITDF 1305 Digital Data Storage Forensics .....	3
ITNW 1454 Implementing and Supporting Servers .....	4

**Total Credit Hours: ..... 31**

# MULTIMEDIA SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I .....	4
ITSE 1411	Beginning Web Page Programming .....	4

#### SECOND SEMESTER

ARTC 1413	Digital Publishing I .....	4
IMED 1445	Interactive Digital Media .....	4

**Total Credit Hours: ..... 16**

## Information Technology

Specialization:

# COMPUTER SPECIALIST

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

ITSC 1409	Integrated Software Applications I .....	4
ITSC 1405	Introduction to PC Operating Systems .....	4
ITSC 1425	Personal Computer Hardware .....	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
ARTC 1413	Digital Publishing I OR IMED 1445.....	4

#### SUMMER SESSION I

<u>Humanities Elective</u> .....	3
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#### THIRD SEMESTER

<u>SPCH 1318</u>	<u>Interpersonal Communication</u> .....	3
ITSW 2434	Advanced Spreadsheets.....	4
ITSE 1431	Introduction to Visual Basic Programming or ITSE 2409 .....	4
	<u>Social/Behavioral Sciences Elective</u> .....	3

#### FOURTH SEMESTER

<u>ENGL 1301</u>	<u>Composition</u> .....	3
<u>MATH 1332</u>	<u>Contemporary Mathematics</u> <u>or MATH 1414</u> .....	3-4
ITSC 2439	Personal Computer Help Desk.....	4
ITSC 2165	CAPSTONE: Systems Administration Practicum .....	1

**Total Credit Hours: ... 60-61**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

## Information Technology

Specialization:

# INFORMATION SECURITY/ DIGITAL FORENSICS SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

ITSC	1405	Introduction to PC Operating Systems	4
ITDF	1400	Introduction to Digital Forensics	4
ITSY	1400	Fundamentals of Information Security	4
ITNW	1425	Fundamentals of Networking Technologies	4

#### SECOND SEMESTER

ITDF	1305	Digital Data Storage Forensics	3
ITSY	2443	Computer System Forensics	4
ITNW	2421	Networking with TCP/IP	4
ITNW	1454	Implementing and Supporting Servers	4

#### SUMMER SESSION I

<u>Humanities Elective</u>	3
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#### THIRD SEMESTER

ITSY	2441	Security Management Practices	4
SPCH	1318	Interpersonal Communications	3
		<u>Social/Behavioral Sciences Elective</u>	3
ITDF	2320	Digital Forensics Collection	3

#### FOURTH SEMESTER

ENGL	1301	Composition	3
MATH	1332	Contemporary Mathematics or MATH 1414	3-4
ITDF	2325	Digital Forensics Tools	3
ITDF	2320	Digital Forensics Analysis	3
ITSC	2164	CAPSTONE: Information Security Practicum	1

**Total Credit Hours: ... 60-61**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

## Information Technology

Specialization:

# NETWORKING SPECIALIST

ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

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

#### SECOND SEMESTER

ITSY	1400	Fundamentals of Information Security	4
ITSE	1411	Beginning Web Page Programming	4
ITNW	1454	Implementing and Supporting Servers	4
ITNW	2421	Networking with TCP/IP	4

#### SUMMER SESSION I

<u>Humanities Elective</u>	3
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#### THIRD SEMESTER

ITNW	2435	Network Troubleshooting and Support	4
SPCH	1318	Interpersonal Communication	3
		<u>Social/Behavioral Sciences Elective</u>	3
ITSY	1442	Information Technology Security	4

#### FOURTH SEMESTER

MATH	1332	Contemporary Mathematics or MATH 1414	3-4
ENGL	1301	Composition	3
ITNW	2453	Advanced Routing and Switching	4
ITNW	2164	CAPSTONE: Network Practicum	1

**Total Credit Hours: ... 60-61**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Law Enforcement

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## **Basic Peace Officer Certificate**

This program is designed to prepare students for a profession in law enforcement. Police academy students will learn the role and responsibilities of a law enforcement officer and become knowledgeable in Texas Criminal and Traffic law. The police academy will prepare students for peace officer certifications according to the standards from the Texas Commission on Law Enforcement Officers Standards and Education.

## **Law Enforcement Associate of Applied Science**

The Law Enforcement Associate Degree program offers the educational opportunity for veteran officers already in the field to expand upon their knowledge base. The program also provides the necessary foundation for those interested in pursuing a career in law enforcement.

### **ADVISORY COMMITTEE**

Ruben Villescas, Chief of Police Pharr Police Dept.; Juan Gonzalez, Chief of Police San Juan Police Dept.; Robert Dominguez- Chief of Police Mission Police Dept.; J.E. "Eddie" Guerra- Hidalgo County Sheriff; Juan Martinez-Hidalgo County Fire Marshal; Rene Fuentes- Starr County Sheriff; Dagoberto Chavez, Jr., Investigator Texas Attorney General Office.

## **BASIC PEACE OFFICER**

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### **CERTIFICATE**

#### **TSI EXEMPT**

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
CJLE 1506 Basic Peace Officer I .....	5
CJLE 1512 Basic Peace Officer II .....	5

<b>SECOND SEMESTER</b>	
CJLE 1518 Basic Peace Officer III .....	5
CJLE 1524 Basic Peace Officer IV.....	5
CJLE 1429 Basic Peace Officer V.....	4

**Total Credit Hours: ..... 24**

# LAW ENFORCEMENT

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

CRIJ 1301	Introduction to Criminal Justice or CJSA 1322* .....	3
CRIJ 1306	Court Systems and Practices or CJSA 1313* .....	3
<u>ENGL 1301</u>	<u>Composition</u> .....	3
COSC 1301	Introduction to Computing .....	3
CJSA 1348	Ethics in Criminal Justice.....	3
CJLE 1249	Intermediate Arrest, Search and Seizure.....	2

#### SECOND SEMESTER

CRIJ 1310	Fundamentals of Criminal Law or CJSA 1327* .....	3
CRIJ 2328	Police Systems and Practices or CJSA 1359* .....	3
<u>SOCI 1301</u>	<u>Introduction to Sociology</u> <u>or PSYC 2315</u> <u>or PSYC 2301</u> .....	3
GOVT 2306	Texas Government or HIST 1301 .....	3
CJLE 1327	Interviewing and Report Writing for CJ Professions* .....	3
CJLE 1333	Traffic Law and Investigation* .....	3

#### THIRD SEMESTER

CJSA 1312	Crime in America* .....	3
	<u>Math Elective</u> .....	3
CJLE 1259	Intermediate Spanish for Law Enforcement* .....	2
CJLE 1194	Current Events in Law Enforcement.....	1
CJLE 1345	Intermediate Crime Scene Investigation.....	3

#### FOURTH SEMESTER

	<u>Speech Elective</u> .....	3
	<u>Humanities Elective</u> .....	3
	Law Enforcement Elective** .....	3
CJLE 2345	Vice and Narcotics Investigation.....	3
CJLE 2168	Practicum.....	1

**\*Escrowed Credit:** Upon successful completion of CJLE 1348 and CJLE 1249, students who have successfully completed the Texas Commission on Law Enforcement Officers and Education 618 hour Basic Peace Officer certification will be awarded 23 credits for CJSA 1322, CJSA 1313, CJSA 1327, CJSA 1359, CJLE 1327, CJLE 1333, CJSA 1312, and CJLE 1259.

#### \*\*Law Enforcement Elective Options

CJLE 1303	Basic Telecommunication Certification
CJLE 1325	Criminal Justice Survey

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement.

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# Manufacturing Technology

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The Precision Manufacturing Technology program is the first in the State of Texas to earn NIMS accreditation.

The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies an individual skills against standards and accredits programs that meet its quality requirements. NIMS stakeholders represent over 6,000 American companies.

The Precision Manufacturing Certificate program, provides an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers to read and use industrial prints, and gain technical skills.

## ***Precision Manufacturing Technology Certificate***

This curriculum offers training on a variety of machine tools commonly used in most shops with emphasizes practical machining skills. Classroom analysis of various jobs and machine operations increases the student's capabilities as a machinist. General mathematics and communications skills are included to prepare students to work with technical advances in the machining industry.

Students are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

## ***Precision Manufacturing Technology Fast Start Certificate***

In this program students will engage in technical coursework to gain technical skills in general basic manufacturing. The curriculum will incorporate a variety of course studies and machine equipment. This program will consist of six classes; online, hybrid and others available as test out options to facilitate the earning of credits and provide a faster route to the workforce.

This program is geared toward students that have at least one year of industry experience. Participating students will need to complete at least three National Institute of Metalworking Skills (NIMS) credentials in order to complete the program.

## ***Precision Manufacturing Technology Associate of Applied Science***

This is designed to provide students with the opportunity for hands-on experience necessary for employment as a technician in the computer enhanced manufacturing process. Full size equipment is utilized. Through the integration of mathematics, metallurgy, programmable machinery, shop skills, and computer-assisted machining techniques, students can acquire the necessary skills for employment in an industrial environment. Graduates are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty.

Technical coursework includes: machine tool labs, AutoCAD, CNC programming and operation, parametric solid modeling, and manufacturing materials and processes. Specialty coursework includes: CAD/CAM, tool and fixture design, and advanced machine tooling.

### **ADVISORY COMMITTEE**

Advisory Committee Chair - Trung Nguyen, Royal Technologies; Felix Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Julio Guerrero, Tooling Engineer-Alpha XL Mold & Tool; Cliff Mahathey, Director of Operations – EMU Plastics; Cesario Pina, Plant Manager – Universal Metal Products; Joel Reyes, Lean Manager – GE Aviation; Feroz Ummer, ALPS Automotive; Mike Willis, Director of STMA.

# PRECISION MANUFACTURING TECHNOLOGY

## CERTIFICATE

### TSI EXEMPT

<b>FALL SEMESTER</b>	<b>Credit Hours</b>
DFTG 1325 Blueprint Reading and Sketching.....	3
MCHN 1338 Basic Machine Shop I .....	3
MCHN 1352 Intermediate Machining I .....	3
MCHN 1320 Precision Tools and Measurements.....	3

### SPRING SEMESTER

DFTG 1313 Drafting for Specific Occupations .....	3
DEMR 1301 Shop Safety & Procedures .....	3
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls.....	3
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM).....	3

**Total Credit Hours:..... 24**

# PRECISION MANUFACTURING TECHNOLOGY

## FAST START CERTIFICATE

### TSI EXEMPT

<b>FALL SEMESTER</b>	<b>Credit Hours</b>
DFTG 1325 Blueprint Reading and Sketching.....	3
MCHN 1338 Basic Machine Shop I .....	3
MCHN 1352 Intermediate Machining I .....	3
MCHN 1320 Precision Tools and Measurements.....	3

### SPRING SEMESTER

DFTG 1313 Drafting for Specific Occupations .....	3
DEMR 1301 Shop Safety & Procedures .....	3

**Total Credit Hours:..... 18**

\*Pending Approval from SACS

# PRECISION MANUFACTURING TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

<b>FALL SEMESTER</b>	<b>Credit Hours</b>
DFTG 1325 Blueprint Reading and Sketching.....	3
MCHN 1338 Basic Machine Shop I .....	3
MCHN 1352 Intermediate Machining I .....	3
MCHN 1320 Precision Tools and Measurements.....	3

### SPRING SEMESTER

DFTG 1313 Drafting for Specific Occupations .....	3
DEMR 1301 Shop Safety & Procedures .....	3
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls.....	3
MCHN 1326 Introduction to Computer Aided Manufacturing (CAM).....	3

### SUMMER SESSION

<u>ENGL 1301</u> <u>Composition</u> .....	3
<u>SPCH 1311</u> <u>Introduction to Speech</u> <u>Communication</u> .....	3
<u>Social/Behavioral Science</u> <u>Elective</u> .....	3

### FALL SEMESTER

MCHN 2447 Specialized Tools and Fixtures.....	4
MCHN 2435 Advanced CNC Machining.....	4
MCHN 2341 Advanced Machining I .....	3
<u>Humanities Elective</u> .....	3

### SPRING SEMESTER

MCHN 1319 Manufacturing Material and Processes.....	3
<u>Math/Natural Sciences</u> <u>Elective</u> .....	3-4
MCHN 2438 Advanced Computer-Aided Manufacturing (CAM).....	4
MCHN 2382 CAPSTONE: Tool & Die Technology.....	3

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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# Office Administration

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## **Legal Office Specialist Certificate**

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

## **Office Specialist Certificate**

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

## **Legal Office Management Associate of Applied Science**

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

## **Office Management Associate of Applied Science**

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

### **ADVISORY COMMITTEE**

Maria M. Villarreal, Edinburg Childcare, Inc.; Annette Villarreal, City of McAllen; Natalie Goza, McAllen Independent School District; and Carmen Guajardo, UTPA-RGV



# LEGAL OFFICE SPECIALIST

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## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

POFI 2301 Word Processing .....	3
POFL 1303 Legal Office Procedures I .....	3
POFT 1301 Business English .....	3
POFT 1329 Beginning Keyboarding.....	3

#### SECOND SEMESTER

POFI 2340 Advanced Word Processing .....	3
POFL 2301 Legal Document Processing.....	3
POFT 1319 Records and Information Management I.....	3
POFT 1328 Business Presentations .....	3
POFT 2312 Business Correspondence and Communication.....	3

#### SUMMER SESSION I

POFL 1340 Legal Office Procedures II .....	3
POFL 2264 CAPSTONE: Practicum.....	2

**Total Credit Hours:..... 32**

# OFFICE SPECIALIST

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## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

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

#### SECOND SEMESTER

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

#### SUMMER SESSION

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

**Total Credit Hours:..... 32**

# LEGAL OFFICE ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

## TSI LIABLE

### FIRST SEMESTER **Credit Hours**

POFI 2301	Word Processing	3
POFL 1303	Legal Office Procedures I	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
	<u>Social and Behavioral Sciences Elective</u>	3

### SECOND SEMESTER

POFI 2340	Advanced Word Processing	3
POFL 2301	Legal Document Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business Presentations	3
POFT 2312	Business Correspondence and Communication	3

### SUMMER SESSION I

POFL 1340	Legal Office Procedures II	3
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### THIRD SEMESTER

POFL 1355	Legal Issues and Medical Records	3
POFL 1359	Legal Transcription	3
POFT 2331	Administrative Systems	3
	<u>Speech Elective</u>	3

### FOURTH SEMESTER

ENGL 1301	Composition I	3
	<u>*Mathematics/Natural Sciences Elective</u>	4
POFT 2303	Speed and Accuracy Building	3
	<u>Humanities Elective</u>	3

### SUMMER SESSION II

POFL 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.

# ADMINISTRATIVE OFFICE ASSISTANT

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
	<u>Social and Behavioral Science Elective</u>	3

### SECOND SEMESTER

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

### SUMMER SESSION I

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

ACNT 1303	Introduction to Accounting I	3
POFT 2331	Administrative Systems	3
	<u>Humanities Elective</u>	3
	<u>Speech Elective</u>	3

### FOURTH SEMESTER

BMGT 1301	Supervision	3
ENGL 1301	Composition I	3
POFT 2303	Speed and Accuracy Building	3
	<u>Mathematics/Natural Sciences Elective**</u>	4

### SUMMER SESSION II

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

Identifies courses to fulfill minimum 15 credit hour general education requirement

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

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# Paralegal

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## **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 Castillo, LLP.; David E. Cazares, Law Office of David Cazares; Rachel Maldonado, Paralegal, Allstate Insurance Company; Mary Ellen Stocker, City of McAllen; Gerald Castillo, Gonzalez Castillo, LLP; Lucy Thompson, Palacios, Garza, Thompson, P.C.; Pablo Almaguer, Texas Rio Grande Legal Aid.

## **PARALEGAL**

### **ASSOCIATE OF APPLIED SCIENCE**

#### **TSI LIABLE**

#### **FIRST SEMESTER**

#### **Credit Hours**

<u>ARTS</u> 1301 <u>Art Appreciation</u> .....	3
POFI 2301 <u>Word Processing</u> .....	3
LGLA 1307 <u>Introduction to Law and Legal Professions</u> .....	3
POFT 1301 <u>Business English</u> .....	3

#### **SECOND SEMESTER**

LGLA 1303 <u>Legal Research</u> .....	3
LGLA 1342 <u>Federal Civil Litigation</u> .....	3
LGLA 1305 <u>Legal Writing</u> .....	3
<u>*Mathematics/Natural Sciences Elective</u> .....	4

#### **SUMMER SESSION I**

<u>SPCH</u> 1321 <u>Business &amp; Professional Communication</u> .....	3
LGLA 1351 <u>Contracts</u> .....	3

#### **THIRD SEMESTER**

<u>ENGL</u> 1301 <u>Composition</u> .....	3
LGLA 1353 <u>Wills, Trusts &amp; Probate Administration</u> .....	3
LGLA 2303 <u>Torts &amp; Personal Injury Law</u> .....	3
LGLA 2313 <u>Criminal Law and Procedures</u> .....	3

#### **FOURTH SEMESTER**

LGLA 1355 <u>Family Law</u> .....	3
LGLA 2311 <u>Business Organizations</u> .....	3
LGLA 2309 <u>Real Property</u> .....	3
LGLA 1344 <u>Texas Civil Litigation</u> .....	3

#### **SUMMER SESSION II**

<u>PSYC</u> 2301 <u>General Psychology</u> .....	3
LGLA 2266 <u>Practicum: Paralegal</u> .....	2

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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

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# Welding

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## **Combination Welding Certificate**

This three semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding).

Students will perform fillets, lap, corner joint and V groove welds with backing and open groove in the Flat, Horizontal, Vertical-up and Overhead positions. Students will gain knowledge in lay out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

## **Structural Welding Certificate**

This two semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding) but does not go into the advanced welding level (open groove and pipe) as does the combination certificate.

Students will perform fillets, lap, corner and tee's joint welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

## **ADVISORY COMMITTEE**

Reynaldo Rivera, American Welding Society/Matheson; Eloy Reyna, Weldinghouse; Jeremy Koester, Airgas; Luis Canchola, Airgas; Rene Hernandez, ESAB; Raul Robles Robles Consulting, LLC; Efen Lozano, Genco Energy Services, INC.; Tomas Gutierrez, Palmer Steel Supplies, INC.; Juan Figueroa, Palmer Steel Supplies, INC.

# COMBINATION WELDING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

MCHN 1343	Machine Shop Mathematics or TECM 1303 .....	3
WLDG 1313	Introduction to Blueprint Reading for Welders or DFTG 1325 .....	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 1312	Introduction to Flux Cored Arc Welding (FCAW).....	3
WLDG 1417	Introduction to Layout and Fabrication.....	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW).....	4

#### THIRD SEMESTER

WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW).....	4
WLDG 2406	Intermediate Pipe Welding.....	4
WLDG 2413	CAPSTONE: Intermediate Welding using Multiple Processes.....	4

**Total Credit Hours:..... 41**

# STRUCTURAL WELDING

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

MCHN 1343	Machine Shop Mathematics or TECM 1303 .....	3
WLDG 1313	Introduction to Blueprint Reading for Welders or DFTG 1325.....	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 1312	Introduction to Flux Cored Arc Welding (FCAW).....	3
WLDG 1417	Introduction to Layout and Fabrication.....	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding .....	4

**Total Credit Hours:..... 29**

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# Drama

The program is intended to enable students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound theater practices. This degree is useful to an individual seeking employment in the entertainment and media industries. As with any liberal arts degree, salaries vary according to the field chosen by the degree holder. With an Associate of Arts degree in Drama from STC, students will have attained the pre-professional foundation skills necessary to compete for beginning positions as technicians and/or performers.

In addition to career options in the field of Drama, students with AA-Drama degrees may also choose to pursue advanced degrees in related fields such as television, film, radio, industrial presentations, arts management, and public relations. Students who desire a career as Drama educators and who earn a Bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a BA or BFA degree in Drama can also expect to be marketable in the business or corporate world in areas requiring a combination of verbal, visual and leadership skills. The AA and BA/BFA degrees also serve as the foundation for specialized studies in Drama such as Scene & Lighting Design, Costume Design, Technical Direction, Playwriting, Directing, Performance, Arts Management and Dramaturgy. Completion of the MAM/MA and Ph.D. coursework would make the graduates eligible for teaching positions at colleges and universities.

## **DRAMA** *Field of Study*

### **ASSOCIATE OF ARTS**

#### **TSI LIABLE**

#### **FIELD OF STUDY** **18 credits**

DRAM 1120 Theater Practicum I  
DRAM 1121 Theater Practicum II  
DRAM 2120 Theater Practicum III  
DRAM 1330 Stagecraft I  
DRAM 1341 Makeup or  
DRAM 1342 Introduction to Costume  
DRAM 1351 Acting I  
DRAM 1352 Acting II  
DRAM 2366 Introduction to Cinema or  
DRAM 2389-Academic Cooperative  
(Production Workshop)

#### **STC CORE CURRICULUM** **42 credits**

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum listed on page 88

in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Drama majors must take Drama 1310-Introduction to Theater to fulfill the Creative Arts component of the core curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Drama**

### **Recommended Course Sequence**

#### **FIRST SEMESTER** **CREDIT HOURS**

DRAM 1120 Theater Practicum I ..... 1  
DRAM 1351 Acting I ..... 3  
DRAM 1310 Introduction to Theater ..... 3  
ENGL 1301 Composition ..... 3  
HIST 1301 United States History I ..... 3  
Speech Elective - Component  
Area Option-Core Curriculum ..... 3

#### **SECOND SEMESTER**

DRAM 1121 Theater Practicum II ..... 1  
DRAM 1330 Stagecraft I ..... 3  
Social & Behavioral Sciences  
Elective-Core Curriculum ..... 3  
ENGL 1302 Composition II-Rhetoric ..... 3  
HIST 1302 United States History II ..... 3  
DRAM 1352 Acting II ..... 3

#### **THIRD SEMESTER**

DRAM 2120 Theater Practicum III ..... 1  
DRAM 1341 Makeup or DRAM 1342  
Introduction to Costume ..... 3  
GOVT 2305 Federal Government ..... 3  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
Mathematics  
Elective-Core Curriculum ..... 3-4

#### **FOURTH SEMESTER**

DRAM 2366 Introduction to Cinema (even years)  
or DRAM 2389 Academic  
Cooperative/ Production  
Workshop (odd years) ..... 3  
GOVT 2306 Texas Government ..... 3  
Language, Philosophy & Culture  
Elective-Core Curriculum ..... 3  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
Component Area Option-  
Core Curriculum (if required) ..... 1



# Graphic Arts

## Graphic Arts, Field of Study Associate of Arts

The Associate of Arts with a field of study in Graphic Arts is a program of study that combines studio courses in art and design with a broad range of liberal arts courses. The two-year degree program prepares students for creative positions in the workforce, and provide skills, values, and knowledge in the liberal and creative arts. Additionally, students are prepared for transfer into university bachelor's degree programs and are trained in exhibit and portfolio preparation.

## GRAPHIC ARTS

Field of study

### ASSOCIATE OF ARTS

#### TSI LIABLE

#### \*Courses of Study 18 Credits

The student is required to take the following 5 courses (15 credits):

ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3
ARTS 1317 Drawing II.....	3
ARTS 2348 Digital Art I.....	3
ARTS 2313 Design Communications I.....	3

\*\*The student is required to take one course (3credits) from the following list:

ARTS 2316 Painting I.....	3
ARTS 2333 Printmaking I.....	3
ARTS 2356 Photography I.....	3

\*NOTE: Additional materials and supplies may be required. It is the responsibility of the student to purchase these materials when needed.

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Graphic Arts majors must take Art History I & II to fulfill the Language, Philosophy & Culture and the Creative Arts component of the core curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## Graphic Arts Recommended Course Sequence

### FIRST SEMESTER Credit Hours

ENGL 1301 Composition.....	3
HIST 1301 United States History I or HIST 2327 .....	3
ARTS 1316 Drawing I.....	3
ARTS 1311 Design I.....	3

### SECOND SEMESTER

ENGL 1302 Composition II - Rhetoric .....	3
HIST 1302 United States History II or HIST 2328 .....	3
ARTS 1317 Drawing II.....	3
Social & Behavioral Sciences Elective-Core Curriculum.....	3

### THIRD SEMESTER

GOVT 2305 Federal Government .....	3
Speech Elective- Component Area Option- Core Curriculum.....	3

### FOURTH SEMESTER

Life and Physical Sciences Elective-Core Curriculum.....	4
Mathematics Elective- Core Curriculum.....	3-4
ARTS 1303 Art History I (Creative Arts Core Curriculum).....	3
ARTS 2348 Digital Art I .....	3

### FIFTH SEMESTER

GOVT 2306 Texas Government .....	3
Life and Physical Sciences Elective-Core Curriculum.....	4
ARTS 1304 Art History II (Language, Philosophy & Culture Core Fulfillment) .....	3
**Graphic Arts Elective- Field of Study.....	3
ARTS 2313 Design Communications I.....	3
Component Area Option- Core Curriculum (if required) .....	1

**TOTAL..... 60**

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# Music

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## **Music, Field of Study\***

### **Associate of Arts in Music**

The Associate of Arts in Music program will focus on establishing a solid music foundation in music theory, music literature, applied instrumental lessons, piano proficiency, and participation in various music ensembles in preparation for the completion of the Bachelor of Arts or Bachelor of Music 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.

*\*The Associate of Arts in Music does not transfer as core complete. The student is encouraged to complete the additional coursework during their junior year or at South Texas College before transferring to a university.*

## **Fine Arts**

# **MUSIC CONCENTRATION**

### **Field of study**

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## **ASSOCIATE OF ARTS**

### **TSI LIABLE**

**FIELD OF STUDY** **27 Credits**

**Musical Arts Foundation** **12 Credits**

MUSI 1211 Music Theory I  
MUSI 1212 Music Theory II  
MUSI 2211 Music Theory III  
MUSI 2212 Music Theory IV  
MUSI 1116 Sight Singing and Ear Training I  
MUSI 1117 Sight Singing and Ear Training II  
MUSI 2116 Sight Singing and Ear Training III  
MUSI 2117 Sight Singing and Ear Training IV

**Piano Classes** **3 Credits**

MUSI 1114 Piano Class for Music Majors I  
MUSI 1115 Piano Class for Music Majors II  
MUSI 2114 Piano Class for Music Majors III

**\*Applied Electives** **8 Credits**

The student is required to take a minimum of 8 credit hours from the following list of Music Applied Instruments (MUAP) courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

### **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

**\*\*Ensemble Electives 4 Credits**

The student is required to take a minimum of 4 credit hours from the following list of Music Ensemble (MUEN) courses. Students must not duplicate courses taken to meet Core Curriculum Requirements.

**Music Ensembles**

- MUEN 1121 Band Ensemble
- MUEN 1122 Brass Ensemble
- MUEN 1131 Mariachi Ensemble
- MUEN 1132 Jazz Ensemble
- MUEN 1133 Guitar Ensemble
- MUEN 1134 String Ensemble
- MUEN 1141 Choir Ensemble
- MUEN 1135 Percussion Ensemble

**STC CORE CURRICULUM 33 Credits**

In addition to the Field of Study, the student is required to take 33 hours from the STC Core Curriculum listed in page 88 in the catalog. Music majors must take MUSI 1307– Music Literature in order to satisfy the Language, Philosophy & Culture requirement of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum. Students must not duplicate courses taken to meet field of study requirements. Please note students will not be core complete upon completing this degree program.

Field of Study: 27

STC Core Curriculum: 33

**Total Credit Hours: 60**

**Music**

**Recommended Course Sequence**

**FIRST YEAR-FALL SEMESTER Credit Hours**

- HIST 1301 United States History I  
or HIST 2327 ..... 3
- ENGL 1301 Composition..... 3
- MUSI 1211 Music Theory I ..... 2
- MUSI 1116 Sight Singing and Ear  
Training I ..... 1
- MUSI 1114 Piano Class for Music Majors I..... 1  
\*Applied Elective-  
Field of Study..... 2  
\*\*Ensemble Elective-  
Field of Study..... 1

**FIRST YEAR-SPRING SEMESTER**

- ENGL 1302 Composition II-Rhetoric ..... 3
- MUSI 1117 Sight Singing and  
Ear Training II ..... 1
- MUSI 1212 Music Theory II ..... 2
- MUSI 1115 Piano Class for  
Music Majors II..... 1  
\*Applied Elective-  
Field of Study..... 2  
\*\*Ensemble Elective-  
Field of Study..... 1

**FIRST YEAR-SUMMER SEMESTER**

- Speech Elective -  
Component Area Option -  
Core Curriculum..... 3

**SECOND YEAR-FALL SEMESTER**

- GOVT 2305 Federal Government ..... 3  
Mathematics Elective -  
Core Curriculum..... 3-4  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- MUSI 2116 Sight Singing and Ear  
Training III..... 1
- MUSI 2211 Music Theory III ..... 2
- MUSI 2114 Piano Class for  
Music Majors III..... 1  
\*Applied Elective-  
Field of Study..... 2  
\*\*Ensemble Elective-  
Field of Study..... 1  
Component Area Option-  
Core Curriculum (if required) ..... 1

**SECOND YEAR-SPRING SEMESTER**

- GOVT 2306 Texas Government ..... 3  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- MUSI 1307 Music Literature ..... 3
- MUSI 2117 Sight Singing and  
Ear Training IV..... 1
- MUSI 2212 Music Theory IV ..... 2  
\*Applied Elective-  
Field of Study..... 2  
\*\*Ensemble Elective-  
Field of Study..... 1

**Recommended After Completion of Degree to be Core Complete**

- HIST 1302 United States History II  
or HIST 2328 ..... 3  
Social & Behavioral Science  
Elective-Core Curriculum..... 3  
Creative Arts-Core Curriculum..... 3

\*Courses to be chosen from the Music Applied Instruments Field of Study

\*\*Courses to be chosen from the Music Ensembles Field of Study

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# Visual Arts

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***Visual Arts,  
Field of Study  
Associate of Arts***

The Associate of Arts with a field of study in Visual Arts is a program of study that combines studio courses in art and design with a broad range of liberal arts courses. The two-year degree program prepares students for creative positions in the workforce, and provide skills, values, and knowledge in the liberal and creative arts. Additionally, students are prepared for transfer into university bachelor's degree programs and are trained in exhibit and portfolio preparation.

*\*If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

# VISUAL ARTS Field of Study

## ASSOCIATE OF ARTS

### TSI LIABLE

**FIELD OF STUDY** 18 Credits

**Fine Arts Foundation\*** 15 credits

- ARTS 1311 Design I
- ARTS 1312 Design II
- ARTS 1316 Drawing I
- ARTS 1317 Drawing II
- ARTS 2389 Academic Cooperative

**Fine Arts Elective\*** 3 credits

The student is required to take a minimum of 3 hours from the following list of courses:

- ARTS 1325 Drawing & Painting (for Non-Art Majors)
- ARTS 2316 Painting I
- ARTS 2317 Painting II
- ARTS 2323 Life Drawing I
- ARTS 2324 Life Drawing II
- ARTS 2326 Sculpture I
- ARTS 2327 Sculpture II
- ARTS 2333 Printmaking I
- ARTS 2334 Printmaking II
- ARTS 2341 Art Metals I
- ARTS 2342 Art Metals II
- ARTS 2346 Ceramics I
- ARTS 2347 Ceramics II
- ARTS 2348 Digital Art I
- ARTS 2349 Digital Art II
- ARTS 2356 Photography I
- ARTS 2357 Photography II

\*Additional materials and supplies will be required in all Fine Arts foundation and elective studio courses. It is the responsibility of the student to purchase these materials when needed.

**STC CORE CURRICULUM** 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. Student must take ARTS 1303-Art History I to fulfill the Creative Arts Elective. Students must take ARTS 1304-Art History II to fulfill the Language, Philosophy & Culture Elective. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## Visual Arts

### Recommended Course Sequence

#### FIRST YEAR-FALL SEMESTER Credit Hours

- HIST 1301 United States History I  
or HIST 2327 ..... 3
- ENGL 1301 Composition ..... 3
- ARTS 1316 Drawing I..... 3
- ARTS 1311 Design I..... 3

#### FIRST YEAR-SPRING SEMESTER

- HIST 1302 United States History II  
or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- ARTS 1317 Drawing II..... 3
- Speech Elective -  
Component Area Option -  
Core Curriculum..... 3

#### FIRST YEAR-SUMMER SEMESTER

- GOVT 2305 Federal Government ..... 3
- Social & Behavioral Science  
Elective-Core Curriculum..... 3

#### SECOND YEAR-FALL SEMESTER

- Mathematics Elective-  
Core Curriculum..... 3-4
- Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- ARTS 1312 Design II..... 3
- ARTS 1303 Art History I..... 3
- Component Area Option -  
Core Curriculum (if required) ..... 1

#### SECOND YEAR-SPRING SEMESTER

- GOVT 2306 Texas Government ..... 3
- ARTS 1304 Art History II ..... 3
- Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- Elective-Field of Study ..... 3
- ARTS 2389 Academic Cooperative..... 3

\*Courses to be chosen from Field of Study

# English

## English, Field of Study

### Associate of Arts

The field of study curriculum in English transfers as a block leading to an English minor, a Bachelor of Arts in General Studies, a Bachelor of Arts in English, or a Bachelor of Fine Arts in English. The flexible structure of this field of study provides students an opportunity to explore their own interests in either Literature or Creative Writing while also providing a firm foundation for a minor or major in English.

The course load allows students to complete their minor or major at a four-year institution and allows education majors to build the required number of courses within their teaching discipline (which according to TEA regulations must include 24 credit hours in the 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 in 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 **18 Credits**

The student is required to take a minimum of 5 courses (15 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 Forms of Literature
- ENGL 2351 Mexican-American Literature
- ENGL 2389 Academic Cooperative
- EDUC 1300 Learning Framework

#### Foreign Language

The student is required to take 1 course (3 credits) of any foreign language course.

#### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional 1 semester credit hour to complete the Component Area Option for the Core Curriculum. Within the choices of courses in the Core Curriculum the following courses must be taken:

#### Component Area Option **3 credits**

- SPCH 1311 Introduction to  
Speech Communication

#### Creative Arts **3 credits**

- ARTS 1301 Art Appreciation OR
- DRAM 1310 Introduction to Theater OR
- MUSI 1306 Music Appreciation

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## English

### Recommended Course Sequence

#### FIRST SEMESTER **Credit Hours**

- ENGL 1301 Composition..... 3  
Language, Philosophy & Culture  
Elective - Core Curriculum..... 3
- HIST 1301 United States History I  
or HIST 2327 ..... 3  
Mathematics Elective -  
Core Curriculum..... 3-4

#### SECOND SEMESTER

- ENGL 1302 Composition II-Rhetoric ..... 3
- HIST 1302 United States History II  
or HIST 2328 ..... 3
- GOVT 2305 Federal Government ..... 3  
Life and Physical Sciences  
Elective -Core Curriculum..... 4

#### THIRD SEMESTER

- SPCH 1311 Introduction to  
Speech Communication..... 3
- GOVT 2306 Texas Government..... 3  
\*English Elective - Field of Study.... 3

#### FOURTH SEMESTER

- \*English Elective-Field of Study..... 3
- \*English Elective-Field of Study..... 3
- \*Foreign Language Elective -  
Field of Study..... 3
- DRAM 1310 Introduction to Theater  
or ARTS 1301 or MUSI 1306 ..... 3  
Social & Behavioral Science  
Elective - Core Curriculum ..... 3

#### FIFTH SEMESTER

- \*English Elective-Field of Study..... 3
- \*English Elective-Field of Study..... 3
- Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- Component Area Option -  
Core Curriculum (if required) ..... 1

\*Courses to be chosen from Field of Study

# History

## History, Field of Study

### Associate of Arts

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, museums, archives, government, law school, journalism and other related areas.

Instruction in History promotes reading, writing, and critical thinking, as well as development of awareness of how the past has shaped the present.

## HISTORY *Field of Study*

### ASSOCIATE OF ARTS

#### TSI LIABLE

#### FIELD OF STUDY **18 Credits**

The student is required to take the following 3 courses (9 credits):

- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HIST 2389 Academic Cooperative

\*In addition, the student is required to take 2 courses (6 credits) from the following list of History elective courses:

- HIST 2301 Texas History
- HIST 2327 Mexican American History I
- HIST 2328 Mexican American History II
- HIST 2381 African American History

#### \*\*Field of Study Elective **3 Credits**

To complete the History Field of Study, students must take a 3 credit hour course listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Humanities, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

#### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog.

These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18  
STC Core Curriculum: 42

**Total Credit Hours: 60**

## History

### Recommended Course Sequence

#### FIRST SEMESTER **Credit Hours**

HIST 1301	United States History I.....	3
ENGL 1301	Composition.....	3
	Component Area Option- Core Curriculum (Recommended: SPCH 1311).....	3
	*History Elective.....	3

#### SECOND SEMESTER

HIST 1302	United States History II.....	3
ENGL 1302	Composition II-Rhetoric.....	3
	Language, Philosophy & Culture Elective - Core Curriculum (Recommended: PHIL 2307).....	3
	Social and Behavioral Sciences Elective- Core Curriculum.....	3
	*History Elective.....	3

#### THIRD SEMESTER

	Creative Arts Elective - Core Curriculum (Recommended: ARTS 1303).....	3
	Mathematics Elective - Core Curriculum.....	3-4

#### FOURTH SEMESTER

GOVT 2305	Federal Government.....	3
HIST 2321	World Civilizations I.....	3
	**Field of Study Elective.....	3
	Life and Physical Sciences Elective -Core Curriculum.....	4
	Component Area Option - Core Curriculum (if required).....	1

#### FIFTH SEMESTER

GOVT 2306	Texas Government.....	3
HIST 2322	World Civilizations II.....	3
	Life and Physical Sciences Elective-Core Curriculum.....	4
HIST 2389	CAPSTONE: Academic Cooperative.....	3

\*Courses to be chosen from History 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 18 Credits**

The student is required to take a minimum of 18 credit hours. The Field of Study courses must be chosen from two (2) or more AA or AS field of study options listed in the catalog. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Interdisciplinary Studies Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

	Component Area Option- Core Curriculum.....	3
HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition.....	3
	* Elective-Field of Study.....	3

### **SECOND SEMESTER**

HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II-Rhetoric .....	3
GOVT 2305	Federal Government .....	3
	Creative Arts Elective - Core Curriculum.....	3
	*Elective-Field of Study.....	3

### **THIRD SEMESTER**

	Language, Philosophy & Culture Elective-Core Curriculum.....	3
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### **FOURTH SEMESTER**

	Mathematics Elective - Core Curriculum.....	3-4
	Life and Physical Sciences Elective-Core Curriculum .....	4
	Social & Behavioral Science Elective-Core Curriculum .....	3
	* Elective-Field of Study.....	3
	Component Area Option- Core Curriculum (if required) .....	1

### **FIFTH SEMESTER**

GOVT 2306	Texas Government .....	3
	Life and Physical Sciences Elective-Core Curriculum .....	4
	* Elective-Field of Study.....	3
	* Elective-Field of Study.....	3
	* Elective-Field of Study.....	3

\*Courses to be chosen from Field of Study



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# Language and Cultural Studies

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***Language and Cultural Studies,  
Field of Study***

**Associate of Arts**

**Concentration: American Sign Language**

**Concentration: Spanish**

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or both of the following concentrations: Spanish and American Sign Language.

# AMERICAN SIGN LANGUAGE CONCENTRATION *Field of Study*

## ASSOCIATE OF ARTS

### TSI LIABLE

#### FIELD OF STUDY 18 Credits

The student is required to take the following 5 courses (18 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

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

- HUMA 1301 Introduction to Humanities I
- HUMA 2319 American Minority Studies
- HUMA 2323 World Cultures
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 1325 Principles & Practices of Multicultural Education
- EDUC 1300 Learning Framework
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2307 Introduction to Social & Political Philosophy
- PSYC 1300 Learning Framework

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## *American Sign Language Concentration Recommended Course Sequence*

### FIRST SEMESTER Credit Hours

- SPCH 1311 Introduction to Speech Communication ..... 3
- HIST 1301 United States History I or HIST 2327 ..... 3
- ENGL 1301 Composition ..... 3
- SGNL 1301 Beginning American Sign Language I ..... 3

### SECOND SEMESTER

- HIST 1302 United States History II or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- GOVT 2305 Federal Government ..... 3
- Creative Arts Elective-Core Curriculum ..... 3
- SGNL 1302 Beginning American Sign Language II ..... 3

### THIRD SEMESTER

- Mathematics Elective - Core Curriculum ..... 3-4
- Life and Physical Sciences Elective-Core Curriculum ..... 4
- Social & Behavioral Science Elective-Core Curriculum ..... 3
- SGNL 2301 Intermediate American Sign Language I ..... 3
- Component Area Option - Core Curriculum (if required) ..... 1
- \*\* Elective - Field of Study ..... 3

### FOURTH SEMESTER

- GOVT 2306 Texas Government ..... 3
- Life and Physical Sciences Elective-Core Curriculum ..... 4
- Language, Philosophy & Culture Elective-Core Curriculum ..... 3
- SGNL 2302 Intermediate American Sign Language II ..... 3
- PHIL 2306 Introduction to Ethics ..... 3

# SPANISH CONCENTRATION *Field of Study*

## ASSOCIATE OF ARTS

### TSI LIABLE

#### FIELD OF STUDY **18-20 Credits**

- The student is required to take 5 courses (15-17 credits) from the following list.
- SPAN 1411 Beginning Spanish I for Non-Spanish Speakers Or SPAN 2313
  - SPAN 1412 Beginning Spanish II for Non-Spanish Speakers Or SPAN 2315 Spanish for Spanish Speakers II
  - SPAN 2311 Intermediate Spanish I Or HUMA 2323 World Culture
  - SPAN 2312 Intermediate Spanish II Or ENGL 2351 Mexican-American Literature
  - SPAN 2389 Academic Cooperative

\*Students who take SPAN 2313 & SPAN 2315 cannot take SPAN 2311 & SPAN 2312

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

\*\*Courses from this list cannot duplicate courses from previous block.

- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social and Political Philosophy
- HUMA 1301 Introduction to Humanities I
- HUMA 2319 American Minority Studies
- HUMA 2323 World Cultures
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 1325 Principles & Practices of Multicultural Education
- ENGL 2331 World Literature
- ENGL 2341 Introduction to Forms of Literature
- ENGL 2351 Mexican American Literature

#### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. These courses must not duplicate courses taken to fulfill the field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

**Total Credit Hours: 60-62**

## *Spanish Concentration Recommended Course Sequence*

#### FIRST SEMESTER **Credit Hours**

- HIST 1301 United States History I or HIST 2327 ..... 3
- ENGL 1301 Composition..... 3
- SPAN 2313 Spanish for Native/Heritage Speakers I or SPAN 1411 ..... 3-4

#### SECOND SEMESTER

- HIST 1302 United States History II or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- GOVT 2305 Federal Government ..... 3
- SPAN 2315 Spanish for Native/Heritage Speakers II or SPAN 1412 ..... 3-4

#### THIRD SEMESTER

- Creative Arts Elective - Core Curriculum ..... 3
- Language, Philosophy & Culture Elective-Core Curriculum ..... 3
- SPCH 1311 Introduction to Speech Communication..... 3

#### FOURTH SEMESTER

- Mathematics Elective - Core Curriculum..... 3-4
- Life and Physical Sciences Elective-Core Curriculum ..... 4
- Social & Behavioral Science Elective-Core Curriculum ..... 3
- SPAN 2311 Intermediate Spanish I or HUMA 2323 ..... 3
- Component Area Option- Core Curriculum (if required) ..... 1

#### FIFTH SEMESTER

- GOVT 2306 Texas Government ..... 3
- Life and Physical Sciences Elective-Core Curriculum ..... 4
- SPAN 2312 Intermediate Spanish II or ENGL 2351 ..... 3
- \*\*Elective-Field of Study ..... 3
- SPAN 2389 Academic Cooperative..... 3

\*\*Course to be chosen from Field of Study

- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Introduction to Ethics
- PHIL 2307 Introduction to Social & Political Philosophy
- HUMA 1301 Introduction to Humanities I
- HUMA 2319 American Minority Studies
- HUMA 2323 World Cultures
- EDUC 1301 Introduction to the Teaching Profession
- EDUC 1325 Principles & Practices of Multicultural Education
- ENGL 2331 World Literature
- ENGL 2341 Introduction to Forms of Literature
- ENGL 2351 Mexican American Literature

# Mexican-American Studies

## **Mexican-American Studies, Field of Study Associate of Arts**

The Associate of Arts degree with a field of study in Mexican American Studies is designated for students planning to transfer to a baccalaureate degree in Mexican American Studies or any Liberal Arts or Humanities field at four-year institutions. The curriculum includes a multi-discipline approach throughout the general academic courses and electives that enable students who intended to major in Mexican American Studies to transfer to four-year institutions.

Completing the Mexican American Studies program can expand opportunities in education, teaching, law school, journalism, business, public administration, and other related areas. Instruction in Mexican American Studies will promote critical thinking and writing, as well as develop an awareness of how the past has shaped the present.

## **MEXICAN-AMERICAN STUDIES** *Field of Study*

### **ASSOCIATE OF ARTS**

#### **TSI LIABLE**

#### **FIELD OF STUDY 9 Credits**

The student is required to take the following 3 courses (9 credits):

- HIST 1301 United States History I or  
HIST 1302 United States History II  
SPAN 2312 Intermediate Spanish II  
HUMA 1305 Introduction to  
Mexican-American Studies

#### **\*Field of Study Electives 9 Credits**

To complete the Mexican-American Studies Field of Study, students must take 9 credit hours listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum. 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:

**Language, Philosophy & Culture 3 credits**  
ENGL 2351 Mexican American Literature

**History 6 credits**  
HIST 2327 Mexican American History I  
HIST 2328 Mexican American History II

**Creative Arts 3 credits**  
HUMA 1311 Mexican American Fine Arts  
Appreciation

**Social and Behavioral Sciences 3 credits**  
GOVT 2311 Mexican American Politics

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Mexican-American Studies Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

- ENGL 2351 Mexican American Literature ..... 3  
Component Area Option -  
Core Curriculum..... 3  
HIST 2327 Mexican American History I ..... 3  
HUMA 1305 Introduction to  
Mexican American Studies ..... 3  
\*Field of Study Elective  
(Recommended: SPAN 1411)..... 3

### **SECOND SEMESTER**

- SPAN 2312 Intermediate Spanish II ..... 3  
HIST 2328 Mexican American History II ..... 3  
ENGL 1301 Composition ..... 3  
Mathematics Elective -  
Core Curriculum..... 3-4

### **THIRD SEMESTER**

- GOVT 2311 Mexican American Politics ..... 3

### **FOURTH SEMESTER**

- GOVT 2305 Federal Government ..... 3  
\*Field of Study Elective  
(Recommended: SPAN 1412)..... 3  
ENGL 1302 Composition II-Rhetoric ..... 3  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
HUMA 1311 Mexican-American Fine Arts  
Appreciation..... 3

### **FIFTH SEMESTER**

- GOVT 2306 Texas Government ..... 3  
HIST 1301 United States History I  
or HIST 1302 ..... 3  
\*Field of Study Elective  
(Recommended: SPAN 2311) .... 3  
Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
Component Area Option -  
Core Curriculum (if required) ..... 1

# 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.

## **PHILOSOPHY** *Field of Study*

### **ASSOCIATE OF ARTS**

#### **TSI LIABLE**

#### **FIELD OF STUDY 18 Credits**

The student is required to take the following two courses (6 credits):

- PHIL 2306 Introduction to Ethics
- PHIL 2303 Introduction to Logic

The student is required to take two courses from the following list of Philosophy elective courses (6 credits):

- PHIL 1304 Introduction to World Religions
- PHIL 2307 Introduction to Social and Political Philosophy
- PHIL 2316 Classical Philosophy
- PHIL 2321 Philosophy of Religion

#### **\*Field of Study Elective 6 Credits**

To complete the Philosophy Field of Study, students must take two 3-credit hour courses listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Humanities, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to

complete the Component Area Option for 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 Philosophy programs:

#### **Language, Philosophy & Culture 3 credits**

- PHIL 1301 Introduction to Philosophy

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Philosophy**

### **Recommended Course Sequence**

#### **FIRST SEMESTER Credit Hours**

- PHIL 1301 Introduction to Philosophy ..... 3
- HIST 1301 United States History I  
or HIST 2327 ..... 3
- ENGL 1301 Composition..... 3
- Component Area Option-  
Core Curriculum  
(Recommended: SPCH 1311) .... 3-4

#### **SECOND SEMESTER**

- HIST 1302 United States History II  
or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- Mathematics Elective -  
Core Curriculum..... 3-4
- Creative Arts Elective-  
Core Curriculum ..... 3
- PHIL 2303 Introduction to Logic ..... 3

#### **THIRD SEMESTER**

- Social & Behavioral Science  
Elective-Core Curriculum ..... 3
- Component Area Option -  
Core Curriculum (if required)..... 1
- \*\*Philosophy Elective..... 3

#### **FOURTH SEMESTER**

- GOVT 2305 Federal Government..... 3
- PHIL 2306 Introduction to Ethics ..... 3
- Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- \*Field of Study Elective..... 3

#### **FIFTH SEMESTER**

- GOVT 2306 Texas Government ..... 3
- \*Field of Study Elective..... 3
- Life and Physical Sciences  
Elective-Core Curriculum ..... 4
- \*\*Philosophy Elective..... 3

\*\*Courses to be chosen from Philosophy Field of Study

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# American Sign Language and Interpreter Studies

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## ***Trilingual Interpreter Certificate***

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his or her professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills. The Trilingual Enhanced Certificate requires a minimum language proficiency in both American Sign Language and Spanish.

## ***Specialization: Sign Language Interpreter Associate of Applied Science***

The AAS degree in Sign Language Interpreter Specialization is comprised of a combination of technical and general education courses. The degree requires 63 semester hours of designated coursework. Students must take a mid-program evaluation, the State Certification Basic Exam, as well as a program exit exam in order to complete degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes.

The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

## ***Specialization: Deaf Support Specialist Associate of Applied Science***

The AAS degree in Deaf Support Specialist Specialization is comprised of a combination of technical and general education courses. The degree requires 65 semester hours of designated coursework. Students must take a mid-program evaluation and a program exit exam in order to complete degree requirements. In addition, students will acquire social, cultural and educational foundations necessary for working with Deaf and Hard of Hearing consumers in a variety of settings. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. The program is designed to provide the student with sign language communication skills necessary to communicate with a broad cross-section of Deaf consumers.

Students interested in pursuing an AAS Degree are required to consult with department staff before registering for any SLNG classes. The Associates of Applied Science Degree, Deaf Support Specialist Option is for individuals seeking employment as an advocate, job coach, mentor and/or para-professional to Deaf consumers. Successful completion of degree requirements ensures that the student is knowledgeable of linguistic and cultural aspects pertinent to the Deaf Community. Successful candidates will have also achieved proficiency in the expression and comprehension of American Sign Language.

### **ADVISORY COMMITTEE**

#### **MEMBERS**

Chris Ardis, American Sign Language Teacher; Brook Velarde Hernandez, Manager for VAIL; Nora McAllister, STC ASL Interpreter; Dr. Shawn Saladin, Associate Dean of Education and Research at UTPA; Ernie Pena, ASL Interpreter; Vanessa Vera, DARS Counselor.

#### **EX-OFFICIO MEMBERS**

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences.

# TRILINGUAL INTERPRETER\*

## CERTIFICATE

### TSI LIABLE

The Trilingual Enhanced Certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his/her professional work. This certificate is also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills.

The Trilingual Enhanced Certificate requires minimum language proficiency in both American Sign Language and Spanish. The respective departments will administer language placement tests. Please note pre-requisites listed in the course description\*\*.

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
SLNG 2370 Trilingual Interpreting I .....	3
SLNG 2373 Latino Interpreting Issues .....	3
SPAN 2311 Intermediate Spanish I (for Trilingual Certificate) .....	3

<b>SECOND SEMESTER</b>	
SLNG 2372 Trilingual Interpreting II .....	3
SPAN 2312 Intermediate Spanish II (for Trilingual Certificate) ** .....	3

**Total Credit Hours:..... 15**

\*To be eligible for the Enhanced Trilingual Interpreter Certificate, the student must be a State Level I/Basic Certified Interpreter or have completed an accredited Interpreter Training Program. Students may obtain an Associate of Applied Science Degree without the Enhanced Trilingual Interpreter Certificate.

## American Sign Language and Interpreting Studies

*Specialization:*

# DEAF SUPPORT SPECIALIST

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
<u>ENGL 1301</u> Composition .....	3
<u>DRAM 1351</u> Acting I .....	3
<u>SPCH 1318</u> Interpersonal Communication .....	3
SLNG 1304 American Sign Language (ASL) I .....	3
SLNG 1300 Fundamentals for Deaf Support Specialist/Service Provider .....	3

<b>SECOND SEMESTER</b>	
SLNG 1305 American Sign Language (ASL) II .....	3
SLNG 1311 Fingerspelling & Numbers .....	3
<u>BIOL 1408</u> Biology for Non-Science Majors I .....	4
<u>SOCW 2361</u> Introduction to Social Work .....	3
SLNG 1315 Visual / Gestural Communication .....	3

<b>SUMMER SESSION</b>	
SLNG 1344 American Sign Language (ASL) III or SGNL 2301 .....	3
<u>PHIL 2306</u> Introduction to Ethics .....	3
SLNG 1347 Deaf Culture .....	3

<b>THIRD SEMESTER</b>	
SLNG 2187 Internship I .....	1
SLNG 1317 Introduction to the Deaf Community .....	3
SLNG 1345 American Sign Language (ASL) IV or SGNL 2302 .....	3
SPAN 2313 Spanish for Native/Heritage Speakers I .....	3
SLNG 1350 Sign-to-Voice .....	3

<b>FOURTH SEMESTER</b>	
SLNG 2188 Internship II .....	1
SLNG 2303 Transliterating .....	3
SLNG 2434 American Sign Language (ASL) V .....	4
SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Provider .....	3

<b>SUMMER SESSION</b>	
SLNG 2189 Internship III .....	1

**Total Credit Hours:..... 65**

Identifies courses to fulfill minimum 15 credit hour  
general education requirement

**American Sign Language and  
Interpreting Studies**

*Specialization:*

**SIGN LANGUAGE  
INTERPRETER**

**ASSOCIATE OF APPLIED SCIENCE**

**TSI LIABLE**

**FIRST SEMESTER** **Credit Hours**

<u>ENGL 1301</u> Composition.....	3
<u>DRAM 1351</u> Acting I.....	3
SLNG 1304 American Sign Language (ASL) I.....	3
SLNG 1321 Introduction to the Interpreting Profession.....	3

**SECOND SEMESTER**

SLNG 1305 American Sign Language (ASL) II.....	3
SLNG 1311 Fingerspelling & Numbers .....	3
<u>BIOL 1408</u> Biology for Non-Science Majors I.....	4
<u>SOCW 2361</u> Introduction to Social Work.....	3

**SUMMER SESSION**

SLNG 1344 American Sign Language (ASL) III or SGNL 2301.....	3
<u>PHIL 2306</u> Introduction to Ethics .....	3

**THIRD SEMESTER**

SLNG 2187 Internship I.....	1
SLNG 2401 Interpreting I.....	4
SLNG 1345 American Sign Language (ASL) IV or SGNL 2302 .....	3
SLNG 2411 Interpreting in Specialized Settings .....	4
SLNG 1350 Sign-to-Voice .....	3

**FOURTH SEMESTER**

SLNG 2188 Internship II.....	1
SLNG 2402 Interpreting II.....	4
SLNG 2303 Transliterating .....	3
SLNG 2434 American Sign Language (ASL) V .....	4

**SUMMER SESSION**

SLNG 2189 Internship III .....	1
SLNG 2431 Interpreting III.....	4

**Total Credit Hours:..... 63**

Identifies courses to fulfill minimum 15 credit hour  
general education requirement



# Anthropology

## **Anthropology, Field of Study Associate of Arts**

Anthropology is the study of our species, Homo sapiens, our ancestors (like the Neanderthals) and our near relatives, the primates. Anthropology studies the primordial origins of humans, how we evolved, how we populated the continents over millennia and why we vary genetically, physically and culturally. Anthropology is a holistic science comprised of four subfields: Cultural

Anthropology, the study of world cultures and unique human adaptations to environments; Physical Anthropology, the study of human evolution, genetics, primatology and human variation; Archaeology, the study of the material remains of ancient and contemporary civilizations; and, Linguistic Anthropology, the study of the biological, historical and cultural foundations of the world's languages. Anthropological subfields include but are not limited to forensics, medical anthropology, agricultural anthropology, museum curation, psychological anthropology and ethnological film making.

### **TSI LIABLE**

**FIELD OF STUDY 18 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 four courses (12 credits):  
ANTH 2301 Physical Anthropology  
ANTH 2302 Introduction to Archeology  
ANTH 2351 Cultural Anthropology  
HUMA 2323 World Cultures

\*The student is required to take a minimum of 2 courses (6 credits) from the following list:  
\*SOCI 1301 Introduction to Sociology  
\*SOCI 2319 Minority Studies  
\*PSYC 2317 Statistical Methods in Psychology  
\*HIST 2321 World Civilizations I

**STC CORE CURRICULUM 42 Credits**  
In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18  
STC Core Curriculum: 42  
**Total Credit Hours: 60**

## **ANTHROPOLOGY**

### *Field of Study*

### **ASSOCIATE OF ARTS**

#### **Recommended Course Sequence**

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
HIST 1301 United States History I or HIST 2327 .....	3
ENGL 1301 Composition.....	3
ANTH 2301 Physical Anthropology .....	3
*Anthropology Elective - Field of Study.....	3

#### **SECOND SEMESTER**

HIST 1302 United States History II or HIST 2328 .....	3
ENGL 1302 Composition II - Rhetoric .....	3
Social & Behavioral Science Elective - Core Curriculum.....	3
*Anthropology Elective - Field of Study.....	3

#### **THIRD SEMESTER**

Speech Elective- Component Area Option- Core Curriculum.....	3
Creative Arts Elective - Core Curriculum .....	3
Language, Philosophy & Culture Elective - Core Curriculum.....	3

#### **FOURTH SEMESTER**

GOVT 2305 Federal Government .....	3
Mathematics Elective - Core Curriculum.....	3-4
ANTH 2302 Introduction to Archeology .....	3
Life and Physical Sciences Elective - Core Curriculum .....	4

#### **FIFTH SEMESTER**

GOVT 2306 Texas Government.....	3
HUMA 2323 World Cultures .....	3
ANTH 2351 Cultural Anthropology .....	3
Life and Physical Sciences Elective - Core Curriculum .....	4
Component Area Option - Core Curriculum (if required) .....	1

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# Child Development

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The Child Development Department is committed to improving and promoting the quality of services and programs for young children and their families in the communities we serve by educating and training individuals for early childhood professions and by partnering with childcare programs and social service agencies.

TSI exempt.

## ***Specialization: Administration of Early Childhood Programs Certificate***

The Administration of Early Childhood Programs certificate is a one semester certificate that will prepare students to meet the Texas Department of Family and Protective Services (TDFPS) Child Care Licensing requirements for a director of a child care center licensed for 13 or more children. It will provide a basic foundation of knowledge and skills in both child development and business management.

TSI exempt.

## ***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 the instruction and field experience necessary for successful care and guidance of young children birth through age three. The graduate will know and be able to promote child development and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum. This certificate also provides students an option to apply for a Child Development Associate Credential (CDA) after taking CDEC 1417 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record. Once completed, all credit hours earned under this certificate plan, with the exception of optional courses and CDEC 2304, transfer to the Associate of Applied Science Degree in Child Development.

TSI exempt.

## ***Specialization: Preschool Certificate***

The Preschool Certificate prepares students for entry-level positions in the field of Child Development. This certificate provides the instruction and field experience necessary for successful care and guidance of young children three to five years of age. The graduate will know how to promote child development and learning, use developmentally effective approaches to

connect with children and families, and use content knowledge to build meaningful curriculum.

This certificate also provides students an option to apply for a Child Development Associate Credential (CDA) after taking CDEC 1417 CDA I and CDEC 2422 CDA II. All students participating in Field Study courses must have a negative TB test and no criminal record. Once completed, all credit hours earned under this certificate plan with the exception of optional courses transfer to the Associate of Applied Science Degree in Child Development.

TSI liable.

## ***Child Development Associate of Applied Science***

The curriculum leading to the Associate of Applied Science Degree in Child Development provides the instruction and field experience necessary for successful care and guidance of young children birth to eight years of age. Graduates will know and be able to promote child development and learning; build family and community relationships; observe, document, and assess children; use developmentally effective approaches to connect with children and families; use content knowledge to build meaningful curriculum; and be a professional and advocate for young children. Students will be prepared for positions in private kindergartens and in child care centers and early childhood programs such as Head Start programs and non-profit and for-profit preschool programs. They also will be prepared for positions as teacher aides and other paraprofessional positions in public schools and after school programs. Prior to field site placement, all students participating in Field Study courses must have a negative TB test and no criminal record.

### **ADVISORY COMMITTEE**

Dana Anthony, Chairperson, TDFPS Child Care Licensing; Sylvia Garza, Staff Development, Hidalgo County Head Start; Pattie Rosenlund, CEO, Easter Seals Rio Grande Valley; Sandra Solis, Manager Child Care Program, Workforce Solutions; student from Child Development program; Teresa Ochoa, Director, All Star Academy; Valerie Gamez Community College Advisor, National American University; Delia Mendoza, Dual Enrollment High School Instructor, McAllen ISD; Victor Yado, Human Resource Manager Teaching and Mentoring Communities.

## Child Development

Specialization:

# ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS

CERTIFICATE

TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
TECA 1311 Educating Young Children .....	3
TECA 1318 Wellness of the Young Child .....	3
TECA 1354 Child Growth and Development or CDEC 1313 .....	3
CDEC 2326 Administration of Programs for Children I .....	3
CDEC 2328 Administration of Programs for Children II .....	3
CDEC 2336 Administration of Programs for Children III .....	3
CDEC 2167 CAPSTONE: Administration* .....	1

**Total Credit Hours:..... 19**

\*By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

## Child Development

Specialization:

# INFANT AND TODDLER

CERTIFICATE

TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
CDEC 1319 Child Guidance .....	3
TECA 1311 Educating Young Children .....	3
CDEC 1356 Emergent Literacy for Early Childhood .....	3
CDEC 2304 Child Abuse and Neglect .....	3
**CDEC 1417 Child Development Associate Training I** .....	4

## **SECOND SEMESTER**

TECA 1318 Wellness of the Young Child .....	3
CDEC 1321 The Infant & Toddler .....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
*CDEC 1167 CAPSTONE: Field Study Infant/ Toddler* .....	1
**CDEC 2422 Child Development Associate Training II** .....	4

**Total Credit Hours:... 22-30**

\*By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and criminal background check will be required.

\*\*Class required only for students pursuing CDA Credential.

## Child Development

Specialization:

# PRESCHOOL

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

CDEC 1319 Child Guidance .....	3
TECA 1311 Educating Young Children .....	3
CDEC 1359 Children with Special Needs .....	3
CDEC 1356 Emergent Literacy for Early Childhood .....	3
**CDEC 1417 Child Development Associate Training I** .....	4

#### SECOND SEMESTER

CDEC 1313 Curriculum Resources for Early Childhood Programs .....	3
TECA 1318 Wellness of the Young Child .....	3
CDEC 2307 Math and Science for Early Childhood .....	3
*CDEC 2166 Field Study Preschool* .....	1
**CDEC 2422 Child Development Associate Training II** .....	4

**Total Credit Hours: ... 22-30**

\*By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

\*\* Class required only for students pursuing CDA credential.

# CHILD DEVELOPMENT

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER **Credit Hours**

TECA 1354 Child Growth and Development .....	3
CDEC 1319 Child Guidance .....	3
TECA 1311 Educating Young Children .....	3
<u>ENGL 1301 Composition</u> .....	3
<u>PSYC 2301 General Psychology</u> .....	3

#### SECOND SEMESTER

TECA 1318 Wellness of the Young Child .....	3
TECA 1303 Family, School, and Community .....	3
<u>SPCH 1311 Introduction to Speech Communication</u> .....	3
CDEC 1321 The Infant and Toddler .....	3
<u>Mathematics/Natural Sciences Elective</u> .....	3
CDEC 1167 Field Study Infant/Toddler* .....	1

#### THIRD SEMESTER

CDEC 2326 Administration of Programs for Children I .....	3
CDEC 1356 Emergent Literacy for Early Childhood .....	3
<u>Humanities Elective</u> .....	3
CDEC 1359 Children with Special Needs .....	3
CDEC 1323 Observation and Assessment .....	3
CDEC 2166 Field Study Preschool* .....	1

#### FOURTH SEMESTER

CDEC 1358 Creative Arts for Early Childhood or CDEC 2328 or CDEC 2336 .....	3
CDEC 1313 Curriculum Resources for Early Childhood Program .....	3
EDUC 1325 Principles and Practices of Multi-Cultural Education .....	3
CDEC 2307 Math and Science for Early Childhood .....	3
CDEC 2167 CAPSTONE: Administration* .....	1

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

# Communication

## **Advertising/Public Relations, Field of Study**

### **Associate of Arts**

The Associate of Arts with a field of study in Advertising/Public Relations Concentration is a focused program of study, which provides a strong undergraduate foundation in writing for all forms of media and the integration of concepts and theories necessary to promote a positive image for clients. Classes prepare students for transfer to four-year institutions and entry into careers in which competence, clarity and influence are important, such as advertising, public relations, business, health, law, entertainment industry and media. Some variation in requirements may exist a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

## **Communication Studies, Field of Study**

### **Associate of Arts**

The Associate of Arts degree in Communication with a speech concentration is a focused program of study, which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills. Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at a particular four-year college or university; therefore it is essential that students also refer to the catalog of the prospective transfer institution and consult a counselor.

## **ADVERTISING/PUBLIC RELATIONS**

### *Field of Study*

#### **ASSOCIATE OF ARTS**

#### **TSI LIABLE**

#### **FIELD OF STUDY**

#### **Courses of Study 18 Credits**

COMM 1307 Introduction to Mass Communication  
COMM 2330 Introduction to Public Relations  
COMM 2327 Introduction to Advertising  
COMM 2305 Editing and Layout  
COMM 2339 Writing for Radio, Television and Film  
COMM 2389 Academic Cooperative

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum listed on page 88 of the

catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**TOTAL CREDIT HOURS: 60**

## **ADVERTISING/PUBLIC RELATIONS Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

ENGL 1301	Composition.....	3
	Speech Elective- Component Area Option .....	3
HIST 1301	United States History I.....	3
	Language, Philosophy & Culture Elective – Core Curriculum .....	3

### **SECOND SEMESTER**

ENGL 1302	Composition II - Rhetoric .....	3
*COMM1307	Introduction to Mass Communication.....	3
HIST 1302	United States History II.....	3
	Social & Behavioral Sciences Elective – Core Curriculum .....	3
	Mathematics Elective- Core Curriculum.....	3-4 (Recommended: MATH 1442)

### **THIRD SEMESTER**

GOVT 2305	Federal Government.....	3
*COMM2330	Introduction to Public Relations .....	3
*COMM2327	Introduction to Advertising .....	3
	Life and Physical Sciences Elective – Core Curriculum .....	4
	**Creative Arts Elective – Core Curriculum.....	3

### **FOURTH SEMESTER**

GOVT 2306	Texas Government.....	3
*COMM2305	Editing & Layout.....	3
*COMM2339	Writing for Radio, Television and Film .....	3
	Life and Physical Sciences Elective – Core Curriculum .....	4
*COMM2389	Academic Cooperative.....	3
	Component Area Option – Core Curriculum (if required) .....	1

\*Field of Study Courses

# COMMUNICATION STUDIES

Field of Study

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## ASSOCIATE OF ARTS

### TSI LIABLE

#### FIELD OF STUDY

#### Courses of Study 18 Credits

- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communication
- SPCH 1321 Business and Professional Communication
- SPCH 2333 Discussion and Small Group Communication
- SPCH 2335 Argument and Debate
- SPCH 2389 Academic Cooperative

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum listed on page 88 of the Catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Speech Communication majors must take Speech 1311 – Introduction to Speech Communication to fulfill the Component Area Option of the core curriculum.

Field of Study: 18

STC Core Curriculum: 42

**TOTAL CREDIT HOURS: 60**

### *Communication Studies Recommended Course Sequence*

#### **FIRST SEMESTER** Credit Hours

- ENGL 1301 Composition..... 3
- SPCH 1311 Intro to Speech Communication..... 3
- HIST 1301 United States History I..... 3
- Language, Philosophy & Culture Elective – Core Curriculum..... 3

#### **SECOND SEMESTER**

- ENGL 1302 Composition II & Rhetoric..... 3
- \*SPCH 1318 Interpersonal Communication..... 3
- HIST 1302 United States History II..... 3
- Social & Behavioral Sciences Elective – Core Curriculum..... 3
- Mathematics Elective – Core Curriculum..... 3-4  
(Recommended: MATH 1442)

#### **THIRD SEMESTER**

- GOVT 2305 Federal Government..... 3
- \*SPCH 1315 Public Speaking..... 3
- \*SPCH 2333 Discussion and Small Group Communication..... 3
- Life and Physical Sciences Elective – Core Curriculum..... 4
- Creative Arts Elective – Core Curriculum..... 3

#### **FOURTH SEMESTER**

- GOVT 2306 Texas Government..... 3
- \*SPCH 1321 Business & Professional Communication..... 3
- \*SPCH 2335 Argumentation & Debate..... 3
- \*SPCH 2389 Academic Cooperative..... 3
- Life and Physical Sciences Elective – Core Curriculum..... 4
- Component Area Option – Core Curriculum (if required)..... 1

\*Field of Study Courses

# Criminal Justice

## **Criminal Justice, Field of Study Associate of Arts**

The need for college-level training in the field of Criminal Justice has grown dramatically. Law enforcement, correctional, probation and parole agencies have recognized the value of college training for their employees.

Criminal Justice careers can encompass a variety of jobs. The employment possibilities within the traditional police, courts and corrections areas are being expanded with opportunities in private business. From police officers to private detectives, youth care workers to security guards, these people help our society run smoothly and within the realms of the law.

Graduates of a criminal justice program find employment opportunities in law enforcement at the federal, state and local level, adult and juvenile correctional facilities, community correctional programs, child advocacy, juvenile agencies, victim advocacy, protective services and other service agencies. After completion of the Criminal Justice Associate Degree program, students may transfer to a four-year institution or they will have the basic knowledge to enter any public safety agency at the federal, state, and local level, as well as agencies in the private sector of insurance and security technology.

## **CRIMINAL JUSTICE**

### *Field of Study*

### **ASSOCIATE OF ARTS**

### **TSI LIABLE**

### **FIELD OF STUDY 18 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 1310 Fundamentals of Criminal Law

\*CRIJ 2313 Correctional Systems  
and Practices

\*CRIJ 2328 Police Systems and Practices

\*The student is required to take a minimum of 1 course (3 credit hours) from the following list:

\*CRIJ 1313 Juvenile Justice System

\*CRIJ 2314 Criminal Investigation

### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. **Criminal Justice majors must take SOCI 1301 - Introduction to Sociology to fulfill the Social/Behavioral Science component of the Core Curriculum. It is strongly recommended that Criminal Justice majors take MATH**

1414 - College Algebra, MATH 1442 - Elementary Statistical Methods, or higher to fulfill the Mathematics component of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Criminal Justice Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

	*Criminal Justice Elective - Field of Study.....	3
HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition.....	3
CRIJ 1301	Introduction to Criminal Justice....	3

### **SECOND SEMESTER**

HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II-Rhetoric .....	3
GOVT 2305	Federal Government .....	3
	*Criminal Justice Elective - Field of Study.....	3

### **THIRD SEMESTER**

	Speech Elective - Component Area Option - Core Curriculum ....	3
	Creative Arts Elective- Core Curriculum .....	3
	Language, Philosophy & Culture Elective - Core Curriculum.....	3

### **FOURTH SEMESTER**

	Mathematics Elective - Core Curriculum.....	3-4
	<u>(Strongly Recommended: MATH 1414, 1442 or higher)</u> Life and Physical Sciences Elective - Core Curriculum .....	4
SOCI 1301	Introduction to Sociology .....	3
	*Criminal Justice Elective- Field of Study.....	3

### **FIFTH SEMESTER**

GOVT 2306	Texas Government.....	3
	Life and Physical Sciences Elective - Core Curriculum .....	4
	*Criminal Justice Elective - Field of Study.....	3
	*Criminal Justice Elective - Field of Study.....	3
	Component Area Option- Core Curriculum (if required) .....	1

\*Courses to be chosen from Field of Study

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# Education

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## ***Associate of Arts in Teaching***

- **EC-6 Generalist\***
- **4-8 Generalist\***
- **Grades 8-12\***

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 42 hours of recommended courses from the core curriculum and a minimum of 18 hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take a minimum of up to 60 hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive Continuing Education Certificates of Completion for Substitute Teaching upon completion of EDUC 1301 and for Teacher Assistant upon completion of EDUC 2301.

\*It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTRGV, TAMUK, and other universities.



# EC-6 GENERALIST

## ASSOCIATE OF ARTS IN TEACHING

### TSI LIABLE

#### FIELD OF STUDY 18-20 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 Life and Physical Sciences Electives- Field of Study (6-8 Credit Hours)

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit hour Mathematics course must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

**Total Credit Hours: 60-62**

### EC-6 Generalist Recommended Course Sequence

#### FIRST SEMESTER Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
	Life and Physical Sciences Elective - Core Curriculum	4 (Recommended: PHYS 1415)

#### SECOND SEMESTER

EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II - Rhetoric	3
	*Mathematics Elective- Core Curriculum	3-4 (Recommended: MATH 1414)
	*Life and Physical Sciences Elective- Core Curriculum	4 (Recommended: PHYS 1417)

#### THIRD SEMESTER

	*Component Area Option-Core Curriculum	3-4
	BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective	
	*Creative Arts Elective- Core Curriculum	3 (Recommended: ARTS 1301)
HIST 1302	United States History II	3

#### FOURTH SEMESTER

	*Language, Philosophy & Culture Elective-Core Curriculum	3 (Recommended: ENGL 2341)
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1408)
GOVT 2305	Federal Government	3
MATH 1350	Fundamentals of Mathematics I	3

#### FIFTH SEMESTER

GOVT 2306	Texas Government	3
MATH 1351	Fundamentals of Mathematics II	3
	*Social & Behavioral Science Elective-Core Curriculum	3
	*Life and Physical Sciences Elective-Field of Study	3-4 (Recommended: BIOL 1409)
	*Component Area Option- Core Curriculum (if required)	1

\*Students **must** meet with an Education advisor prior to registering for one of these courses.

# 4-8 GENERALIST

## ASSOCIATE OF ARTS IN TEACHING

### TSI LIABLE

#### FIELD OF STUDY 18-20 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 Life and Physical Sciences Electives- Field of Study (6-8 Credit Hours)

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit hour Mathematics course must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18-20

STC Core Curriculum: 42

**Total Credit Hours: 60-62**

## 4-8 Generalist

### Recommended Course Sequence

#### FIRST SEMESTER Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
HIST 1301	United States History I	3
ENGL 1301	Composition Life and Physical Sciences Elective-Core Curriculum	3 4 (Recommended: PHYS 1415)

#### SECOND SEMESTER

EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II-Rhetoric *Mathematics Elective- Core Curriculum (Recommended: MATH 1414) *Life and Physical Sciences Elective-Core Curriculum	3 3-4 4 (Recommended: PHYS 1417)

#### THIRD SEMESTER

	*Component Area Option - Core Curriculum BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective *Creative Arts Elective- Core Curriculum (Recommended: ARTS 1301)	3-4 3
HIST 1302	United States History II	3

#### FOURTH SEMESTER

	*Language, Philosophy & Culture Elective-Core Curriculum (Recommended: ENGL 2341) *Life and Physical Sciences Elective-Field of Study (Recommended: BIOL 1408)	3 3-4
GOVT 2305	Federal Government	3
MATH 1350	Fundamentals of Mathematics I	3

#### FIFTH SEMESTER

GOVT 2306	Texas Government	3
MATH 1351	Fundamentals of Mathematics II *Social & Behavioral Science Elective-Core Curriculum *Life and Physical Sciences Elective-Field of Study (Recommended: BIOL 1409) *Component Area Option- Core Curriculum (if required)	3 3 3 3-4 1

\*Students **must** meet with an Education advisor prior to registering for one of these courses.

# 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 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. Students who select a 3 credit hour Mathematics course must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

### Grades 8-12

#### Recommended Course Sequence

#### FIRST SEMESTER Credit Hours

- EDUC 1301 Introduction to the Teaching Profession ..... 3
- \*Component Area Option - Core Curriculum..... 3-4
- BIOL1322, or BCIS 1305, or COSC 1301 or 1436, or MATH 2418 or 2420, or any Speech Elective
- HIST 1301 United States History I..... 3
- ENGL 1301 Composition..... 3

#### SECOND SEMESTER

- EDUC 2301 Introduction to Special Populations ..... 3
- HIST 1302 United States History II..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- \*Mathematics Elective - Core Curriculum..... 3-4

#### THIRD SEMESTER

- \*Creative Arts Elective - Core Curriculum..... 3
- \*Language, Philosophy & Culture Elective - Core Curriculum..... 3
- Content Area Elective - Field of Study..... 3

#### FOURTH SEMESTER

- \*Life and Physical Sciences Elective - Core Curriculum..... 4
- GOVT 2305 Federal Government..... 3
- \*Social & Behavioral Sciences Elective -Core Curriculum..... 3
- Content Area Elective - Field of Study..... 3

#### FIFTH SEMESTER

- \*Life and Physical Sciences Elective - Core Curriculum..... 4
- GOVT 2306 Texas Government..... 3
- Content Area Elective - Field of Study..... 3
- Content Area Elective - Field of Study..... 3
- \*Component Area Option- Core Curriculum (if required) ..... 1

\*Students **must** meet with an Education advisor prior to registering for one of these courses.

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# Kinesiology

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The philosophy of the Kinesiology Program encourages student participation in a variety of activities, especially those involving new skills. The Kinesiology Program emphasizes individual sports and fitness that has carry-over value beyond the student's school years.

The department offers a wide variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, dance, coaching and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology lecture courses are transferable toward a B.S. degree in Kinesiology at UTPA and other institutions. 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. In addition, students with disabilities participate in physical education and 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 2015-2016 calendar is \$55.00 per course.

## Physical Activities:

- KINE 1100 Fitness Walking
- KINE 1101 Fitness and Motor Development I
- KINE 1103 Weight Training & Conditioning I
- KINE 1104 Weight Training & Conditioning II
- KINE 1105 Badminton I
- KINE 1107 Basketball I
- KINE 1109 Bowling I
- KINE 1110 Bowling II
- KINE 1111 Flag Football I
- KINE 1113 Golf I
- KINE 1114 Golf II
- KINE 1115 Karate I
- KINE 1116 Karate II
- KINE 1119 Racquetball I
- KINE 1120 Racquet Ball II
- KINE 1121 Soccer I
- KINE 1123 Softball I
- KINE 1125 Swimming I
- KINE 1126 Swimming II
- KINE 1127 Tennis I
- KINE 1128 Tennis II
- KINE 1129 Volleyball I

- KINE 1131 Yoga & Flexibility Training
- KINE 1132 Self Defense & Personal Safety
- KINE 1133 Outdoor Adventure Training
- KINE 1149 Team Sports I
- KINE 1150 Team Sports II
- KINE 1210 Aerobic Dance I
- KINE 1211 Aerobic Dance II
- KINE 1249 Ballet Folklorico I
- KINE 1250 Ballet Folklorico II
- KINE 2249 Ballet Folklorico III
- KINE 2250 Ballet Folklorico IV

## Dance, Performing Arts:

- DANC 1210 Tap Dance
- DANC 1241 Ballet I
- DANC 1242 Ballet II
- DANC 1247 Jazz Dance
- DANC 1248 Jazz Dance II

## Lecture Courses:

- KINE 1164 Introduction to Physical Fitness and Sport
- KINE 1301 Introduction to Physical Fitness and Sport
- KINE 1304 Personal/Community Health I
- KINE 1306 First Aid
- KINE 1308 Sports Officiating I
- KINE 1321 Coaching/Sports/Athletics I
- KINE 1322 Coaching/Sports/Athletics II
- KINE 1331 Physical Education For Elementary Education Majors
- KINE 1336 Introduction To Recreation I
- KINE 1338 Concepts Of Physical Fitness
- KINE 1346 Drug Use & Abuse

# KINESIOLOGY *Field of Study*

## ASSOCIATE OF ARTS

### TSI LIABLE

#### FIELD OF STUDY **18 Credits**

All students must take the following five courses (10 credit hours):

- KINE 1125 Swimming I
- KINE 1301 Introduction to Physical Fitness & Sport
- KINE 1306 First Aid
- KINE 1338 Concepts of Physical Fitness

**Majors must take Area 1, 2 and 3 listed below for a total of 8 credit hours.**

#### *Area 1: Team Sports*

Select 3 courses (3 credits) from this area.

- KINE 1107 Basketball I
- KINE 1111 Flag Football I
- KINE 1121 Soccer I
- KINE 1129 Volleyball I
- KINE 1123 Softball

#### *Area 2: Individual Sports*

Select 2 courses (2 credits) from this area.

- KINE 1103 Weight Training I
- KINE 1105 Badminton I
- KINE 1109 Bowling I
- KINE 1113 Golf I
- KINE 1115 Karate I
- KINE 1119 Racquetball I
- KINE 1127 Tennis I

#### *Area 3: Outdoor Education*

- KINE 1336 Introduction to Recreation I

#### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog.

Kinesiology majors must take BIOL 2401 - Anatomy and Physiology I, and BIOL 2402 - Anatomy and Physiology II, to fulfill the Life and Physical Sciences component of the Core Curriculum.

Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## *Kinesiology*

### *Recommended Course Sequence*

#### **FIRST SEMESTER** **Credit Hours**

- COSC 1301 Introduction to Computing or Speech Elective- Component Area Option - Core Curriculum..... 3
- HIST 1301 United States History I or HIST 2327 ..... 3
- ENGL 1301 Composition..... 3
- KINE 1301 Introduction to Physical Fitness & Sport ..... 3
- \*Kinesiology Elective Area 1 - Field of Study..... 1

#### **SECOND SEMESTER**

- KINE 1306 First Aid..... 3
- HIST 1302 United States History II or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- GOVT 2305 Federal Government..... 3
- \*Kinesiology Elective Area 2 - Field of Study..... 1

#### **THIRD SEMESTER**

- Creative Arts Elective - Core Curriculum ..... 3
- Language, Philosophy & Culture Elective -Core Curriculum..... 3

#### **FOURTH SEMESTER**

- Mathematics Elective - Core Curriculum..... 3-4
- BIOL 2401 Anatomy and Physiology I ..... 4
- KINE 1338 Concepts of Physical Fitness ..... 3
- KINE 1125 Swimming I ..... 1
- \*Kinesiology Elective Area 3 - Field of Study..... 3
- \*Kinesiology Elective Area 2 - Field of Study..... 1
- \*Kinesiology Elective Area 1 - Field of Study..... 1

#### **FIFTH SEMESTER**

- GOVT 2306 Texas Government..... 3
- BIOL 2402 Anatomy and Physiology II ..... 4
- Social & Behavioral Science Elective - Core Curriculum ..... 3
- \*Kinesiology Elective Area 1 - Field of Study..... 1
- Component Area Option - Core Curriculum (if required) ..... 1

\*Courses to be chosen for Field of Study

# Political Science

## **Political Science Field of Study Associate of Arts**

The Associate of Arts degree with a field of study in Political Science is designated for students planning to transfer to a baccalaureate degree program in Political Sciences or related field at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major in Political Science, Public Affairs, or Public Administration to transfer to four-year institutions.

The Political Science program has a foreign language requirement attached to it that will complete most four-year institution requirements. Completing the Political Science major can expand opportunities in teaching, law school, and other related areas of public policy.

## **POLITICAL SCIENCE**

### *Field of Study*

#### **ASSOCIATE OF ARTS**

#### **TSI LIABLE**

#### **FIELD OF STUDY 18 Credits**

The student is required to take the following courses (6 credits):

- GOVT 2304 Introduction to Political Science
- GOVT 2311 Mexican American Politics

The student is required to take two courses (6-7 credits) from the following list:

- EDUC 1300 Learning Framework
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- PHIL 2306 Introduction to Ethics
- ECON 2301 Principles of Economics I - Macro
- PSYC 1300 Learning Framework
- PSYC 2317 Statistical Methods in Psychology
- MATH 1442 Elementary Statistical Methods

The student is required to take two semesters (6-8 credits) of modern foreign language.

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 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 - Elementary Statistical Methods, MATH 2412 - Pre-Calculus Math, 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:

#### **Language, Philosophy & Culture 3 credits**

- PHIL 2307 Introduction to Social and Political Philosophy

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60-63**

## **Political Science Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

- HIST 1301 United States History I  
or HIST 2327 ..... 3
- ENGL 1301 Composition..... 3
- GOVT 2305 Federal Government ..... 3  
Component Area Option -  
Core Curriculum..... 3

### **SECOND SEMESTER**

- HIST 1302 United States History II  
or HIST 2328 ..... 3
- ENGL 1302 Composition II-Rhetoric ..... 3
- MATH 1414 College Algebra or MATH 1442  
or MATH 2412 or MATH 2413 ..... 4
- GOVT 2306 Texas Government ..... 3

### **THIRD SEMESTER**

- \*Elective - Field of Study ..... 3-4
- Creative Arts Elective -  
Core Curriculum ..... 3

### **FOURTH SEMESTER**

- GOVT 2304 Introduction to Political Science..... 3
- GOVT 2311 Mexican American Politics..... 3  
\*Elective - Field of Study ..... 3-4
- Life and Physical Sciences  
Elective -Core Curriculum ..... 4
- \*Modern Language Elective -  
Field of Study..... 3-4

### **FIFTH SEMESTER**

- PHIL 2307 Introduction to Social &  
Political Philosophy..... 3
- Life and Physical Sciences  
Elective -Core Curriculum ..... 4
- Social & Behavioral Science  
Elective - Core Curriculum ..... 3
- \*Modern Language Elective -  
Field of Study..... 3-4

\*Courses to be chosen from Field of Study

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# Psychology

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## **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 can contribute to educational and occupational environments, work within communities to promote physical and mental health, and conduct research that runs the gamut from examining basic brain functions to exploring the behavior of complex social organizations. Psychologists use research to better understand different populations such as infants, emotionally disturbed people, the elderly, students, employees, and even animals – just about every population one can imagine. With a degree in Psychology, a variety of career opportunities are available in counseling, health and human services, public relations, human resources, business management, advertising, law enforcement, and computer programming.

## **TSI LIABLE**

### **FIELD OF STUDY 18 Credits**

Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

The student is required to take the following 4 courses (12 credits):

PSYC 2301 General Psychology  
PSYC 2314 Lifespan Growth and Development  
PSYC 2315 Psychology of Adjustment  
PSYC 2317 Statistical Methods in Psychology

\*The student is required to take a minimum of 2 courses (6 credits) from the following list:

PSYC 1300 Learning Framework  
PSYC 2306 Human Sexuality  
PYSC 2307 Adolescent Psychology I

### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

# **PSYCHOLOGY** *Field of Study*

## **ASSOCIATE OF ARTS**

### ***Recommended Course Sequence***

#### **FIRST SEMESTER** **Credit Hours**

HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition.....	3
PSYC 2301	General Psychology.....	3
	Speech Elective - Component Area Option - Core Curriculum.....	3

#### **SECOND SEMESTER**

HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II-Rhetoric .....	3
PSYC 2315	Psychology of Adjustment.....	3
	Social & Behavioral Science Elective -Core Curriculum.....	3

#### **THIRD SEMESTER**

	Creative Arts Elective - Core Curriculum.....	3
	*Psychology Elective - Field of Study.....	3
	Language, Philosophy & Culture Elective -Core Curriculum.....	3

#### **FOURTH SEMESTER**

GOVT 2305	Federal Government .....	3
	Mathematics Elective - Core Curriculum.....	3-4
PSYC 2314	Lifespan Growth and Development .....	3
	Life and Physical Sciences Elective-Core Curriculum .....	4

#### **FIFTH SEMESTER**

GOVT 2306	Texas Government.....	3
PSYC 2317	Statistical Methods in Psychology .....	3
	*Psychology Elective - Field of Study.....	3
	Life and Physical Sciences Elective -Core Curriculum .....	4
	Component Area Option- Core Curriculum (if required) .....	1

\*Courses to be chosen from Field of Study



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# Public Administration

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## **Public Administration** **Associate of Applied Science**

The Associates of Applied Science degree in Public Administration program is designed to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs.

The program will enable students to understand the political, legal, ethical and social context of public administration with respect to pertinent processes and theories; to achieve proficiency in understanding and developing positive organizational behavior; and to develop the ability to apply appropriate methodologies to solve important problems and issues.

Coursework for this program includes such areas as public sector management, budgeting, ethics and supervision. The program includes a three credit hour practicum designed to give the student real-world experience related to the area of their career interest.

## **PUBLIC** **ADMINISTRATION**

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### **ASSOCIATE OF APPLIED SCIENCE**

#### **TSI LIABLE**

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
<u>ENGL 1301</u> <u>Composition</u> .....	3
<u>GOVT 2305</u> <u>Federal Government</u> .....	3
<u>MATH 1332</u> <u>Contemporary Mathematics</u> .....	3
<u>SPCH 1321</u> <u>Business &amp; Professional</u> <u>Communication</u> .....	3
PBAD 1321 <u>Public Administration</u> .....	3

<b>SECOND SEMESTER</b>	
<u>GOVT 2306</u> <u>Texas Government</u> .....	3
COSC 1301 <u>Introduction to Computing</u> .....	3
PHIL 2306 <u>Introduction to Ethics</u> .....	3
ENGL 2311 <u>Technical Writing</u> .....	3
PBAD 1311 <u>Municipal Management</u> .....	3

<b>THIRD SEMESTER</b>	
PBAD 1341 <u>Governmental Agencies</u> .....	3
PBAD 2335 <u>Ethics in the Public Sector</u> .....	3
PBAD 2331 <u>Budgeting in the Public</u> <u>Sector</u> .....	3
PBAD 2305 <u>Public Sector Management</u> .....	3
PBAD 2301 <u>Public Relations for the Public</u> <u>Sector or PBAD 1301</u> .....	3

<b>FOURTH SEMESTER</b>	
PBAD 2311 <u>Public Sector Supervision</u> .....	3
PBAD 2347 <u>Urban Planning</u> .....	3
PBAD 2339 <u>Human Resource Management</u> <u>in the Public Sector</u> .....	3
PBAD 2341 <u>Legal Aspects of Public</u> <u>Management</u> .....	3
PBAD 2380 <u>CAPSTONE: Co-op in Public</u> <u>Service Administration</u> .....	3

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

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# Social Work

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## **Social Work, Field of Study** **Associate of Arts**

Social work is a profession devoted to helping people function the best they can in their environment. Social workers act as advocates for children and families in need, victims of domestic violence, people with disabilities, pregnant teenagers, and many other diverse populations. Social workers provide advice, advocacy, and support to those who have personal and social problems and work in the community to promote social justice.

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 science degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers.

### **TSI LIABLE**

#### **FIELD OF STUDY** **18 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 six courses (18 credits):

- SOCW 2361 Introduction to Social Work
- SOCW 2362 Social Welfare as a Social Institution
- PSYC 2301 General Psychology
- SOCI 1301 Introduction to Sociology
- PSYC 2317 Statistical Methods in Psychology
- SOCI 1306 Social Problems

#### **STC CORE CURRICULUM** **42 Credits**

In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 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. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **SOCIAL WORK** *Field of Study*

### **ASSOCIATE OF ARTS**

#### **Recommended Course Sequence**

#### **FIRST SEMESTER** **Credit Hours**

HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition .....	3
SOCI 1306	Social Problems.....	3
SOCW 2361	Introduction to Social Work.....	3

#### **SECOND SEMESTER**

HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II - Rhetoric .....	3
PSYC 2301	General Psychology.....	3
SOCI 1301	Introduction to Sociology .....	3

#### **THIRD SEMESTER**

Language, Philosophy & Culture	
Elective - Core Curriculum.....	3
Creative Arts Elective -	
Core Curriculum .....	3
Speech Elective - Component	
Area Option - Core Curriculum ....	3

#### **FOURTH SEMESTER**

GOVT 2305	Federal Government .....	3
Mathematics Elective -		
Core Curriculum.....	3-4	
SOCI 2301	Marriage and the Family .....	3
Life and Physical Sciences		
Elective - Core Curriculum .....	4	

#### **FIFTH SEMESTER**

GOVT 2306	Texas Government.....	3
PSYC 2317	Statistical Methods in Psychology...	3
SOCW 2362	Social Welfare as a Social Institution .....	3
Life and Physical Sciences		
Elective - Core Curriculum .....	4	
Component Area Option-		
Core Curriculum (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** **18 Credits**  
Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

**Sociology Concentration:**  
SOC1 1301 Introduction to Sociology  
SOC1 1306 Social Problems  
SOC1 2301 Marriage and the Family  
SOC1 2319 Minority Studies

\*The student is required to take a minimum of 2 courses (6 credits) from the following list:  
ANTH 2351 Cultural Anthropology  
PSYC 2314 Lifespan Growth & Development  
PSYC 2301 General Psychology

**STC CORE CURRICULUM** **42 Credits**  
In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **SOCIOLOGY** *Field of Study*

### **ASSOCIATE OF ARTS**

#### **Recommended Course Sequence**

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
HIST 1301 United States History I or HIST 2327 .....	3
ENGL 1301 Composition .....	3
SOCI 1301 Introduction to Sociology .....	3
*Sociology Elective- Field of Study.....	3

#### **SECOND SEMESTER**

HIST 1302 United States History II or HIST 2328 .....	3
ENGL 1302 Composition II - Rhetoric .....	3
SOCI 2319 Minority Studies .....	3
Social & Behavioral Science Elective - Core Curriculum.....	3

#### **THIRD SEMESTER**

Speech Elective - Component Area Option - Core Curriculum ....	3
Creative Arts Elective - Core Curriculum .....	3
Language, Philosophy & Culture Elective -Core Curriculum.....	3

#### **FOURTH SEMESTER**

GOVT 2305 Federal Government .....	3
Mathematics Elective - Core Curriculum.....	3-4
SOCI 1306 Social Problems.....	3
Life and Physical Sciences Elective - Core Curriculum .....	4

#### **FIFTH SEMESTER**

GOVT 2306 Texas Government.....	3
SOCI 2301 Marriage and the Family .....	3
*Sociology Elective - Field of Study.....	3
Life and Physical Sciences Elective - Core Curriculum .....	4
Component Area Option - Core Curriculum (if required) .....	1

\*Course to be chosen from the Field of Study

Division of

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**[ms.southtexascollege.edu/](https://ms.southtexascollege.edu/)**

**[www.southtexascollege.edu/bachelors](https://www.southtexascollege.edu/bachelors)**

# Biology

## **Biology, Field of Study**

### **Associate of Science**

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post graduate degree.

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

## **BIOLOGY** *Field of Study*

### **ASSOCIATE OF SCIENCE**

#### **TSI LIABLE**

#### **FIELD OF STUDY 18 Credits**

- BIOL 1406 Biology for Science Majors I
- BIOL 1407 Biology for Science Majors II
- BIOL 2401 Anatomy & Physiology I
- BIOL 2421 Microbiology for Science Majors\*
- CHEM 2423 Organic Chemistry I\*

\*For BIOL 2421 and CHEM 2423, 3 hours are scheduled for field of study and 1 hour is scheduled to meet the general core education requirements (Component Area Option).

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Biology majors must take CHEM 1411 - General Chemistry I and CHEM 1412 - General Chemistry II in order to satisfy the Life and Physical 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. It is required that Biology majors take KINE 1164-Introduction to Physical Fitness and Sport to fulfill the Component Area Option of the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Biology**

### **Recommended Course Sequence**

#### **FIRST SEMESTER Credit Hours**

- ENGL 1301 Composition..... 3
- MATH 1414 College Algebra or MATH 2412 or MATH 2413..... 4
- BIOL 1406 Biology for Science Majors I ..... 4
- Language, Philosophy & Culture
- Elective-Core Curriculum..... 3

#### **SECOND SEMESTER**

- ENGL 1302 Composition II-Rhetoric ..... 3
- CHEM 1411 General Chemistry I..... 4
- Creative Arts Elective-  
Core Curriculum..... 3
- BIOL 1407 Biology for Science Majors II ..... 4

#### **THIRD SEMESTER**

- Social & Behavioral Sciences
- Elective-Core Curriculum..... 3
- KINE 1164 Introduction to Physical  
Fitness & Sport ..... 1

#### **FOURTH SEMESTER**

- HIST 1301 United States History I or HIST 2327 ..... 3
- GOVT 2305 Federal Government..... 3
- CHEM 1412 General Chemistry II..... 4
- BIOL 2401 Anatomy and Physiology I ..... 4

#### **FIFTH SEMESTER**

- HIST 1302 United States History II or HIST 2328 ..... 3
- GOVT 2306 Texas Government..... 3
- BIOL 2421 Microbiology for  
Science Majors ..... 4
- CHEM 2423 Organic Chemistry I ..... 4

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# Chemistry

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## **Chemistry, Field of Study Associate of Science**

The Associate of Science degree with a field of study in Chemistry offers students the opportunity to take a core curriculum of general education with an emphasis in Chemistry.

Chemistry students have a wide choice of careers in many different scientific and technical fields. The student should bear in mind that many of the career areas will require training beyond the Associate of Science degree and in some cases a post-graduate degree:

### **Career fields available to Chemistry students:**

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

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various chemistry fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Math and Science Entering students please note, completing MATH 2412-Pre-Calculus Math, or MATH 1316-Plane Trigonometry will satisfy this degree plan; however, since most Chemistry programs will require MATH 2413-Calculus I students are strongly encouraged to complete the course before transferring.

Students with a score of 375+ on the math portion of the TSI Exam may test out of MATH 2412-PreCalculus Math after taking and passing the Calculus I Placement Exam provided by the Math Department. Students who qualify and elect this option must contact the Math Department at (956) 872-8327 to make arrangements no later than two weeks before the start of the semester the student intends to enroll. In addition, students with strong math backgrounds have the option of taking the CLEP exam for MATH 2412. Students who completed MATH 1414 should complete MATH 1316 or MATH 2412 before enrolling in MATH 2413.

# CHEMISTRY *Field of Study*

## ASSOCIATE OF SCIENCE

### TSI LIABLE

#### FIELD OF STUDY 18 Credits

CHEM 1411 General Chemistry I  
CHEM 1412 General Chemistry II  
\*CHEM 2423 Organic Chemistry I  
\*CHEM 2425 Organic Chemistry II  
MATH 2414 Calculus II

\*For CHEM 2423 and CHEM 2425, 3 hours are scheduled for the field of study and 1 hour is scheduled to meet the general core curriculum requirements (Component Area Option).

#### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Chemistry majors must take the sequence PHYS 1401 - College Physics I and PHYS 1402 - College Physics II or the sequence PHYS 2425 - University Physics I and PHYS 2426 - University Physics II in order to satisfy the Life and Physical Sciences requirement of the core curriculum. The Biology sequence, BIOL 1406 - Biology I for Science Majors and BIOL 1407 - Biology II for Science Majors, is only recommended for Pre-Med majors. Chemistry majors must take MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum. Chemistry majors must also take KINE 1164 - Introduction to Physical Fitness and Sport in order to complete the Component Area Option requirement.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

### *Chemistry* **Recommended Course Sequence**

#### FIRST SEMESTER Credit Hours

CHEM 1411 General Chemistry I..... 4  
ENGL 1301 Composition..... 3  
MATH 2413 Calculus I..... 4  
Social & Behavioral Science  
Elective - Core Curriculum..... 3

#### SECOND SEMESTER

CHEM 1412 General Chemistry II..... 4  
HIST 1301 United States History I  
or HIST 2327 ..... 3  
ENGL 1302 Composition II-Rhetoric ..... 3  
Creative Arts Elective  
- Core Curriculum ..... 3  
KINE 1164 Introduction to Physical  
Fitness and Sport..... 1

#### THIRD SEMESTER

MATH 2414 Calculus II..... 4

#### FOURTH SEMESTER

\*CHEM 2423 Organic Chemistry I..... 4  
GOVT 2305 Federal Government ..... 3  
HIST 1302 United States History II  
or HIST 2328 ..... 3  
\*\*PHYS 1401 College Physics I  
or PHYS 2425 or BIOL 1406  
(Pre-Med Majors only) ..... 4

#### FIFTH SEMESTER

\*CHEM 2425 Organic Chemistry II..... 4  
Language, Philosophy & Culture  
Elective - Core Curriculum..... 3  
GOVT 2306 Texas Government..... 3  
\*\*PHYS 1402 College Physics II  
or PHYS 2426 or BIOL 1407  
(Pre-Med Majors Only) ..... 4

\*CHEM 2423 and CHEM 2425 are combined lecture and lab courses with 3 hours of each course designated as field of study and one hour allocated to the institutional component area option.

\*\*College Physics or University Physics must be taken for a broad chemistry associate and chemical engineering majors. Pre-Med Majors are recommended to complete both the BIOL and PHYS sequences to meet program requirements and to prepare for MCAT.

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# Computer Science

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## **Computer Science, Field of Study Associate of Science**

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Software Engineering and/or Computer Science. It is also designed to prepare students for entry-level positions in the field of computer science. The curriculum of the computer science degree program focuses on computer programming and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan.

It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

## **Career Opportunities Computer Science**

The Bureau of Labor Statistics states that Computer and Information Technology occupations are projected to grow by 22 percent, adding 758,800 new jobs from 2010 to 2020. The high request for workers in these occupations will be driven by companies struggling to find competent technical talent to fulfill their needs, the continuing need for businesses, government agencies and other organizations to adopt and utilize the latest technologies. Workers in these occupations will be needed to increase cyber security, develop software and update existing network infrastructure. 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
- ▶ Information Security Analysts

## **Computer Information Systems, Field of Study Associate of Science**

This program is designed for students who plan to continue a Baccalaureate degree at STC or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Information Systems. It is also designed to prepare students for entry-level positions in the field of computer information systems. The curriculum of the computer information systems degree program focuses on computer programming, business and general education cores of studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Information Systems program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

## **Career Opportunities Computer Information Systems**

The Bureau of Labor Statistics states that Computer and Information Technology occupations are projected to grow by 22 percent, adding 758,800 new jobs from 2010 to 2020. 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
- ▶ Web Developers
- ▶ Database Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

Students are assigned to an advisor in the department upon declaring a major in Computer Science and/or Computer Information Systems. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.



# COMPUTER INFORMATION SYSTEMS *Field of Study*

## ASSOCIATE OF SCIENCE

### TSI LIABLE

#### FIELD OF STUDY **18 Credits**

COSC 1315 Fundamentals of Programming  
COSC 1436 Programming Fundamentals I  
COSC 1337 Programming Fundamentals II  
COSC 1430 Computer Programming  
ACCT 2401 Principles of Financial Accounting

#### STC CORE CURRICULUM **42 Credits**

In addition to the Field of Study and the Business Foundation hours, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the catalog. Computer Information Systems majors must take ECON 2301-Principles of Economics I-Macro to fulfill the Social/Behavioral Science component of the Core Curriculum. Computer Information Systems majors must take MATH 1414-College Algebra or higher to fulfill the Mathematics component of the Core Curriculum. CIS majors must take BCIS 1305 - Business Computer Applications to fulfill the Component Area Option of the Core Curriculum. It is recommended that Computer Information Systems majors take PHIL 2303 - Introduction to Logic to fulfill the Language, Philosophy & Culture Elective component of the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

### **Computer Information Systems** *Recommended Course Sequence*

#### **FIRST SEMESTER** **Credit Hours**

HIST 1301	United States History I or HIST 2327 .....	3
ENGL 1301	Composition I.....	3
BCIS 1305	Business Computer Applications .....	3
MATH 1414	College Algebra or MATH 2412 or MATH 2413.....	4

#### **SECOND SEMESTER**

	Life and Physical Sciences Elective-Core Curriculum.....	4
HIST 1302	United States History II or HIST 2328 .....	3
ENGL 1302	Composition II-Rhetoric .....	3
COSC 1315	Fundamentals of Programming .....	3

#### **THIRD SEMESTER**

	Creative Arts Elective- Core Curriculum .....	3
	*** Language, Philosophy & Culture Elective-Core Curriculum .....	3

#### **FOURTH SEMESTER**

GOVT 2305	Federal Government.....	3
ACCT 2401	Principles of Financial Accounting.....	4
	Life and Physical Sciences Elective-Core Curriculum.....	4
COSC 1436	Programming Fundamentals I.....	4

#### **FIFTH SEMESTER**

ECON 2301	Principles of Economics I- MACRO .....	3
GOVT 2306	Texas Government.....	3
COSC 1430	Computer Programming .....	4
COSC 1337	Programming Fundamentals II ....	3

\*\*\*Recommended: PHIL 2303 - Introduction to Logic

# COMPUTER SCIENCE *Field of Study*

## ASSOCIATE OF SCIENCE

### TSI LIABLE

#### FIELD OF STUDY **18 credits**

COSC 1436 Programming Fundamentals I  
COSC 1337 Programming Fundamentals II  
COSC 2436 Programming Fundamentals III  
COSC 2425 Computer Organization  
COSC 2330 Advanced Structured Language

#### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Computer Science majors must take MATH 2412 - Pre-Calculus Math or MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum and PHIL 2303 - Introduction to Logic to fulfill the Language, Philosophy & Culture component of the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

### **Computer Science** *Recommended Course Sequence*

#### **FIRST SEMESTER** **Credit Hours**

Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
HIST 1301 United States History I  
or HIST 2327 ..... 3  
ENGL 1301 Composition ..... 3  
COSC 1436 Programming Fundamentals I ..... 4

#### **SECOND SEMESTER**

Life and Physical Sciences  
Elective-Core Curriculum ..... 4  
HIST 1302 United States History II  
or HIST 2328 ..... 3  
ENGL 1302 Composition II-Rhetoric ..... 3  
COSC 1337 Programming Fundamentals II .... 3

#### **THIRD SEMESTER**

Creative Arts Elective-  
Core Curriculum ..... 3  
Component Area Option -  
Core Curriculum ..... 3

#### **FOURTH SEMESTER**

GOVT 2305 Federal Government ..... 3  
Social & Behavioral Science  
Elective-Core Curriculum ..... 3  
COSC 2436 Programming Fundamentals III ..... 4  
MATH 2412 Pre-Calculus Math or  
MATH 2413 ..... 4

#### **FIFTH SEMESTER**

GOVT 2306 Texas Government ..... 3  
COSC 2330 Advanced Structured  
Languages ..... 3  
COSC 2425 Computer Organization ..... 4  
PHIL 2303 Introduction to Logic ..... 3

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# Engineering

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## **Engineering, Field of Study Associate of Science**

The Associate of Science degree with a field of study in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis on Engineering. At the present time, a high percentage of all the technical and managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in all engineering disciplines such as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Nuclear Engineering
- Petroleum Engineering
- Radiological Health Engineering

It is suggested that students interested in the fields of Chemical or Petroleum Engineering follow a modified Chemistry degree plan, which includes Calculus I – MATH 2413. An appointment with a faculty advisor before enrolling is strongly recommended.

This listing closely parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline should be closely followed if one hopes to complete the program in a timely manner and to smoothly transition to a four-year institution.

Entering students, please note that the first semester suggests Calculus I - MATH 2413. Students with a score of 375+ on the math portion of the TSI Exam may test out of Pre-Calculus Math - MATH 2412, and enroll directly in Calculus I - MATH 2413 after taking and passing the Calculus I Placement Exam provided by the Math Department. Students who qualify and elect this option must contact the Math Department at (956) 872-8327 to make arrangements no later than two weeks before the start of the semester the student intends to enroll. Otherwise, it is recommended that students take the prerequisite MATH 2412 – Pre-Calculus Math the summer prior to the start of the fall semester. Enrollment in MATH 2412 requires students to be TSI complete.

It is also recommended that students complete MATH 2415–Calculus III before transferring to a four-year program as it can be a prerequisite for junior and senior level engineering courses. You should, however, contact your transferring institution to check the transferability of this course. General Engineering students are encouraged to take MATH 2418 for the Component Area Option while Electrical Engineering students are encouraged to take MATH 2420–Differential Equations for the Component Area Option.

Electrical and Computer Engineering should follow Field of Study Course Block 1 (ENGR 2406 and COSC 1436) as outlined on the degree plan. General Engineering students should follow Field of Study Course Block 2 (CHEM 1411 and ENGR 1304) as outlined on the degree plan.

For questions regarding this major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair (956) 872-2502.
- Mr. Martin Knecht, Physics/Engineering Faculty (956) 872-2526
- Mr. Ivan Camara, Math and Science Student Success Specialist (956) 872-6786

# ENGINEERING *Field of Study*

## ASSOCIATE OF SCIENCE

### TSI LIABLE

#### FIELD OF STUDY **23-24 Credits**

All engineering students (16 credits):

MATH 2414 Calculus II  
ENGR 1201 Introduction to Engineering  
ENGR 2301 Statics  
ENGR 2302 Dynamics  
ENGR 2405 Electrical Circuits I

#### Field of Study Electives

(Choose One Course Block):

Course Block 1 - Electrical/Computer  
Engineering Track (8 Credits)

ENGR 2406 Digital Systems Engineering I  
COSC 1436 Programming Fundamentals I

Course Block 2 - General Engineering Track  
(7 Credits)

CHEM 1411 General Chemistry I  
ENGR 1304 Engineering Graphics

#### STC CORE CURRICULUM **37 credits**

In addition to the courses in the Field of Study, the student is required to take 37 hours from the STC Core Curriculum listed on page 88 of the catalog. Please note students will not be core complete upon completing this degree program. The Engineering program requires specific courses to be taken within the Core. The required courses are as follows:

#### Life and Physical Sciences

PHYS 2425 University Physics I  
PHYS 2426 University Physics II

#### Social/Behavioral Science

ECON 2301 Principles of Economics I - Macro

#### Mathematics

MATH 2413 Calculus I

To complete the core, it is recommended students select a 3-credit hour course from the Component Area Option and complete the Language, Philosophy & Culture elective.

Field of Study: 23-24

STC Core Curriculum: 37

**Total Credit Hours: 60-61**

## Engineering

### Recommended Course Sequence

#### FIRST SEMESTER **Credit Hours**

ENGL 1301 Composition..... 3  
ENGR 1201 Introduction to Engineering ..... 2  
HIST 1301 United States History I  
or HIST 2327 ..... 3  
MATH 2413 Calculus I\* ..... 4  
COSC 1436 Programming Fundamentals I  
or ENGR 1304 ..... 3-4

#### SECOND SEMESTER

ENGL 1302 Composition II-Rhetoric ..... 3  
PHYS 2425 University Physics I..... 4  
Creative Arts Elective-  
Core Curriculum ..... 3  
ENGR 2406 Digital Systems Engineering I  
or CHEM 1411 ..... 4

#### FIRST YEAR-SUMMER

HIST 1302 United States History II  
or HIST 2328 ..... 3

#### THIRD SEMESTER

GOVT 2305 Federal Government..... 3  
ENGR 2301 Statics ..... 3  
MATH 2414 Calculus II..... 4  
PHYS 2426 University Physics II..... 4

#### FOURTH SEMESTER

GOVT 2306 Texas Government..... 3  
ENGR 2302 Dynamics ..... 3  
ECON 2301 Principles of Economics I-  
Macro..... 3  
ENGR 2405 Electrical Circuits I ..... 4  
Component Area Option -  
Core Curriculum (if required) ..... 1

Recommended After Completion of Degree to be  
Core Complete

PHIL 2306 Introduction to Ethics ..... 3  
Component Area Option -  
Core Curriculum..... 2-3

\* 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 18 Credits**

The student is required to take the following 5 courses (18-20 credits):

- MATH 1442 Elementary Statistical Methods or  
MATH 1332 Contemporary  
Mathematics
- MATH 2412 Pre-Calculus Math or  
MATH 1316 Plane Trigonometry
- MATH 2413 Calculus I  
MATH 2414 Calculus II  
MATH 2415 Calculus III

The following two courses are optional:

- MATH 2418 Linear Algebra (Recommended to  
fulfill the Component Area Option of  
the Core Curriculum.)
- MATH 2420 Differential Equations

#### **STC CORE CURRICULUM 42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 of the catalog. Student must take MATH 1324 or MATH 1414 to fulfill the Mathematics component of the Core Curriculum. It is recommended that students take MATH 2418 - Linear Algebra to fulfill the Component Area Option of the Core Curriculum. Students who select a 3 credit Mathematics course to fulfill the Mathematics component of the Core

Curriculum must take 4 semester credit hours to complete the Component Area Option for the Core Curriculum.

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## **Mathematics Recommended Course Sequence**

### **FIRST SEMESTER Credit Hours**

HIST 1301 United States History I or HIST 2327 .....	3
ENGL 1301 Composition.....	3
MATH 1414 College Algebra or MATH 1324 .....	3-4
MATH 1332 Contemporary Mathematics or MATH 1442.....	3-4

### **SECOND SEMESTER**

HIST 1302 United States History II or HIST 2328 .....	3
GOVT 2305 Federal Government.....	3
ENGL 1302 Composition II-Rhetoric .....	3
MATH 2412 Pre-Calculus Math or MATH 1316.....	3-4

### **THIRD SEMESTER**

MATH 2413 Calculus I.....	4
Creative Arts Elective- Core Curriculum.....	3

### **FOURTH SEMESTER**

GOVT 2306 Texas Government.....	3
Life and Physical Science Elective-Core Curriculum.....	4
MATH 2414 Calculus II.....	4
Language, Philosophy & Culture Elective-Core Curriculum.....	3
Component Area Option- Core Curriculum (Recommended: MATH 2418 - Linear Algebra) .....	3-4

### **FIFTH SEMESTER**

Life and Physical Science Elective- Core Curriculum.....	4
Social & Behavioral Science Elective-Core Curriculum.....	3
MATH 2415 Calculus III.....	4
MATH 2420 Differential Equations (Optional/ Recommended).....	4
Component Area Option- Core Curriculum (If required) .....	1

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# Physics

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## ***Physics, Field of Study*** **Associate of Science**

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics. Physics students may select a career in a wide range of scientific and technical fields.

The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Elementary or Secondary Education
- Engineering - Civil, Electrical, Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various physics fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Math and Science Entering students, please note that the pre-requisite for PHYS 1401 requires students complete MATH 2412 Pre-Calculus Math or the completion of MATH 1414 – College Algebra and MATH 1316 – Plane Trigonometry. Enrollment in MATH 2412 requires students to be TSI complete.

For questions regarding this major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair (956) 872-2502.
- Mr. Martin Knecht, Physics/Engineering Faculty (956) 872-2526
- Mr. Ivan Camara, Math and Science Student Success Specialist (956) 872-6786

# PHYSICS *Field of Study*

## ASSOCIATE OF SCIENCE

### TSI LIABLE

FIELD OF STUDY 18 Credits

MATH 2414 Calculus II  
MATH 2415 Calculus III  
PHYS 2425 University Physics I  
PHYS 2426 University Physics II  
\*COSC1436 Fundamentals of Programming I

\*The COSC 1436 is scheduled for 2 hours of field of study and 2 hours of general education requirements (Component Area Option).

### STC CORE CURRICULUM 42 Credits

In addition to the courses in the Field of Study, the student is required to take 42 hours from the STC Core Curriculum listed on page 88 in the Catalog. Physics majors are advised to take the sequence CHEM 1411 - General Chemistry I and CHEM 1412 - General Chemistry II to fulfill the Life and Physical Sciences component of the Core Curriculum. Physics majors must take KINE 1164 – Introduction to Physical Fitness and Sport to complete the Component Area option. Physics majors must also take MATH 2413 - Calculus I to fulfill the Mathematics component of the Core Curriculum. For students to directly enroll into MATH 2413, they must earn 375+ on the TSI and successfully complete and exam administered by the MATH department or earn a 100 on the college-level mathematics ACCUPLACER.

Field of Study: 18  
STC Core Curriculum: 42  
**Total Credit Hours: 60**

## Physics

### Recommended Course Sequence

FIRST SEMESTER	Credit Hours
CHEM 1411 General Chemistry I.....	4
ENGL 1301 Composition.....	3
MATH 2413 Calculus I.....	4
HIST 1301 United States History I or HIST 2327.....	3

### SECOND SEMESTER

CHEM 1412 General Chemistry II .....	4
ENGL 1302 Composition II-Rhetoric .....	3
MATH 2414 Calculus II.....	4
Creative Arts Elective - Core Curriculum.....	3

### SUMMER SESSION

GOVT 2305 Federal Government.....	3
KINE 1164 Introduction to Physical Fitness and Sport.....	1

### THIRD SEMESTER

PHYS 2425 University Physics I.....	4
GOVT 2306 Texas Government.....	3
Social & Behavioral Science Elective - Core Curriculum.....	3
MATH 2415 Calculus III.....	4

### FOURTH SEMESTER

HIST 1302 United States History II or HIST 2328 .....	3
*COSC 1436 Fundamentals of Programming .....	4
Language, Philosophy & Culture Elective-Core Curriculum.....	3
PHYS 2426 University Physics II.....	4

\*COSC 1436 is scheduled for 2 hours of field of study and 2 hours of general education requirements (Component Area Option).

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# Pre-Pharmacy

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## ***Pre-Pharmacy, Field of Study*** **Associate of Science**

This two-year program prepares the graduate for application to pharmacy school, a 4 year program leading to licensure as a pharmacist. The future of pharmacists is bright with growing demand and an increasing variety of practice settings. The individual selecting this program must be dedicated and self-motivated to excel at rigorous academic coursework for the two years of prerequisites at South Texas College and four years of pharmacy school.

Graduation from South Texas College does not guarantee acceptance into pharmacy school. South Texas College provides the opportunity for the student to develop a solid basic science knowledge base, complete prerequisites for pharmacy school, participate in essay and interview preparation sessions, review for the Pharmacy College Admission Test (PCAT), and advisement in the pharmacy school application process. Pharmacy schools select entering classes by student merit.

Due to a state mandated limit on credit hours for an Associate of Science degree, the student will be expected to complete some prerequisite courses on their own. There is time in the curriculum for the student to complete these courses during summer and second fall semesters.

For questions regarding this major, please contact the program advisors:

- Dr. Enriqueta Cortez, Department Chair  
(956) 872-2502.
- Mr. Ivan Camara, Math and Science Student  
Success Specialist (956) 872-6786



# PRE-PHARMACY *Field of Study*

## ASSOCIATE OF SCIENCE

### FIELD OF STUDY **18 Credits**

CHEM 1411 General Chemistry I  
 CHEM 1412 General Chemistry II  
 CHEM 2423 Organic Chemistry I  
 CHEM 2425 Organic Chemistry II  
 \*BIOL 2421 Microbiology for Science Majors

\*For BIOL 2421, 2 hours are scheduled for field of study and 2 hours are scheduled to meet the general core education requirements (Component Area Option).

### STC CORE CURRICULUM **42 Credits**

In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum. These courses must not duplicate courses taken to fulfill field of study requirements. The Pre-Pharmacy program also requires specific courses be taken within the Core Curriculum.

The required courses are as follows:

#### Component Area Option **3 credits**

\*BIOL 2421 Microbiology for Science Majors  
 KINE 1164 Introduction to Physical Fitness and Sport

#### Mathematics **4 credits**

MATH 2413 Calculus I

Note: For students to directly enroll in MATH 2413, they must earn 375+ on the TSI and successfully complete and exam administered by the MATH department or earn a 100 on the college-level Mathematics ACCUPLACER.

#### Life and Physical Sciences **8 credits**

BIOL 1406 Biology for Science Majors I  
 BIOL 1407 Biology for Science Majors II

#### Language, Philosophy & Culture Elective **3 credits**

ENGL 2321 British Literature or  
 ENGL 2326 American Literature or  
 ENGL 2331 World Literature

#### Social/Behavioral Sciences Elective **3 credits**

PSYC 2301 General Psychology

Field of Study: 18

STC Core Curriculum: 42

**Total Credit Hours: 60**

## *Pre-Pharmacy*

### *Recommended Course Sequence*

#### PRE-REQUISITE SEMESTER **Credit Hours**

PSYC 2301 General Psychology..... 3

#### FIRST YEAR - FALL

BIOL 1406 Biology for Science Majors I..... 4  
 CHEM 1411 General Chemistry I..... 4  
 ENGL 1301 Composition..... 3  
 HIST 1301 United States History I  
 or HIST 2327 ..... 3

#### SPRING

BIOL 1407 Biology for Science Majors II..... 4  
 CHEM 1412 General Chemistry II..... 4  
 HIST 1302 United States History II or  
 HIST 2328..... 3  
 ENGL 1302 Composition II – Rhetoric ..... 3

#### SUMMER

Creative Arts Elective-  
 Core Curriculum..... 3

#### SECOND YEAR - FALL

CHEM 2423 Organic Chemistry I..... 4  
 GOVT 2305 Federal Government..... 3  
 MATH 2413 Calculus I..... 4  
 KINE 1164 Introduction to Physical  
 Fitness and Sport..... 1

#### SPRING

CHEM 2425 Organic Chemistry II..... 4  
 \*BIOL 2421 Microbiology for  
 Science Majors ..... 4  
 GOVT 2306 Texas Government..... 3  
 Language, Philosophy &  
 Culture Elective\*\* ..... 3

**Total Credit Hours..... 60**

\*BIOL 2421 is scheduled for 2 hours of field of study and 2 hours of general education requirements (Component Area Option).

\*\*ENGL 2321, ENGL 2326 or ENGL 2331 must be taken to fulfill this requirement.

Additional Courses recommended to satisfy pharmacy school prerequisites.

Recommended by end of Fall Semester Second Year  
 MATH 1442 Elementary Statistical Methods ... 4  
 BIOL 2416 Genetics..... 4  
 PHYS 1401 College Physic I or PHYS 2425 ..... 4  
 SPCH 1315 Public Speaking..... 3

**Total Non-Curriculum Credit Hours .... 15**

# Division of Nursing and Allied Health

<b>Associate Degree Nursing .....</b>	<b>210</b>
▶ Associate Degree Nursing (Associate of Applied Science)	
FALL ADMISSION .....	211
SPRING ADMISSION .....	212
▶ Associate Degree Nursing: LVN-RN Transition Option (Associate of Applied Science)	
SUMMER ADMISSION .....	213
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▶ Associate Degree Nursing: Paramedic to RN Track (Associate of Applied Science) .....	215
 <b>Emergency Medical Technology .....</b>	 <b>216</b>
▶ EMT-Basic (Certificate) .....	217
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# Associate Degree Nursing

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## **Associate Degree Nursing Associate of Applied Science**

The Associate Degree Nursing (ADN) program is accredited by the Texas Board of Nursing (BON). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEXRN) administered by the Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.

The program prepares the graduate to provide patient centered care, patient safety advocate, member of the profession and member of the health care team for a limited number of patients in various health care settings. Such patients may have complex multiple needs with predictable or unpredictable outcomes. With additional experience and continuing education the graduate can increase the numbers of assigned patients, provide independent patient-centered care, supervise health care of patients and their families and receive certification in various specialty areas. Students seeking entry in the Associate Degree Nursing Program (ADN) must attend a general advisement session, must meet Admission Assessment (A2) exam requirements before being allowed to register for the Introduction to Nursing course and Health Assessment Across the Lifespan, complete the Introduction to Nursing course with a grade of B or better (traditional track only) and complete an application for consideration for the program.

### **Program Application Requirements**

All applicants must:

- A. Meet general admission requirements to South Texas College.
- B. Have a High School diploma or GED.
- C. Be TSI Complete or TSI Exempt via State approved exam scores.
- D. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses and courses in the Associate Nursing Program degree plan.
- E. Complete all prerequisite courses with a minimum of "B" as listed in the Associate Degree Nursing Program Degree plan.
- F. Earn a minimum grade of "B" in "Introduction to Nursing" course within the last two years.
- G. Submit a completed Program application by stated deadline. For more information contact Associate Degree Nursing Program at 872-3070 or access the information online at: <http://nah.southtexascollege.edu/programs/adn.html>.
- H. Participate in the student advisement per program requirements. For more information contact Associate Degree Nursing Program at 872-3070.
- I. Achieve an Admission Assessment (HESI) test (A2 test score of 75% in Math, Science and English composites within the last two years.
- J. Pass a criminal background check and drug screen through approved providers. Complete all required immunizations including Hepatitis B series before beginning of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist at 872-3022.
- K. Meet technical standards as stated by Associate Degree Nursing Program.

NOTE: A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and nonqualified) must reapply each semester if they wish to be considered for enrollment. Applications will be submitted after meeting with Faculty Advisor.

### **Selection Criteria**

The ADN selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses completed, and required test scores. All information requested on the application must be on-file with the college and accessible on-line to be accepted for program enrollment. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points. A random draw of applicants with the same acceptance score is used when necessary to complete enrollment.

NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at <http://nah.southtexascollege.edu/>

### **Graduation Requirements**

To graduate with an Associate of Applied Science Degree in Nursing, a student must meet college graduation requirements and complete all course work as listed in the degree plan with a minimum grade of "C."

### **Licensures of Persons with Criminal Convictions**

Nurse Practice Act for the State of Texas (Senate Bill 1058) made criminal background checks mandatory for students accepted for enrollment in a nursing education program and permits the Board of Nursing (BON or Board) to initiate declaratory orders for eligibility proceedings based on positive criminal background checks; made permanent the Board's authority to impose deferred disciplinary action; clarified that action may be taken against a nurse's license based on action taken by a division of the United States Military; authorized the BON, in conjunction with a disciplinary action, to require a nurse to abstain from use of alcohol and drugs and submit to random drug testing; provided for limited non-disclosure of disciplinary proceedings that result in a Board order requiring the nurse to participate in a Board-approved peer assistance program to address a problem that the nurse is experiencing with mental illness or chemical dependency; as well as making other changes relating to disciplinary action taken by the Board.

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

### **ADVISORY COMMITTEE**

Chair, Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital; Elma Lopez, RN, Starr County Memorial Hospital; Sally Roach, MSN, RN, BSN Faculty, UTB/TSC; Katherine Dassler, MSN, RN, Chief Nursing Executive, Rio Grande Regional Hospital; Mary Thomas, RN, Education, Mission Regional Medical Center; Candi Constantine, MSN, RN, F.A.C.H.E., CCRN, CEN, Systems CNO, South Texas Health System; Gloria Vela, RN, MSN, Education Coordinator, McAllen Medical Center; Viola Garza, EdD, RN, Faculty, UTPA; Pat Palomo, RN, MSN, Nurse Educator, Valley Baptist Hospital

# ASSOCIATE DEGREE NURSING

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

### FALL ADMISSION

#### FIRST YEAR

<b>Prerequisites:</b>	<b>Credit Hours</b>
*ENGL 1301 <u>Composition</u> .....	3
BIOL 2401 <u>Anatomy &amp; Physiology I</u> .....	4
BIOL 2402 <u>Anatomy &amp; Physiology II</u> .....	4
#RNSG 1209 <u>Introduction to Nursing</u> .....	2

#### FALL SEMESTER - FIRST SEMESTER

RNSG 1300 <u>Health Assessment Across the Lifespan</u> .....	3
RNSG 1513 <u>Foundations for Nursing Practice</u> .....	5
RNSG 1205 <u>Nursing Skills I</u> .....	2
RNSG 1262 <u>Clinical I</u> .....	2

#### SPRING SEMESTER - SECOND SEMESTER

RNSG 1144 <u>Nursing Skills II</u> .....	1
RNSG 1341 <u>Common Concepts of Adult Health</u> .....	3
RNSG 2161 <u>Clinical Medical/Surgical (8 weeks)</u> .....	1
RNSG 2213 <u>Mental Health Nursing</u> .....	2
RNSG 2162 <u>Clinical Mental Health (8 weeks)</u> .....	1
PSYC 2301 <u>General Psychology</u> .....	3

#### SECOND YEAR

#### FALL SEMESTER - THIRD SEMESTER

RNSG 1412 <u>Nursing Care of Childbearing &amp; Childrearing Family</u> .....	4
RNSG 2260 <u>Clinical Pediatric/Maternal/Infant (8 weeks)</u> .....	2
RNSG 1343 <u>Complex Concepts of Adult Health</u> .....	3
RNSG 2361 <u>Clinical Complex Medical Surgical (8 weeks)</u> .....	3

#### SPRING SEMESTER - FOURTH SEMESTER

** <u>Humanities Elective</u> .....	3
RNSG 2331 <u>Advanced Concepts of Adult Health</u> .....	3
RNSG 2163 <u>Clinical IV (12 weeks)</u> .....	1
RNSG 2221 <u>Professional Nursing: Leadership and Management</u> .....	2
RNSG 2363 <u>Clinical V (4 weeks)</u> .....	3

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

\*May substitute ENGL 1302.

\*\* Humanities Elective for the Associate of Applied Science Degrees

#Admission Assessment (A2 test) composite scores of 75% or better in Math, Science and English required prior to registration for RNSG 1209-Introduction to Nursing.

# ASSOCIATE DEGREE NURSING

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

## SPRING ADMISSION

### FIRST YEAR

#### Prerequisite Semester      Credit Hours

*ENGL 1301 Composition.....	3
BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4
#RNSG 1209 Introduction to Nursing.....	2

#### SPRING SEMESTER - FIRST SEMESTER

RNSG 1300 Health Assessment Across the Lifespan .....	3
RNSG 1513 Foundations for Nursing Practice .....	5
RNSG 1205 Nursing Skills I.....	2
RNSG 1262 Clinical I.....	2

#### FALL SEMESTER - SECOND SEMESTER

RNSG 1144 Nursing Skills II.....	1
RNSG 1341 Common Concepts of Adult Health .....	3
RNSG 2161 Clinical Medical/ Surgical (8 weeks) .....	1
RNSG 2213 Mental Health Nursing .....	2
RNSG 2162 Clinical Mental Health (8 weeks) .....	1
PSYC 2301 General Psychology.....	3

### SECOND YEAR

#### SPRING SEMESTER - THIRD SEMESTER

RNSG 1412 Nursing Care of Childbearing & Childrearing Family.....	4
RNSG 2260 Clinical Pediatric/Maternal/ Infant (8 weeks) .....	2
RNSG 1343 Complex Concepts of Adult Health .....	3
RNSG 2361 Clinical Complex Medical Surgical (8 weeks) .....	3

#### FALL SEMESTER - FOURTH SEMESTER

**Humanities Elective.....	3
RNSG 2331 Advanced Concepts of Adult Health .....	3
RNSG 2163 Clinical IV (12 weeks) .....	1
RNSG 2221 Professional Nursing: Leadership and Management.....	2
RNSG 2363 Clinical V (4 weeks) .....	3

### Total Credit Hours: 60

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*May substitute ENGL 1302.

\*\* Humanities Elective for the Associate of Applied  
Science Degrees

#Admission Assessment (A2 test) composite scores of  
75% or better in Math, Science and English required prior  
to registration for RNSG 1209-Introduction to Nursing.

# LVN/RN TRANSITION OPTION

---

## ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

### SUMMER ADMISSION

#### FIRST YEAR

<b>Prerequisites:</b>	<b>Credit Hours</b>
BIOL 2401 <u>Anatomy &amp; Physiology I</u> .....	4
BIOL 2402 <u>Anatomy &amp; Physiology II</u> .....	4
*ENGL 1301 <u>Composition</u> .....	3
RNSG 1300 Health Assessment Across the Lifespan.....	3
-Vocational Nursing Hours (Electives) .....	10

#### SPRING SEMESTER - SECOND SEMESTER

** <u>Humanities Elective</u> .....	3
RNSG 2331 <u>Advanced Concepts of Adult Health</u> .....	3
RNSG 2163 <u>Clinical IV (12 weeks)</u> .....	1
RNSG 2221 <u>Professional Nursing: Leadership and Management</u> .....	2
RNSG 2363 <u>Clinical V (4 weeks)</u> .....	3

#### SECOND YEAR

##### SUMMER SESSION

RNSG 1417 <u>Concepts of Professional Nursing Practice I for Articulating Students</u> .....	4
RNSG 1140 <u>Professional Nursing Skills for Articulating Students</u> .....	1
RNSG 1162 <u>Transition Clinical (8 weeks)</u> .....	1
RNSG 2213 <u>Mental Health Nursing</u> .....	2
RNSG 2162 <u>Clinical Mental Health (8 weeks)</u> .....	1
PSYC 2301 <u>General Psychology</u> .....	3

##### **Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

-Vocational Nursing Hours (Electives) - Escrow of 10 credits will be given for RNSG 1513, RNSG 1205, RNSG 1144 and RNSG 1262 upon completion of RNSG 1417, RNSG 1140 and RNSG 1162.

\*May substitute ENGL 1302.

\*\* Humanities Elective for the Associate of Applied Science Degrees

##### FALL SEMESTER - FIRST SEMESTER

RNSG 2361 <u>Clinical Complex Medical/ Surgical (8 weeks)</u> .....	3
RNSG 1412 <u>Nursing Care for the Childbearing and Childrearing Family</u> .....	4
RNSG 2260 <u>Clinical Pediatrics/Maternal/ Infant (8 weeks)</u> .....	2
RNSG 1343 <u>Complex Concepts of Adult Health</u> .....	3

# LVN/RN TRANSITION OPTION

## ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

### SPRING ADMISSION

#### FIRST YEAR

<b>Prerequisites:</b>	<b>Credit Hours</b>
BIOL 2401 Anatomy & Physiology I.....	4
BIOL 2402 Anatomy & Physiology II.....	4
*ENGL 1301 Composition.....	3
RNSG 1300 Health Assessment	
Across the Lifespan.....	3
~Vocational Nursing	
Hours (Electives) .....	10

#### FALL SEMESTER - SECOND SEMESTER

**Humanities Elective .....	3
RNSG 2331 Advanced Concepts of	
Adult Health .....	3
RNSG 2163 Clinical IV (12 weeks) .....	1
RNSG 2221 Professional Nursing:	
Leadership and Management.....	2
RNSG 2363 Clinical V (4 weeks) .....	3

#### SECOND YEAR

**Total Credit Hours:..... 60**

##### SPRING SEMESTER - FIRST SEMESTER

RNSG 1417 Concepts of Professional	
Nursing Practice I for	
Articulating Students.....	4
RNSG 1140 Professional Nursing Skills	
for Articulating Students.....	1
RNSG 1162 Transition Clinical	
(8 weeks) .....	1
RNSG 2213 Mental Health Nursing .....	2
RNSG 2162 Clinical Mental Health	
(8 weeks) .....	1
PSYC 2301 General Psychology .....	3

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

~Vocational Nursing Hours (Electives) - Escrow of 10 credits will be given for RNSG 1513, RNSG 1205, RNSG 1144 and RNSG 1262 upon completion of RNSG 1417, RNSG 1140 and RNSG 1162.

\*May substitute ENGL 1302.

\*\* Humanities Elective for the Associate of Applied Science Degrees

##### SUMMER SESSION

RNSG 2361 Clinical Complex Medical/	
Surgical (8 weeks) .....	3
RNSG 1412 Nursing Care for the	
Childbearing and	
Childrearing Family.....	4
RNSG 2260 Clinical Pediatrics/Maternal/	
Infant (8 weeks) .....	2
RNSG 1343 Complex Concepts of	
Adult Health .....	3

# PARAMEDIC TO RN TRACK

ASSOCIATE OF APPLIED SCIENCE

TSI LIABLE

## FALL ADMISSION

### FIRST YEAR

<b>Prerequisites:</b>	<b>Credit Hours</b>
<u>BIOL 2401</u> Anatomy & Physiology I.....	4
<u>BIOL 2402</u> Anatomy & Physiology II.....	4
<u>*ENGL 1301</u> Composition.....	3
RNSG 1300 Health Assessment Across the Lifespan.....	3
-Paramedic Nursing Hours (Electives).....	10

### FALL SEMESTER - FIRST SEMESTER

RNSG 1417 Concepts of Professional Nursing Practice I for Articulating Students.....	4
RNSG 1140 Professional Nursing Skills for Articulating Students.....	1
RNSG 1162 Transition Clinical (8 weeks).....	1
RNSG 2213 Mental Health Nursing.....	2
<u>PSYC 2301</u> General Psychology.....	3
RNSG 2162 Clinical Mental Health (8 weeks).....	1

### SPRING SEMESTER - SECOND SEMESTER

RNSG 1412 Nursing Care of Childbearing & Childrearing Family.....	4
RNSG 2260 Clinical Pediatric/Maternal/ Infant (8 weeks).....	2
RNSG 2361 Clinical Complex Medical/ Surgical (8 weeks).....	3
RNSG 1343 Complex Concepts of Adult Health.....	3

### SECOND YEAR

#### FALL SEMESTER - THIRD SEMESTER

<u>**Humanities Elective</u> .....	3
RNSG 2331 Advanced Concepts of Adult Health.....	3
RNSG 2163 Clinical IV (12 weeks).....	1
RNSG 2221 Professional Nursing: Leadership and Management.....	2
RNSG 2363 Clinical V (4 weeks).....	3

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*May substitute ENGL 1302.

\*\* Humanities Elective for the Associate of Applied  
Science Degrees

-Paramedic Nursing Hours (Electives) - Escrow of 10  
credits will be given for RNSG 1513, RNSG 1205, RNSG  
1144 and RNSG 1262 upon completion of RNSG 1417,  
RNSG 1140 and RNSG 1162.



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# Emergency Medical Technology

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## **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. Upon Completion of this course students will be eligible to take the NREMT Basic exam provided by the National Registry and apply to Texas for EMT Basic Certification.

### **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. Upon Completion of this course students will be eligible to take the AEMT exam provided by the National Registry and apply to Texas for Intermediate Certification.

### **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. Upon Completion of this course students will be eligible to take the NREMT

Paramedic exam provided by the National Registry and apply to Texas for EMT Paramedic Licensure or EMT Paramedic Certification. 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., TSI 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 0200 or equivalent.
  - Completion of ENGL 0200 or equivalent.
  - Completion of MATH 0200 or equivalent.
- F. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- G. Hold a valid Texas Driver's License.
- H. Satisfy program specific requirements for clinical practice.
- I. Submit a completed EMT program application.
- J. Participate in mandatory EMT Program advisement prior to application
- K. Attend Mandatory Hospital Orientation.

### Selection Process

Students accepted on a first-come first-serve basis until maximum class size is reached. A waiting list is established for next available class if more applications are received than can be accommodated.

### Program Application

Program applications are available from EMT faculty and will be discussed and completed during advisement prior to registration. Please contact the EMT Program office at (956)872-3178 for additional information.

*NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/emergencymedical/index.html>*

### Graduation Requirements

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

#### ADVISORY COMMITTEE

Roberto M. Gonzalez, MD, General Surgeon, STC EMT Program Medical Director, Private Practice; Noel Garcia, EMT-P, EMS Director, Starr County EMS; Humberto Saenz, Director of Operations, STAT EMS; Noemi Sanchez, EMT-I, DSHS EMS Program Director; Raul Alviso, EMT-P, Director of Operations, Pro-Medic; Francina Atkins Director of Education at DHR; Michael Farris RN EMT Faculty STC; Dr. Robert Gonzalez Jr. Program Director EMT Paramedic Program STC; Henry Cortez RN EMT Faculty; Lt. Javier Alaniz EMT P McAllen Fire Department; Ray Medina EMT P, Flight Nurse Air Evac

## Emergency Medical Technology

# BASIC

### CERTIFICATE

#### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
EMSP 1501 Emergency Medical Technician.....	5
EMSP 1160 CAPSTONE: EMT-Basic Clinical.....	1
EMSP 1166 CAPSTONE: EMT-Basic Practicum .....	1
EMSP 1208 Emergency Vehicle Operations.....	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT .....	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

**Total Credit Hours: ..... 16**

## Emergency Medical Technology

# INTERMEDIATE

### CERTIFICATE

#### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
EMSP 1501 Emergency Medical Technician.....	5
EMSP 1160 EMT-Basic Clinical.....	1
EMSP 1166 EMT-Basic Practicum .....	1
EMSP 1208 Emergency Vehicle Operations.....	2
EMSP 1371 EMS Documentation.....	3
EMSP 1472 Emergent Issues in EMT .....	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

#### SECOND SEMESTER

EMSP 1338 Introduction to Advanced Practice.....	3
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**

# PARAMEDIC

## CERTIFICATE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

EMSP 1501	Emergency Medical Technician	5
EMSP 1160	EMT-Basic Clinical	1
EMSP 1166	EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic

#### SECOND SEMESTER

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT-Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Liable for the Texas Department of Health State Certificate Exam-EMT Intermediate

#### SUMMER SESSION I

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4

#### THIRD SEMESTER

EMSP 2444	Cardiology	4
EMSP 2205	EMS Operations	2
EMSP 2143	Assessment Based Management	1

#### FOURTH SEMESTER

EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2160	Paramedic Clinical I	1
EMSP 2166	CAPSTONE: Paramedic Practicum	1

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	Emergency Medical Technician	5
EMSP 1160	EMT-Basic Clinical	1
EMSP 1166	EMT-Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the Texas Department of Health State Certificate Exam-EMT Basic.

#### SECOND SEMESTER

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT-Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Eligible for the Texas Department of Health State Certificate Exam-EMT Intermediate

#### SUMMER SESSION

<u>BIOL 2401</u>	<u>Anatomy &amp; Physiology I</u>	4
<u>BIOL 2402</u>	<u>Anatomy &amp; Physiology II</u>	4

#### THIRD SEMESTER

EMSP 2444	Cardiology	4
EMSP 2205	EMS Operations	2
EMSP 2143	Assessment Based Management	1
	<u>Humanities Elective</u>	3
<u>ENGL 1301</u>	<u>Composition</u>	3

#### FOURTH SEMESTER

<u>PSYC 2301</u>	<u>General Psychology or PSYC 2314</u>	3
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2160	Paramedic Clinical I	1
EMSP 2166	CAPSTONE: Paramedic Practicum	1

Eligible for Texas Department of Health State Certificate Exam-Paramedic Level

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

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# Health and Medical Administrative Services

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## ***Electronic Health Record Specialist Certificate***

The Electronic Health Record is a one semester certificate that will prepare the students for entry level positions with knowledge and skills required to transition from a paper based record to an electronic health record, learn the basic functions and the use of the technology for the Electronic Health Record (EHR).

Medical clinics, hospitals, doctors' offices, in all types of facilities, and in various locations within a facility that offer various employment settings for an Electronic Health Record Specialist. Electronic Health Record Specialist can pursue a lifelong program of continuing education.

## ***Medical Coding Specialist Certificate***

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association. Medical coding specialists pursue a lifelong program of continuing education.

*\*Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS).*

## ***Medical Information/ Transcription Specialist Certificate***

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency.

These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office.

It also prepares students to type physician-dictated reports speech recognition editing, regulatory compliance, advanced editing, health information technology and health care documentation standards 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 level 1 Registered Healthcare Document Specialist (RHDS) or a level 2 Certified Healthcare Document Specialist (CHDS) credential in healthcare documentation by passing the national certification examination administered by the Association for Healthcare Documentation Integrity (AHDII). Medical Information/Transcription Specialist can pursue a lifelong program of continuing education.

Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

## **Health Information Technology Associate of Applied Science**

The Associate of Applied Science Degree in Health Information Technology prepares students for careers as Health Information Technicians.

Health Information Technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system.

In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards.

As part of the degree plan, students will complete an internship that enables them to gain real-world experience. In addition, students are prepared for a national exam that measures proficiency and competency in the standards set by the American Health Information Management.

*\*The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has accredited the program in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as a Registered Health Information Technician (RHIT).*

## **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., TSI with program specific exemptions accepted.
- C. Certificate options: Complete college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
  - Completion of READ 0080 or equivalent.
  - Completion of ENGL 0081 or equivalent.
  - Completion of MATH 0085 or equivalent.
- D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- E. Satisfy program specific requirements for clinical practice.
- F. Submit a completed Health and Medical Administrative Services program application.
- G. Participate in individual student advisement with Health and Medical Administrative Services faculty prior to application. Program Application Program applications are available from HMAS faculty and will be discussed and completed during advisement prior to registration. If you have questions, please call for an appointment (956) 872-3170.

*NOTE: For up-to-date program information, admission requirements and registration see: <http://nah.southtexascollege.edu/>*

## **Nursing and Allied Health Graduation Requirements**

To earn the Electronic Health Record, Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of "C."

### **ADVISORY COMMITTEE**

Dan Elizondo, RHIT, Director, HIM Dept., Mission Hospital; Julian Garcia, RHIT, Donna High School, Doctors' Hospital at Renaissance; Minerva Lamar Martinez, Director, HIM Dept., Starr County Hospital; Cyndi Lara, Office Manager, Dr. Joseph M. Caporusso; Sandra Naranjo, Medical Records Coordinator, Mission Nursing Home, Marivel Perez, Assistant Director, South Texas Health Systems; Veronica Ramirez, Director, HIM Dept., Rio Grande Regional Hospital; Claudia P. Tovar, Cancer Registry Specialist, \*Nancy Rodriguez, Office Manager, Rio Grande Regional Surgery Center.

\*Advisory Committee Chair

# ELECTRONIC HEALTH RECORD SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
POFM 1317	Medical Administrative Support	3
HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding- CPT 4	3
HITT 1211	Health Information Systems	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1167	CAPSTONE: Practicum	1

**Total Credit Hours:..... 20**

# MEDICAL CODING SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER **Credit Hours**

HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
NURA 1407	Body Systems or VNSG 1420	4
POFM 1317	Medical Administrative Support	3

#### SECOND SEMESTER

HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding-CPT4	3
HITT 1211	Health Information Systems	2
HPRS 2301	Pathophysiology	3
HITT 2231	Advanced Medical Terminology	2
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:..... 38**

# MEDICAL INFORMATION/ TRANSCRIPTION SPECIALIST

## CERTIFICATE

### TSI EXEMPT

#### FIRST SEMESTER-SUMMER Credit Hours

HITT 1305 Medical Terminology I..... 3

#### FIRST SEMESTER-FALL

HITT 1301 Health Data Content  
and Structure..... 3  
NURA 1407 Body Systems or VNSG 1420..... 4  
POFM 1317 Medical Administrative Support..... 3  
MRMT 1307 Medical Transcription I..... 3

#### SECOND SEMESTER-SPRING

HITT 1211 Health Information Systems..... 2  
HPRS 2301 Pathophysiology ..... 3  
HITT 2371 Current Procedural  
Terminology Coding-CPT4..... 3  
HITT 1349 Pharmacology ..... 3  
MRMT 2333 Medical Transcription II..... 3

#### THIRD SEMESTER-FALL

HITT 1341 Coding and  
Classification Systems..... 3  
HITT 2231 Advanced Medical  
Terminology ..... 2  
HITT 1253 Legal and Ethical Aspects of  
Health Information ..... 2  
MRMT 2166 CAPSTONE: Practicum..... 1

**Total Credit Hours: ..... 38**

# HEALTH INFORMATION TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST YEAR (SUMMER) Credit Hours

HITT 1211 Health Information Systems..... 2  
BIOL 2401 Anatomy & Physiology I..... 4  
HITT 1305 Medical Terminology I..... 3

#### FIRST SEMESTER

ENGL 1301 Composition ..... 3  
BIOL 2402 Anatomy & Physiology II..... 4  
HITT 1301 Health Data Content  
and Structure ..... 3  
MATH 1332 Contemporary Mathematics  
or MATH 1414..... 3

#### SECOND SEMESTER

HPRS 2301 Pathophysiology ..... 3  
HITT 1253 Legal and Ethical Aspects  
of Health Information ..... 2  
HITT 1341 Coding & Classification  
Systems..... 3  
HITT 2231 Advanced Medical  
Terminology ..... 2  
HITT 1349 Pharmacology..... 3

#### THIRD SEMESTER

HITT 2166 Practicum I..... 1  
HITT 2335 Coding and Reimbursement  
Methodologies ..... 3  
HITT 1345 Health Care Delivery Systems..... 3  
PSYC 2301 General Psychology..... 3

#### FOURTH SEMESTER

HITT 2371 Current Procedural  
Terminology Coding-CPT4..... 3  
\*Humanities Elective..... 3  
HITT 1255 Health Care Statistics ..... 2  
HITT 2343 Quality Assessment and  
Performance Improvement ..... 3  
HITT 2339 Health Information Organization  
and Supervision ..... 3  
HITT 2167 CAPSTONE: Practicum II ..... 1

**Total Credit Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*Recommended Humanities Electives

PHIL 2306 Introduction to Ethics

PHIL 2303 Introduction to Logic

HUMA 1301 Introduction to Humanities I

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# Medical Assistant Technology

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## **Medical Assistant Technology Certificate and Associate of Applied Science**

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), National Certified Medical Office Assistant (NCMOA), Nationally Certified Phlebotomy Technician (NCPT), and the National Certified ECG Technician (NCET).

### **Program Admission Requirements**

All Applicants must:

- A. Meet general admission requirements to South Texas College.
- B. Have a High School diploma or GED.
- C. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed through STC.
- D. Satisfy program specific requirements for clinical practice.
- E. Submit a completed Medical Assistant Technology program application.
- F. Participate in individual student advisement with Medical Assistant Technology faculty prior to application.
- G. **Degree option:** Be TSI Complete or TSI Exempt via State approved exam scores.
- H. **Level 2 Certificate option:** 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 0200 or INRW 0304 or equivalent.
  - Completion of ENGL 0200 or INRW 0304 or equivalent.
  - Completion of MATH 0200 or equivalent.

### **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 Assistant Technology faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office at (956) 872- 3018 for additional information or appointment with program faculty.

*NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/>*

### **Graduation Requirements**

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

### **Medical Office Specialist Certificate**

The Medical Office Specialist is a health care worker with medical office administrative skills for managing the front office, medical records, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical front office experience.

#### **ADVISORY COMMITTEE**

Baldemar Cepeda, MA, McAllen; Martin Garza, MD, DLC Pediatric Center, Edinburg; Norma Gutierrez, MA, Alfredo V. Gonzalez, MD PA, Pharr; Grace Lawson, Executive Director, El Milagro Clinic, McAllen; Gloria Sandoval, NCMA, DLC Pediatric Center, Edinburg; Petra Treviño, El Milagro Clinic, McAllen; Martha Leos, Education Supervisor, Access Esperanza Clinics, McAllen; Juan Carlos Garcia, MA, Industrial Health Works; Delia Martinez, Clinic Administrator, Samuel Garcia, Jr., MD; Nereyda Fiala, MA, Samuel Garcia, Jr., MD.



# MEDICAL ASSISTANT TECHNOLOGY

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## CERTIFICATE

### TSI LIABLE

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures.....	3
MDCA 1343 Medical Insurance.....	3
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNSG 1420.....	4
MDCA 1205 Medical Law and Ethics.....	2
MDCA 1166 Practicum I.....	1

### SECOND SEMESTER

MDCA 1352 Medical Assistant Laboratory Procedures .....	3
MDCA 1348 Pharmacology & Administration of Medications.....	3
HPRS 2301 Pathophysiology .....	3
PLAB 1223 Phlebotomy for Medical Assistants .....	2
MDCA 1167 Practicum II.....	1

### THIRD SEMESTER

MDCA 1317 Procedures in a Clinical Setting .....	3
PSYC 2301 General Psychology or PSYC 2314 .....	3
SPCH 1311 Introduction to Speech Communication or SPCH 1315, SPCH 1318, SPCH 1321.....	3
MDCA 1254 Medical Assisting Credentialing Exam Review.....	2

**Total Credit Hours: ..... 39**

# MEDICAL OFFICE SPECIALIST

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## CERTIFICATE

### TSI EXEMPT

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
HITT 1305 Medical Terminology I.....	3
MDCA 1321 Administrative Procedures.....	3
MDCA 1343 Medical Insurance.....	3
MDCA 1205 Medical Law and Ethics.....	2
MDCA 1409 Anatomy and Physiology for Medical Assistants or VNSG 1420.....	4
MDCA 1166 Practicum I.....	1

**Total Credit Hours: ..... 16**

# MEDICAL ASSISTANT TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### FIRST SEMESTER Credit Hours

HITT 1305	Medical Terminology I.....	3
MDCA 1321	Administrative Procedures.....	3
MDCA 1343	Medical Insurance.....	3
MDCA 1409	Anatomy and Physiology for Medical Assistants or VNSG 1420.....	4
MDCA 1205	Medical Law & Ethics.....	2
MDCA 1166	Practicum I.....	1

#### SECOND SEMESTER

MDCA 1352	Medical Assistant Laboratory Procedures .....	3
MDCA 1348	Pharmacology & Administration of Medications.....	3
HPRS 2301	Pathophysiology .....	3
PLAB 1223	Phlebotomy for Medical Assistants .....	2
MDCA1167	Practicum II.....	1

#### SUMMER SESSION

** <u>Math/Natural Sciences</u> <u>Elective</u> .....	3-4
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#### THIRD SEMESTER

<u>Humanities Elective</u> .....	3	
MDCA 1317	Procedures in a Clinical Setting .....	3
PSYC 2301	<u>General Psychology</u> or PSYC 2314.....	3
SPCH 1311	<u>Introduction to Speech</u> <u>Communication or SPCH 1315,</u> <u>SPCH 1318, SPCH 1321</u> .....	3
MDCA 1254	Medical Assisting Credentialing Exam Review.....	2

#### FOURTH SEMESTER

HITT 1341	Coding Classification Systems.....	3
ENGL 1301	<u>Composition</u> .....	3
SPAN 1411	Beg. Spanish I for Non-Spanish Speakers.....	4
HITT 2371	Current Procedural Terminology Coding-CPT4.....	3
MDCA 2266	Capstone: Practicum III .....	2

**Total Credit Hours: ... 60-61**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*\*Math/Natural Sciences Elective Options:

BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
MATH 1414	College Algebra
MATH 1332	Contemporary Mathematics

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# Occupational Therapy Assistant

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## **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, Suite 200 Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-2682. Visit them online at: <http://www.aota.org/Education-Careers/Accreditation.aspx>.

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). 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 performance and participation in desired daily occupations. 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 fourth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

### **Program Admission Requirements**

- A. Meet general admission requirements to STC.
- B. Have a High School diploma or GED.
- C. TSI complete.
- D. Achieve an ACT composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). Take the ACT plus Writing component Exam, the ACT Writing score must be a 6 or above. Scores must be current within the last 5 years.
- E. Earn a score of 3.0 on a 4.0 scale in all transfer pre-requisite courses if applicable.
- F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses completed at STC.

- G. Complete all prerequisite courses with a minimum grade of "B" as listed in the Occupational Therapy Assistant Program degree plan.
- H. Submit a completed Program application by stated deadline. For more information contact the Occupational Therapy Assistant Program at 872-3161 or access the information online at <http://nah.southtexascollege.edu/>
- I. Participate in student advisement per program requirements. For more information contact the Occupational Therapy Assistant Program at 872-3161.
- J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of certification and licensure eligibility from the National Board for Certification in Occupational Therapy (NBCOT) and the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.
- K. Present documentation of volunteer experience of a minimum of 25 hours each at Pediatric and Adult client settings.
- L. Meet technical standards as stated by Occupational Therapy Assistant Program.

### **Selection Criteria**

The OTA Program selection criteria are based upon a point system. Qualified applications are ranked in descending order until maximum class size is reached. If not admitted, a new application is required for the next admission cycle.

### **Program Application**

Applications are available annually from the division office, program faculty or program secretary. A class is selected and accepted every fall semester.

*NOTE: Please see program WEB page for up-to-date program information, admission requirements, curriculum changes, selection process, and application revisions at <http://nah.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**

Velma Esparza, OTR, McAllen; Jennifer Ybarra, OTR, Edinburg; Adina Santillan, COTA, San Juan; Iris Dovalina, COTA, Mission; Luis Martinez, OTR, Palmhurst; Lydia Macheska OTR, Mission

# 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
PSYC 2314	<u>Lifespan Growth and Development</u> .....	3
BIOL 2401	<u>Anatomy and Physiology I</u> .....	4
SPCH 1318	<u>Interpersonal Communications</u> .....	3
ENGL 1301	<u>Composition</u> .....	3
OTHA 1305	Principles of Occupational Therapy .....	3

#### FIRST SEMESTER

OTHA 1409	Human Structure and Function in OT .....	4
OTHA 1415	Therapeutic Use of Occupations or Activities I .....	4
OTHA 1341	Occupational Performance-Birth to Adolescence .....	3

#### SECOND SEMESTER

OTHA 1349	Occupational Performance of Adulthood .....	3
OTHA 2201	Pathophysiology in OT .....	2
OTHA 1419	Therapeutic Interventions I .....	4
OTHA 2335	Health Care Management in OT .....	3

#### THIRD SEMESTER

OTHA 1253	Occupational Performance for Elders .....	2
OTHA 2405	Therapeutic Interventions II .....	4
OTHA 2160	Clinical-OTA .....	1
OTHA 2209	Mental Health in Occupational Therapy .....	2

#### FOURTH SEMESTER

OTHA 2366	CAPSTONE: Practicum-OTA (A) .....	3
OTHA 2367	CAPSTONE: Practicum-OTA (B) .....	3
OTHA 2330	Workplace Skills for the OTA .....	3

**Total Credit Hours: ..... 60**

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.

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# Patient Care Assistant

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## **Patient Care Assistant Certificate**

This is a 16 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly. The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. After successful completion of the Texas Department of Aging Nurse Aide Competency Examination, students will focus on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes, hospice agencies, doctors' offices, and clinics.

After successful completion of all course requirements students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. STC provides the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

### **Program Entry Requirements**

- A. All applicants must meet general admission requirements to South Texas College.
- B. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- C. Satisfy program specific requirements for clinical practice.

### **Selection Process**

Students accepted on a first-come first-serve basis until maximum class size reached. A waiting list for the next available class is established if more applications are received than can be accommodated.

### **Program Application**

Please contact the PCA Program office at (956) 872-3049 for additional information or appointment with program faculty.

*NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/programs/pca.html>*

### **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 78%

### **ADVISORY COMMITTEE**

Virginia Garcia, Education Coordinator, Edinburg Regional Medical Center; Teresa Johnson, Education Coordinator, McAllen Medical Center; Sergio Peña, Director, Career & Technical Education Mission CISD; Libby Smith, BSN, RN Director of Nursing McAllen Heart Hospital; Rosie Paloma, LVN Staff nurse Current and former PTCA student, Juan C. Aguirre, Assoc Dean Cont, Prof & Wkf Ed

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## **PATIENT CARE ASSISTANT**

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### **CERTIFICATE**

### **TSI EXEMPT**

<b>FIRST SEMESTER</b>	<b>Credit Hours</b>
NURA 1401 Nurse Aide for Health Care.....	4
NURA 1160 Clinical I .....	1
NUPC 1320 Patient Care Technician/ Assistant .....	3
PLAB 1323 Phlebotomy.....	3
ECRD 1211 Electrocardiography.....	2
NUPC 1360 CAPSTONE: Clinical II .....	3

**Total Credit Hours:..... 16**

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# Pharmacy Technology

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The Pharmacy Technology program is accredited by the American Society of Health-Systems Pharmacists (ASHP). This program prepares students to take the Pharmacy Technician Certification Exam (PTCE), which is administered by the Pharmacy Technician Certification Board (PTCB).

## **Pharmacy Technology Program**

The Pharmacy Technology Certificate program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings.

Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records.

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT).

The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

## **Pharmacy Technology Program**

The Pharmacy Technology Associate of Applied Science degree combines the elements of the Certificate program with additional pharmacy technology courses and general education courses to promote overall student development and enhance the knowledge base required for upper level positions in pharmacy technology.

Graduates of the Associate of Applied Science degree may be eligible for teaching positions in pharmacy technology programs, and many continue their education to become pharmacists. 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: Be TSI Complete or TSI Exempt via State approved exam scores.
- E. Complete all prerequisite courses with a minimum grade of "C" as listed in the Pharmacy Technician Program degree plan.
- F. Level 2 Certificate option: 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 0200 or equivalent.
  - Completion of ENGL 0200 or equivalent.
  - Completion of MATH 0200 or equivalent.
- G. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed through STC.
- H. Complete program specific requirements for clinical practice.
- I. Submit a completed Pharmacy Technology program application.
- J. Participate in individual student advisement with Pharmacy Technician program faculty prior to application.
- K. Satisfy healthcare agency requirements prior to clinical practice.

*NOTE: For up-to-date program information, admission requirements and selection process see: <http://nah.southtexascollege.edu/pharmacy/index.html>*

## **Selection Process**

Pharmacy Technology Program selection criteria is upon first come first serve basis for students meeting academic and clinical requirements.

## **Program Application**

General Advisement for the Pharmacy Technology Program is held during fall and spring semesters. The application period is from the first Friday in February through the last Friday in May. Applications are available from the Pharmacy Technology Program website. Please contact the Program office at (956) 872-3023 for additional information or appointment with program faculty.

**Application Deadline:**

Fall admission is the last Friday in May.

**State Board of Pharmacy Registration**

The Texas State Board of Pharmacy requires registration of all pharmacy technician trainees. Students admitted to the program who successfully complete the first semester 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](http://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](http://www.tsbp.state.tx.us)).

Drug related felony convictions automatically disqualify an individual from taking the PTCE. Other felony convictions may also prevent a person from taking this exam, at the discretion of the PTCB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board ([www.ptcb.org](http://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**

Adriana Pedraza, RPh, Doctor's Hospital at Renaissance;  
Beatrice Godines, RPh, Mission Regional Medical Center;  
Emilio Garza, RPh, Doctor's Hospital at Renaissance; Fred  
Perez, CPhT, Lifecare Hospital; Joseph Sweet, CPhT, South  
Texas Health System; Diana Saucedo, CPhT, South Texas  
Health System; Wayne Williams, Faculty.

# PHARMACY TECHNOLOGY

## CERTIFICATE

### TSI LIABLE

#### Pre-requisite Semester      Credit Hours

VNSG 1420 Anatomy & Physiology For Allied Health .....	4
PHRA 1309 Pharmaceutical Mathematics I.....	3
PHRA 1301 Introduction to Pharmacy.....	3

#### FIRST SEMESTER

PHRA 1305 Drug Classification.....	3
PHRA 1315 Pharmacy Terminology .....	3
PHRA 1347 Pharmaceutical Mathematics II.....	3
PHRA 1202 Pharmacy Law .....	2

#### SECOND SEMESTER

PHRA 1340 Pharmacy Third Party Payment .....	3
PHRA 1449 Institutional Pharmacy Practice .....	4
PHRA 1413 Community Pharmacy Practice.....	4
PHRA 1404 Pharmacotherapy and Disease Process.....	4

#### SUMMER SESSION

PHRA 1243 Capstone: Pharmacy Technician Certification Review .....	2
PHRA 1268 Capstone: Practicum .....	2

**Total Credit Hours:..... 40**

# PHARMACY TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

#### Pre-requisite Semester      Credit Hours

PHRA 1309 Pharmaceutical Mathematics I.....	3
VNSG 1420 Anatomy & Physiology For Allied Health .....	4
PHRA 1301 Introduction to Pharmacy.....	3

#### FIRST SEMESTER

PHRA 1305 Drug Classification.....	3
PHRA 1315 Pharmacy Terminology .....	3
PHRA 1347 Pharmaceutical Mathematics II.....	3
PHRA 1202 Pharmacy Law .....	2

#### SECOND SEMESTER

PHRA 1340 Pharmacy Third Party Payment .....	3
PHRA 1449 Institutional Pharmacy Practice .....	4
PHRA 1413 Community Pharmacy Practice.....	4
PHRA 1404 Pharmacotherapy and Disease Process.....	4

#### SUMMER SESSION

PHRA 1243 Capstone: Pharmacy Technician Certification Review .....	2
PHRA 1268 Capstone: Practicum .....	2

#### THIRD SEMESTER

<u>ENGL 1301</u> <u>Composition</u> .....	3
<u>PSYC 2301</u> <u>General Psychology or</u> <u>PSYC 2314</u> .....	3
<u>Humanities Elective</u> .....	3

#### FOURTH SEMESTER

PHRA 1441 Pharmacy Drug Therapy and Treatment.....	4
<u>SOCI 1301</u> <u>Introduction to Sociology</u> .....	3
<u>*Math/Natural Sciences</u> <u>Elective</u> .....	4

**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.



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# Physical Therapist Assistant

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## **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. Physical therapy is characterized by a "hands-on" approach. Therefore, PTAs must have a genuine interest in caring for others.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. Additional information regarding accreditation may be obtained from the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314; accreditation@apta.org.; (703) 684-2782 or (702) 706-3245.

### **Program Application Requirements**

All applicants must:

- A. Meet general admission requirements to STC.
- B. Have a High School diploma or GED.
- C. Be TSI Complete or TSI Exempt via State approved exam scores.
- D. Complete the ACT Exam including the Writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT Exemptions are not permitted.
- E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses and those completed at STC.
- F. Complete all prerequisite courses with a minimum grade of "B" as listed in the Physical Therapist Assistant Program degree plan. BIOL 2401 must be completed within the past five years and PTHA 1409 must be completed within the past two years.
- G. Submit Documentation of Experience Forms as evidence of a minimum of twenty-five (25) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings, for a total of fifty (50) hours. One experience should be completed in an inpatient setting (hospital or nursing facility), and the other should be completed in a different type of setting such as an outpatient clinic or pediatric center.

Home Health hours are not accepted. Therapists who supervise volunteer experiences cannot be a relative or personal friend of the student applicant.

- H. Attend an Early Program Information/Advising Session per program requirements. For session times and to schedule an appointment, contact the Physical Therapist Assistant Program at (956) 872-3161.
- I. Submit a completed Program application by stated deadline. For more information contact the Physical Therapist Assistant Program at (956) 872-3161.
- J. Pass a background check and drug screen through approved providers.\* Students with criminal histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). This process may take up to 6 months to complete. For more information contact the NAH Clinical Affairs Specialist at (956) 872-3022 or visit NAH room 1.602.
- K. Meet technical performance standards as stated by Physical Therapist Assistant Program.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

### **Program Application/Selection Process**

Applications are available annually from the PTA Program Department. The deadline for applying to the PTA Program is the last Friday in May of the current year. Admission to the PTA Program is based on a point system score. Selection of students is made one time a year during the summer semester. Newly selected students begin program classes every fall semester. For **specific information on the point system** utilized for candidate selection, please contact the PTA Program at 872-3161 or access the information online at <http://nah.southtexascollege.edu/>

Questions? For more information on the PTA Program, please contact Mari Vargas, PTA Program Secretary, at (956) 872-3161 or email [marip@southtexascollege.edu](mailto:marip@southtexascollege.edu) for questions or to schedule an appointment. Additional information is also available at <http://nah.southtexascollege.edu/>

## Graduation Requirements

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam as a requirement of the final Capstone course.

Licensure of Persons with history of Criminal Conviction / Substance Abuse:

- ▶ According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse.
- ▶ According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found in the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy web site at: [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us)

\*STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with health care agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

### ADVISORY COMMITTEE

Kilo Alaniz, PTA, Knapp Medical Center; Bertha Puig, PT (Committee Chair), Puig Physical Therapy; Javier Rocha, PT, Arbor View Nursing & Rehab; Robert Puig, DPT, Puig Rehabilitation; Eloisa Hernandez-Cabrera, PT, Tru Rehab; David Huerta, OTR, PT, Rehab Plus; Rick Moroles, PTA, Grand Terrace Nursing & Rehab; Randy Wright, PT, Legends Transitional Care Center; Marisa Longoria, PTA, Windsor Rehab; Kristina Ruiz, PTA, Evolutions Therapy

# PHYSICAL THERAPIST ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

Pre-requisite Semester	Credit Hours
BIOL 2401 <u>Anatomy and Physiology I</u> .....	4
ENGL 1301 <u>Composition</u> .....	3
PTHA 1409 Introduction to Physical Therapy .....	4

## FIRST YEAR

### FIRST SEMESTER

BIOL 2402 <u>Anatomy and Physiology II</u> .....	4
PTHA 1405 Basic Patient Care Skills .....	4
PTHA 1413 Functional Anatomy .....	4
PTHA 2201 Essentials of Data Collection .....	2

### SECOND SEMESTER

PSYC 2314 <u>Lifespan Growth and Development</u> .....	3
PTHA 1321 Pathophysiology for the PTA .....	3
PTHA 1531 Physical Agents .....	5
PTHA 2509 Therapeutic Exercise .....	5

## SECOND YEAR

### THIRD SEMESTER

PTHA 1266 Practicum I .....	2
PTHA 2205 Neurology .....	2
PTHA 2431 Management of Neurological Disorders .....	4
PTHA 2435 Rehabilitation Techniques .....	4
* <u>Humanities Elective</u> .....	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: ..... 63**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

\*HUMANITIES ELECTIVE:  
Departmental Approval Required

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# Radiologic Technology

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## **Radiologic Technology** **Associate of Applied Science**

Radiologic technologists are health care professionals who perform diagnostic imaging procedures that utilize ionizing radiation, such as x-ray examinations, fluoroscopic studies, and portable radiography. They are responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury.

The Associate of Applied Science Degree in Radiologic Technology at South Texas College is an approved program by the Southern Association of Colleges and Schools Accreditation Guidelines. The program provides educational and clinical experience that result in extensive knowledge in patient care, radiographic procedures, examination techniques, equipment operation, radiation protection, and image production and evaluation. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced radiologic technologists.

Students are trained for employment as entry-level radiologic technologists in hospitals, outpatient imaging centers, mobile imaging services, and additional medical facilities. 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). Successful completion of this exam results in the designation of the title as a Registered Technologist in Radiography, or R.T. (R) (ARRT). The state of Texas also requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

### **Program Admission Requirements**

Radiologic Technology:

All applicants must:

- A. Meet general admission requirements to South Texas College.
- B. Have a High School diploma or GED.
- C. Be TSI Complete or TSI Exempt via State approved exam scores.
- D. Complete the ACT exam including the writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT exemptions are not permitted.

- E. Complete all prerequisite courses with a minimum grade of "B" as listed in the Radiologic Technology Program degree plan. BIOL 2401 and Mathematics Elective courses must be current within the last 5 years. RADR 1309 must be current within 2 years from the application date.
- F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses listed in the Radiologic Technology degree plan. This includes courses completed through South Texas College and transfer courses.
- G. Be 18 years of age or older.
- H. Participate in student advisement per program requirements. Students are required to attend advising sessions held by the Radiologic Technology Program faculty and staff at the Nursing & Allied Health Campus.
- I. Submit a completed Program application by the stated deadline.
- J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of certification eligibility from the American Registry of Radiologic Technologists (ARRT) prior to application.
- K. Meet technical standards as stated by the Radiologic Technology Program.
- L. Satisfy healthcare agency requirements prior to clinical practice.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

### **Program Selection Process**

Admission to the Radiologic Technology Program is based on a point system score. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the Radiologic Technology Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the Radiologic Technology Program at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu>.

### **Graduation Requirements**

To earn an Associate of Applied Science in the Radiologic Technology Program, students must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" (75%) in didactic courses and minimum grade of "B" (80%) in the clinical/practicum courses. Students must also pass the written and practicum examinations as required of the final Capstone courses.

## **Diagnostic Medical Sonography Advanced Technical Certificate**

Diagnostic medical sonographers are health care professionals who perform diagnostic imaging procedures with the use of high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan. Diagnostic medical sonographers work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Sonography is a radiation-free imaging modality that has many applications in the diagnosis and treatment of medical conditions in the abdomen, obstetrics, heart, vascular system, and various superficial structures.

The Diagnostic Medical Sonography Advanced Technical Certificate at South Texas College is an approved program by the Southern Association of Colleges and Schools Accreditation Guidelines. The program provides educational and clinical experience that result in extensive knowledge in ultrasound physics and instrumentation, use of Doppler imaging, and cross-sectional anatomy and pathophysiology in the abdomen, pelvis, obstetrics, gynecology, and superficial structures. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced sonographers.

The Diagnostic Medical Sonography Program is an extension of the STC Radiologic Technology Program. As such, application requirements for entrance into the program will include an Associate of Applied Science Degree in Radiologic Technology acquired in an accredited program, current certification as a registered technologist by the American Registry of Radiologic Technologists (ARRT), and current licensure by the Texas Department of State Health Services.

Upon successful completion of the program, students will receive an Advanced Technical Certificate in Diagnostic Medical Sonography. Students will also be competent to challenge the abdomen and obstetrics specialty examinations, which are two of the various specialties offered by the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

### **Program Admission Requirements**

All applicants must:

- A. Meet general admissions requirements to South Texas College.
- B. Hold an Associate of Applied Science Degree in Radiologic Technology.
- C. Provide proof of current American Registry of Radiologic Technologist (ARRT) certification as a Radiologic Technologist.
- D. Provide proof of current licensure by the Texas Department of State Health Services as a Medical Radiologic Technologist.

- E. Participate in student advisement per program requirements. Students are required to attend advising sessions held by the Radiologic Technology Program faculty and staff at the Nursing & Allied Health Campus.
- F. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of compliance from the ARDMS prior to application.
- G. Meet technical standards as stated by the Diagnostic Medical Sonography Program.
- H. Satisfy healthcare agency requirements prior to clinical practice.

Students who have met the above requirements may apply submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.

### **Program Selection Process**

Admission to the Diagnostic Medical Sonography Program is based on a point system score. Selection of students is made one time a year. The deadline for applying to the Diagnostic Medical Sonography Program is the first Friday in September of the current year. For specific information on candidate selection process, please contact the Radiologic Technology Program at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu>.

### **Graduation Requirements**

To earn an Advanced Technical Certificate in the Diagnostic Medical Sonography Program, students must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" (76%) in didactic courses and minimum grade of "B" (84%) in the clinical/practicum courses. Students must also pass the written and practicum examinations as required of the final Advance Sonography Practices.

### **ADVISORY COMMITTEE**

Joe Martinez, BS, RT (R), Director of Radiology, Rio Grande Regional Hospital; Juan Aguirre, RT (R), Staff Technologist, McAllen Medical Center; Robert S. Wilson, CRA, RT (R), Director of Imaging Services, Mission Regional Medical Center; Juan Medina, RT (R), Supervisor of Imaging Services, Mission Regional Medical Center; Sixto Garza, RT (R), Director of Radiology, Edinburg Regional Medical Center; Sandra Yanez, RT (R), Assistant Director of Radiology, Doctors Hospital at Renaissance; Maribel Tharp, RT (R), Radiology Manager, Doctors Hospital at Renaissance; Mark Martinez, RT (R), Supervisor of Radiology, Doctors Hospital at Renaissance Lone Star Imaging Center; Joe Tovar, RT (R), Supervisor of Radiology, Doctors Hospital at Renaissance Imaging Center.

# RADIOLOGIC TECHNOLOGY

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## ASSOCIATE OF APPLIED SCIENCE

### TSI LIABLE

<b>Pre-requisite Term</b>	<b>Credit Hours</b>
RADR 1309 Introduction to Radiography and Patient Care.....	3
BIOL 2401 <u>Anatomy &amp; Physiology I</u> .....	4
<u>Mathematics Elective</u> .....	3
ENGL 1301 <u>Composition</u> .....	3

### FIRST SEMESTER

BIOL 2402 Anatomy & Physiology II.....	4
RADR 1311 Basic Radiographic Procedures .....	3
RADR 1213 Principles of Radiographic Imaging I.....	2
RADR 1360 Clinical .....	3

### SECOND SEMESTER

<u>Social and Behavioral Science Elective</u> .....	3
RADR 2301 Intermediate Radiographic Procedures .....	3
RADR 2205 Principles of Radiographic Imaging II.....	2
RADR 1366 Practicum I.....	3

### THIRD SEMESTER (SUMMER SESSION)

RADR 1267 Practicum II.....	2
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### FOURTH SEMESTER

	<b>Credit Hours</b>
RADR 2431 Advanced Radiographic Procedures .....	4
RADR 2309 Radiographic Imaging Equipment.....	3
RADR 2366 Practicum III.....	3

### FIFTH SEMESTER

<u>Humanities Elective</u> .....	3
RADR 2117 Radiographic Pathology.....	1
RADR 2213 Radiation Biology & Protection ....	2
RADR 2367 Practicum IV .....	3

### SIXTH SEMESTER (SUMMER SESSION)

RADR 2235 CAPSTONE: Radiologic Technology Seminar .....	2
RADR 2166 CAPSTONE: Practicum V.....	1

**Total Credits Hours: ..... 60**

Identifies courses to fulfill minimum 15 credit hour General Education Requirement

# DIAGNOSTIC MEDICAL SONOGRAPHY

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## ADVANCED TECHNICAL CERTIFICATE

### TSI LIABLE

#### FIRST YEAR

##### SPRING SEMESTER **Credit Hours**

DMSO 1210 Introduction to Sonography.....	2
DMSO 1302 Basic Ultrasound Physics .....	3
DMSO 1441 Abdominopelvic Sonography .....	4
DMSO 2405 Sonography of Obstetrics/ Gynecology.....	4

##### SUMMER SESSION I

DMSO 1260 Clinical .....	2
DMSO 2351 Doppler Physics.....	3

##### SUMMER SESSION II

DMSO 1166 Practicum I.....	1
DMSO 2353 Sonography of Superficial Structures .....	3

##### FALL SEMESTER

DMSO 1367 Practicum II.....	3
DMSO 1342 Intermediate Ultrasound Physics .....	3
DMSO 2441 Sonography of Abdominopelvic Pathology.....	4

#### SECOND YEAR

##### SPRING SEMESTER

DMSO 2366 Practicum III .....	3
DMSO 2342 Sonography of High Risk Obstetrics .....	3
DMSO 2343 Advanced Ultrasound Physics.....	3

##### SUMMER SESSION I

DMSO 2167 Practicum IV .....	1
DMSO 2345 Advanced Sonography Practices.....	3

**Total Credit Hours: ..... 45**

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# Respiratory Therapy

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## **Respiratory Therapy**

### **Associate of Applied Science**

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

#### **Program Admission Requirements:**

- A. All applicants must meet general admission requirements to South Texas College
- B. High School graduation or GED equivalent.
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., TSI with program specific exemptions accepted.
- D. Complete all prerequisite courses with a minimum grade of "B" as listed in the degree plan.
- E. Earn a minimum cumulative GPA of 3.0, on a 4.0 scale in all courses in the RSPT degree plan.
- F. Satisfy program specific requirements for clinical practice.
- G. Submit a completed Respiratory Therapy program application.
- H. Participate in individual student advisement with Respiratory Therapy faculty prior to application.
- I. Courses must be within the past 5 years. (Science coursework within the past 5 years.)

#### **Selection Criteria**

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course G.P.A., number of degree plan courses, and required test scores. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are ranked from highest to lowest points.

#### **Program Application**

A new applicant pool is established for each fall admission period. All students interested in the program who are not granted admission (qualified and non-qualified) must reapply each year if they wish to be considered for enrollment. Application deadline is the third Friday in May. Applications are available from RT faculty and will be discussed and completed during advisement. If you have questions, please call for an appointment at (956) 872-3023.

#### **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

RSPT 1101	Introduction to Respiratory Care.....	1
ENGL 1301	Composition.....	3
BIOL 2401	Anatomy & Physiology I.....	4
BIOL 2402	Anatomy & Physiology II.....	4
MATH 1414	College Algebra.....	4

#### FIRST SEMESTER (FALL)

	<u>Social/Behavioral Science</u> <u>Elective*</u> .....	3
	<u>Humanities Elective**</u> .....	3
RSPT 1329	Respiratory Care Fundamentals I.....	3
RSPT 1325	Respiratory Care Sciences.....	3

#### SECOND SEMESTER (SPRING)

RSPT 2305	Pulmonary Diagnostics.....	3
RSPT 2210	Cardiopulmonary Disease.....	2
RSPT 1331	Respiratory Care Fundamentals II.....	3
RSPT 2217	Respiratory Care Pharmacology.....	2
RSPT 1266	Practicum I.....	2

#### THIRD SEMESTER (SUMMER SESSION III)

RSPT 1137	Basic Dysrhythmia Interpretation.....	1
RSPT 1267	Practicum II.....	2

#### FOURTH SEMESTER (FALL)

RSPT 2314	Mechanical Ventilation.....	3
RSPT 1141	Respiratory Home Care/ Rehabilitation.....	1
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care.....	3
RSPT 2139	Advanced Cardiac Life Support.....	1
RSPT 2266	Practicum III.....	2

#### FIFTH SEMESTER (SPRING)      Credit Hours

RSPT 2319	Mechanical Ventilation for the Neonatal/Pediatric Patient.....	3
RSPT 2267	Practicum IV.....	2
RSPT 2231	CAPSTONE: Simulations in Respiratory Care.....	2

**Total Credit Hours:..... 60**

Identifies courses to fulfill minimum 15 credit hour  
General Education Requirement

\*Social/Behavioral Science Elective:  
PSYC 2301; PSYC 2314; SOCI 1301; or SOCI 1306

\*\*Humanities Elective: PHIL 2303; PHIL 2306; or  
HUMA 1301



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# Vocational Nursing

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## Vocational Nursing Certificate

This intensive three semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes. Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required (see VN advisor for specific criteria, courses and procedures).

## Program Application Requirements Vocational Nursing

- A. All applicants must meet general admission requirements to South Texas College.
- B. Must have a high school transcript, GED and/ or HS equivalency on file with STC Admissions office
- C. Demonstrate proficiency in state-mandated general knowledge content through approved means; i.e., TSI with program specific exemptions accepted.
- D. Participate in individual student advisement with VN faculty prior to application. For a schedule of advisement sessions, please call 872 3011 for McAllen and Rio Grande City; 447-6632 for Weslaco
- E. Submit a completed Vocational Nursing program application to NAHC-Vocational Nursing Program 1101 E. Vermont, McAllen, Texas 78503.
- F. Earn a minimum grade of "B" or better any of the following Math courses; TECM 1371, MATH 1414, or MATH 1332. Earn a "B" or better in the following: VNSG 1420 Anatomy & Physiology for Allied Health or both BIOL. 2401 AND BIOL 2402.
- G. Meet technical standards as stated by Vocational Nursing Program.
- H. Satisfy program specific requirements for clinical practice.
- I. Pass a criminal background check through approved providers. For more information contact NAH Clinical Affairs Specialist at 872-3022.

## Program Selection Process

Selection criteria for the vocational nursing program is based on a point system. For more information on the point system, please attend a Vocational Nursing Advisory session. Call 872- 3011 for a schedule of these sessions. Qualified applications are ranked from highest to lowest points. In the event there are large numbers of applicants with the same points, a lottery drawing will be held to select from this group. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program.

## Program Application

A new applicant pool is established for each class admission. All students interested in the program who are not granted admission must reapply for the next available class. Applications are available annually by appointment for designated class admissions. A class is selected every spring for fall admission.

*NOTE: Please see program WEB page for up-to-date information regarding admission requirements, curriculum changes, selection criteria and procedures, and application revisions at <http://nah.southtexascollege.edu/>*

## Graduation Requirements

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## Licensure of Persons with Criminal Convictions

According to the Nurse Practice Act (Rule 239.12), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see the Clinical Affairs Specialist or VN Program Director. All consultations are confidential. \*STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists or the VN Program Chair. All consultations are confidential.

## ADVISORY COMMITTEE

Jose F. Aguilar, RN, Director of Education, Knapp Medical Center; Betty Martinez, LVN; Kathleen Mowery, RN, Director of Education, Mission Regional Medical Center; Thalia Munoz, RN, Administrator, Starr County Memorial Hospital; Macario Villarreal, RN, Director of Nursing, Retama Nursing Center, Rio Grande City; Dalanne Garza, LVN, Retama Nursing Center, Rio Grande City; Pat Palomo, RN, Director of Education, Valley Baptist Medical Center; Amy Luna Garcia, LVN, Staff Nurse, Doctors Hospital Renaissance, Myrlo Gilkey, LVN, Assistant DON Alfredo Gonzales Texas State Veterans Home.

# VOCATIONAL NURSING

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## CERTIFICATE

### TSI LIABLE

#### **FIRST SEMESTER** **Credit Hours**

VNSG 1420	Anatomy and Physiology for Allied Health or BIOL 2401 AND BIOL 2402 .....	4-8
TECM 1371	Mathematics for Allied Health or MATH 1332 or MATH 1414.....	3-4
VNSG 1304	Foundations of Nursing.....	3
VNSG 1323	Basic Nursing Skills .....	3
VNSG 1160	Clinical I-A.....	1
VNSG 1226	Gerontology .....	2
VNSG 1331	Pharmacology for Vocational Nursing.....	3
VNSG 1227	Essentials of Medication Administration .....	2
HPRS 1106	Essentials of Medical Terminology .....	1
VNSG 1161	Clinical I-B.....	1

#### **SECOND SEMESTER**

VNSG 1429	Medical-Surgical Nursing I.....	4
VNSG 1162	Clinical II-A.....	1
VNSG 2331	Advanced Nursing Skills.....	3
VNSG 1230	Maternal-Neonatal Nursing.....	2
VNSG 1234	Pediatrics .....	2
VNSG 1261	Clinical II-B.....	2

#### **THIRD SEMESTER (SUMMER SESSION)**

VNSG 1238	Mental Illness.....	2
VNSG 1432	Medical-Surgical Nursing II.....	4
VNSG 1362	Clinical III .....	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362

**Total Credit Hours:... 46-51**

# COURSE DESCRIPTIONS

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# ACCOUNTING

## ◆ACCT 2401 Principles of Financial Accounting

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

*Prerequisite:* ACNT 1303 or completion of MATH 0085 or equivalent.

## ◆ACCT 2402 Principles of Managerial Accounting

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

*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:* None.

## ACNT 1304 Introduction to Accounting II

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

*Prerequisite:* ACNT 1303.

## ACNT 1311 Introduction to Computerized Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

*Prerequisite:* ACNT 1303, ITSC 1409 or COSC 1301.

## ACNT 1329 Payroll & Business Tax Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

*Prerequisite:* ACNT 1303.

## ACNT 1331 Federal Income Tax: Individual

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of the federal tax laws currently implemented by the IRS, providing a working knowledge of preparing income tax returns for the individual.

*Prerequisite:* ACNT 1303.

## ACNT 2309 Cost Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

*Prerequisite:* ACCT 2401 and ACCT 2402.

## ACNT 2330 Governmental and Not-for-Profit Accounting

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.

*Prerequisite:* ACNT 1303.

## ACNT 2331 Internal Control and Auditing

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is the study of internal controls and auditing standards and processes used by internal auditors, managers, and independent public accountants.

*Prerequisite:* ACNT 1303.

# ADMINISTRATIVE OFFICE CAREERS (SEE OFFICE ADMINISTRATION)

# AMERICAN SIGN LANGUAGE

## ◆SGNL 1301 Beginning American Sign Language I

CRT HRS:03 LEC HRS:03 LAB HRS:00  
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:00  
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.

◆ = DENOTES COLLEGE  
TRANSFERABLE COURSES

◆**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.

**SLNG 1300**  
**Fundamentals for Deaf Support Specialist/Service Provider**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is designed to instruct students in how to work with deaf consumers in a variety of settings, including but not limited to, job coaching, mentoring, tutoring, and/or advocacy work.

*Prerequisite:* None.

**SLNG 1304**  
**American Sign Language (ASL) I**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Course work includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.

*Prerequisite:* None.

**SLNG 1305**  
**American Sign Language (ASL) II**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). This course increases fluency and accuracy in fingerspelling and numbers, and provides opportunities for interaction within the deaf community.

*Prerequisite:* SLNG 1304 or SGNL 1301.

**SLNG 1311**  
**Fingerspelling and Numbers**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole-word and phrase recognition as well as identifying fingerspelling words in context. Expressive skills focus on the development of speed, clarity, and fluency.

*Prerequisite:* SLNG 1304 or SGNL 1301.

**SLNG 1315**  
**Visual/Gestural Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expressions, gestures, pantomime, and body language. Instructional methods include the creation and/or performance of stories using these elements.

*Prerequisite:* SLNG 1304 or SGNL 1301.

**SLNG 1317**  
**Introduction to the Deaf Community**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family and community in today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.

*Prerequisite:* None.

**SLNG 1321**  
**Introduction to the Interpreting Profession**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an overview of the field of sign language interpretation. The class provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

*Prerequisite:* None.

**SLNG 1344**  
**American Sign Language (ASL) III**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice oriented approach to language acquisition, which includes the use of multimedia.

*Prerequisite:* SLNG 1305 or SGNL 1302.

**SLNG 1345**  
**American Sign Language (ASL) IV**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs, as well as grammatical structures for complex sentences.

*Prerequisite:* SLNG 1344 or SGNL 2301.

**SLNG 1347**  
**Deaf Culture**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides a historical and contemporary perspective of American deaf culture using a sociocultural model. Topics addressed include cultural identity, core values, group norms, communication, and language as well as significant contributions made by deaf people to the world community.

*Prerequisite:* None.

**SLNG 1350**  
**Sign-To-Voice**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course provides skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.

*Prerequisite:* SLNG 1305 or SGNL 1302.

**SLNG 2187**  
**Capstone: Internship I**

CRT HRS:01 LEC HRS:00 LAB HRS:06  
Internship I is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed

and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite: Permission from the Department.*

### **SLNG 2188 Capstone: Internship II**

CRT HRS:01 LEC HRS:00 LAB HRS:06  
Internship II is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite: Permission from the Department.*

### **SLNG 2189 Capstone: Internship III**

CRT HRS:01 LEC HRS:00 LAB HRS:06  
Internship III is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite: Permission from the Department.*

### **SLNG 2303 Transliterating**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English into a manually coded English format, and from a manually coded English system into spoken English. An integral part of this course will be defining, recognizing, and incorporating features of transliterations.

*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.*

### **SLNG 2330 Advanced Techniques for Deaf Support Specialist/Service Providers**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course incorporates advanced concepts of practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including, but not limited to, job coaching, mentoring, literacy, tutoring, and advocacy work.

*Prerequisite: SLNG 1345 or SGNL 2302, SLNG 1300.*

### **SLNG 2370 Trilingual Interpreting I**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course will include the development of inter-lingual skills (English to Spanish/Spanish to English/American Sign Language (ASL) to Spanish/Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.

*Prerequisite: Certification.*

### **SLNG 2372 Trilingual Interpreting II**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in the classroom.

*Prerequisite: SLNG 2370 and SPAN 2311.*

### **SLNG 2373 Latino Interpreting Issues**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.

*Prerequisite: Certification, SLNG 1321.*

### **SLNG 2401 Interpreting I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the

interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, and Mid-Program Evaluation.*

### **SLNG 2402 Interpreting II**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
Interpreting II is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2401, and Mid-Program Evaluation.*

### **SLNG 2411 Interpreting in Specialized Settings**

CRT HRS:04 LEC HRS:04 LAB HRS:01  
This course focuses on interpreting/transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.

*Prerequisite: SLNG 1321, SLNG 1344 or SGNL 2301.*

### **SLNG 2431 Interpreting III**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated into classroom activities.

*Prerequisite: ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1345 or SGNL 2302, SLNG 2187, SLNG 2188, and Mid-Program Evaluation.*

**SLNG 2434****American Sign Language (ASL) V**

CRT HRS:04 LEC HRS:03 LAB HRS:02  
This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles in ASL will be discussed.

*Prerequisite:* ENGL 1301, DRAM 1351, SPCH 1318, BIOL 2401, PSYC 2301, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1315, SLNG 1347, SLNG 1344 or SGNL 2301, SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

**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 0100 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 0100 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 0100 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 0100 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 is a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural and historical contexts.

*Prerequisite:* Completion of READ 0200 or equivalent.

**◆ ARTS 1303****Art History I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

*Prerequisite:* Completion of READ 0200 or equivalent.

**◆ ARTS 1304****Art History II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

*Prerequisite:* Completion of READ 0200 or equivalent.

**◆ ARTS 1311****Design I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

*Prerequisite:* None.

**◆ ARTS 1312****Design II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

*Prerequisite:* ARTS 1311 or approval of the instructor.

**◆ ARTS 1316****Drawing I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
A foundation studio course exploring drawing with emphasis on descriptive, expressive and

conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

*Prerequisite:* None.

**◆ ARTS 1317****Drawing II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. This studio course is a further investigation of drawing media, techniques, and advanced subject matter, such as the live nude human form and its historical role as an ideal form in the arts, including describing and expressive possibilities. Students participating in these select advanced art classes with live nude models must be a minimum of 18 years of age, and be enrolled in sophomore level courses other than dual enrollment, according to Board Policy 3642.

*Prerequisite:* ARTS 1316 or approval of instructor.

**◆ ARTS 1325****Drawing & Painting (for Non-Art majors)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio course focuses on the investigation of the descriptive and expressive qualities of drawing and painting media for the beginning art student.

*Prerequisite:* None.

**◆ ARTS 2313****Design Communications I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course explores the communication of ideas through processes and techniques of graphic design and illustrations. The translation of verbal language into visual language through a variety of media and software will be covered.

*Prerequisite:* Completion of READ 0200 or equivalent.

**◆ ARTS 2314****Design Communications II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course explores the communication of ideas through processes and techniques of

graphic design and illustrations. It is a continuation of ARTS 2313 and focuses on more complex approaches to visual translation.

*Prerequisite:* Completion of READ 0200 or equivalent and ARTS 2313.

◆ARTS 2316  
**Painting I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

*Prerequisite:* None.

◆ARTS 2317  
**Painting II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

*Prerequisite:* ARTS 2316 or approval of the instructor.

◆ARTS 2323  
**Life Drawing I**

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  
**Life Drawing II**

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 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 II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a continued exploration of ideas using techniques in jewelry and metal construction.

*Prerequisite:* ARTS 2341 or approval of instructor.

◆ARTS 2346  
**Ceramics I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio course explores the preparation and manipulation of clay for the creation of ceramics.

*Prerequisite:* None.

◆ARTS 2347  
**Ceramics II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

*Prerequisite:* ARTS 2346 or approval of instructor.

◆ARTS 2348  
**Digital Art I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

*Prerequisite:* None.

◆ARTS 2349  
**Digital Art II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This studio art course is a continued exploration of the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

*Prerequisite:* ARTS 2348 or approval of instructor.

◆ARTS 2356  
**Photography I\*  
(Fine Arts Emphasis)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

*Prerequisite:* None.

\*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

◆ARTS 2357  
**Photography II\*  
(Fine Arts Emphasis)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. The course can be repeated once for an additional three credit hours as a study in Advanced Problems and Techniques.

*Prerequisite:* ARTS 2356 or approval of instructor.

\*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

◆ARTS 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 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.

## ASSOCIATE DEGREE NURSING

RNSG 1140  
**Professional Nursing Skills for  
Articulating Students**

CRT HRS:01 LEC HRS:00 LAB HRS:04  
This course covers demonstration of professional nursing skills and



procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite:* BIOL 2401, BIOL 2402 and RNSG 1300; or administrative approval.

### **RNSG 1144 Nursing Skills II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 1513, RNSG 1205, RNSG 1262, BIOL 2401, or administrative approval.

### **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 1205 Nursing Skills I**

CRT HRS:02 LEC HRS:01 LAB HRS:04  
This course is a study of the concepts and principles essential to perform basic nursing skills for the adult patient and to demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* Admission to the Professional Nursing Program or administrative approval.

### **RNSG 1209 Introduction to Nursing**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course offers an overview of nursing and the role of the professional nurse as a provider of patient-centered care, patient safety advocate, coordinator of care, member of the health care team, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course

lends itself to a blocked approach.

*Prerequisite:* TSI complete and an ACT composite score of 19 and approval of the ADN faculty only.

### **RNSG 1262 Clinical I**

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 ADN Program and RNSG 1209.

### **RNSG 1300 Health Assessment Across The Lifespan**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite:* TSI Complete, HESI A2 complete with required score; or administrative approval.

### **RNSG 1341 Common Concepts of Adult Health**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Students will study the general principles of caring for selected adult patients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205 or administrative approval.

### **RNSG 1343 Complex Concepts of Adult Health**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member

of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 1144, RNSG 1341, RNSG 2161, PSYC 2301, RNSG 1417, RNSG 1140, RNSG 1162, RNSG 2213 and RNSG 2162; or administrative approval.

### **RNSG 1412 Nursing Care for the Childbearing and Childrearing Family**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
Concepts and principles of professional nursing related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antipartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence. It includes competency in knowledge, judgment, skill, and professional values within a legal/ethical framework is examined.

*Prerequisite:* Admission to the ADN program or administrative approval. Clinical Co-requisite recommended.

### **RNSG 1417 Concepts of Professional Nursing Practice I for Articulating Students**

CRT HRS:04 LEC HRS:04 LAB HRS:01  
This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite:* Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; administrative approval.

### **RNSG 1513 Foundations for Nursing Practice**

CRT HRS:05 LEC HRS:05 LAB HRS:00  
This course provides an introduction to the role of the professional nurse as a provider of patient-centered care, coordinator of care, patient safety advocate, member of the

health care team, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* Admission to the ADN program and RNSG 1209.

### **RNSG 2161 Clinical - Medical/Surgical**

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 ADN program: BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205 or administrative approval.

### **RNSG 2162 Clinical - Mental Health**

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 ADN program: BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205 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 2260.

### **RNSG 2213 Mental Health Nursing**

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

This course lends itself to a blocked approach.

*Prerequisite:* BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205 or administrative approval.

### **RNSG 2221 Professional Nursing: Leadership and Management**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an exploration of leadership and management principles applicable to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 2260 or administrative approval.

### **RNSG 2260 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: BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2162, RNSG 2161, RNSG 1144 or administrative approval.

### **RNSG 2331 Advanced Concepts of Adult Health**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult patients and families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 2260 or administrative approval.

### **RNSG 2361 Clinical - Complex Medical Surgical**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:09

This course 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 1144, RNSG 1341, RNSG 2161, PSYC 2301, RNSG 1417, RNSG 1140, RNSG 1162, RNSG 2213 and RNSG 2162; or administrative approval.

### **RNSG 2363 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 2221, RNSG 2331, RNSG 2163.

## **AUTOMOTIVE TECHNOLOGY**

### **AUMT 1201 Introduction and Theory of Automotive Technology**

CRT HRS:02 LEC HRS:02 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 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 1316 Automotive Suspension and Steering Systems-GM ASEP**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the theory and operation as well as the diagnosis and repair of automotive suspension and steering systems

including electronically controlled systems, tire and wheel problem diagnosis, component repair, and alignment procedures. This course also includes operational theory, practical skills, and accepted shop procedures reinforced by intensive practice during cooperative work experience periods in the GM sponsoring dealerships.

*Prerequisite:* Concurrent enrollment in AUMT 1407.

### **AUMT 1345 Automotive Climate Control Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course covers the theory of automotive air conditioning and heating systems, including diagnosis and repair of manual/electronic climate control systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

*Prerequisite:* DEMR 1401 or AUMT 1407.

### **AUMT 1391 Capstone: Ford YAATC Certification**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course covers topics that address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Prerequisite:* None.

### **AUMT 1407 Automotive Electrical Systems**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Also to include electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Emphasis is placed on electrical schematic diagrams and service manuals.

*Prerequisite:* None.

### **AUMT 1410 Automotive Brake Systems**

CRT HRS:04 LEC HRS:02 LAB HRS:08  
This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics

include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

*Prerequisite:* Concurrent enrollment in AUMT 1407.

### **AUMT 1416 Automotive Suspension and Steering Systems**

CRT HRS:04 LEC HRS:02 LAB HRS:08  
This course covers the theory and operation as well as the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems, tire and wheel problem diagnosis, component repair, and alignment procedures.

*Prerequisite:* Concurrent enrollment in AUMT 1407.

### **AUMT 1419 Automotive Engine Repair**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and re-assembly of the engine.

*Prerequisite:* AUMT 1407.

### **AUMT 2266 Practicum III**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:20  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department.

### **AUMT 2267 Capstone: Practicum IV**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:20  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Permission from the department.

### **AUMT 2313 Automotive Drive Train and Axles**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of automotive clutches, clutch operation devices, standard transmission, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.

*Prerequisite:* AUMT 1419.

### **AUMT 2417 Automotive Engine Performance Analysis I**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course includes theory, operation, diagnosis of drivability concerns, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment is emphasized.

*Prerequisite:* AUMT 1407; concurrent enrollment in AUMT 1419.

### **AUMT 2421 Automotive Electrical Diagnosis and Repair**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.

*Prerequisite:* AUMT 1407.

### **AUMT 2425 Automotive Automatic Transmission and Transaxle**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is a study of the operation, hydraulic circuits and electronic controls, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

*Prerequisite:* AUMT 1407.

### **AUMT 2434 Automotive Engine Performance Analysis II**

CRT HRS:04 LEC HRS:02 LAB HRS:08  
This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

*Prerequisite:* AUMT 2417.

### **CSIR 1355 Industry Certifications**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course prepares the student for the certifications required by industry.

*Prerequisite:* None.

## **BIOLOGY**

### **◆BIOL 1322 Nutrition and Diet Therapy I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a study of the chemical, physical and sensory properties of

food, nutritional quality, and food use and diet applications.

*Prerequisite:* None.

◆BIOL 1406

**Biology for Science Majors I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an in-depth study of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics biotechnology, evolutionary adaptation and the scientific method are included.

*Prerequisite:* TSI Complete in Reading.

◆BIOL 1407

**Biology for Science Majors II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of Biology 1406. It is an in-depth study of the fundamental principles of living organisms including classification and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of the organization, function and reproduction, ecology of behavior, populations, communities, and the biosphere.

*Prerequisite:* BIOL 1406 with a grade of "C" or better.

◆BIOL 1408

**Biology for Non-Science Majors I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is an overview of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics, biotechnology, evolutionary adaptation and the scientific method are included.

*Prerequisite:* TSI Complete in Reading.

◆BIOL 1409

**Biology for Non-Science Majors II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of Biology 1408. It is an overview of the fundamental principles of living organisms including classification and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of their organization, function and reproduction with humans, and ecology of behavior, populations, communities, and the biosphere, including effects of human activities.

*Prerequisite:* BIOL 1408 with a grade of "C" or better.

◆BIOL 2389

**Academic Cooperative in the Biological Life Sciences**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

*Prerequisite:* Permission from the department.

◆BIOL 2401

**Anatomy and Physiology I**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

*Prerequisite:* TSI Complete in Reading.

◆BIOL 2402

**Anatomy and Physiology II**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

*Prerequisite:* BIOL 2401 with a grade of "C" or better.

◆BIOL 2406

**Environmental Biology**

CRT HRS:04 LEC HRS:03 LAB HRS:02

This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed.

*Prerequisite:* None.

◆BIOL 2416

**Genetics**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

*Prerequisite:* BIOL 1406 and CHEM 1411 with a grade of "C" or better.

◆BIOL 2420

**Microbiology for Non-Science Majors**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is an introduction to the morphology, physiology and taxonomy of pathogenic and nonpathogenic microorganisms. The course includes study of

disease transmission, resistance to infection and microbial control and a brief preview of food microbes, public health, and immunology. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

*Prerequisite:* BIOL 2402 with a grade of "C" or better.

◆BIOL 2421

**Microbiology for Science Majors**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This is a study of principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Laboratory activities will reinforce principles of microbiology as well as the microbial interactions including all of the principles and microbial interactions covered in the lecture sessions.

*Prerequisite:* BIOL 1406, BIOL 1407 and CHEM 1411 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: Accounting 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 2268** **Capstone: Business Administration Practicum**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: 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 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 1340** **Money and Financial Markets**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of money and banking institutions and their role and functions in the economy. It includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles

of monetary and fiscal policy, commercial banking structures, and financial markets.

*Prerequisite: None.*

### **BNKG 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.*

### **BUSG 1303** **Principles of Finance**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.

*Prerequisite: None.*

### **BUSG 2309** **Small Business Management/ Entrepreneurship**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is a course on how to start, operate, and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business

plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

*Prerequisite: None.*

### **◆BUSI 1301** **Business Principles**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

*Prerequisite: None.*

### **◆BUSI 2301** **Business Law**

CRT HRS:03 LEC HRS:03 LAB HRS:00

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

*Prerequisite: None. (Transfers only as an elective)*

### **IBUS 1301** **Principles of Exports**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and transportation. Emphasizes human and public relations, management of personnel, finance, and accounting procedures are stressed.

*Prerequisite: None.*

### **IBUS 1305** **Introduction to International Business/Trade**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-

legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

*Prerequisite: None.*

### **IBUS 2345 Import Customs Regulations I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.

*Prerequisite: None.*

### **IBUS 2371 Import Customs Regulations II**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a continuation of Import Customs Regulations I. Topics include the history and use of the U.S. Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.

*Prerequisite: IBUS 2345.*

### **LMGT 1319 Introduction to Business Logistics**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

*Prerequisite: None.*

### **LMGT 1321 Principles of Material Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces the principles of material management to include inventory control and forecasting activities.

*Prerequisite: None.*

### **LMGT 1325 Warehouse and Distribution Center Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

*Prerequisite: LMGT 1319.*

### **MRKG 1301 Customer Relationship Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Topics in this course address general principles of customer relationship management including skills, knowledge, attitudes, and behaviors.

*Prerequisite: None.*

### **MRKG 1311 Principles of Marketing**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the marketing mix functions and process; identification of consumer and organizational needs; explanation of economic, psychological, sociological, environmental, and global issues. A description and analysis of the importance of marketing research is also provided.

*Prerequisite: None.*

### **MRKG 1313 Public Relations**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.

*Prerequisite: None.*

### **MRKG 2333 Principles of Selling**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.

*Prerequisite: None.*

### **MRKG 2349 Advertising and Sales Promotion**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

*Prerequisite: None.*

## **CHEMISTRY**

### **◆CHEM 1411 General Chemistry I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course will cover fundamental principles of chemistry for majors in the sciences, health sciences and engineering; topics include

measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, property gasses, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1411 will be performed. Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

### **◆CHEM 1412 General Chemistry II**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course will cover chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive organic chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1412 will be performed. Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*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 fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles presented in CHEM 2423 lecture. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

*Prerequisite: CHEM 1412 with a grade of "C" or better.*

◆CHEM 2425  
**Organic Chemistry II**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry presented in CHEM 2425 lecture. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

*Prerequisite:* CHEM 2423 with a grade of "C" or better.

## CHILD DEVELOPMENT

CDEC 1167  
**Field Study Infant/Toddler**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:07  
This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* None.

CDEC 1313  
**Curriculum Resources for Early Childhood Programs**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for young children.

*Prerequisite:* None.

CDEC 1319  
**Child Guidance**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.

*Prerequisite:* None.

CDEC 1321  
**The Infant and Toddler**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, learning environments, materials and activities, and teaching/guiding techniques.

*Prerequisite:* None.

CDEC 1323  
**Observation and Assessment**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of observation skills, assessment techniques, and documentation of children's development.

*Prerequisite:* None.

CDEC 1356  
**Emergent Literacy for Early Childhood**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

*Prerequisite:* None.

CDEC 1358  
**Creative Arts for Early Childhood**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

*Prerequisite:* None.

CDEC 1359  
**Children with Special Needs**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

*Prerequisite:* None.

CDEC 1417  
**Child Development Associate Training I**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is based on the requirements for the Child Development Associate credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course include creative, cognitive, physical, and communication.

*Prerequisite:* None.

CDEC 2166  
**Field Study Preschool**

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 2167  
**Capstone: Administration**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:07  
This course provides practical, general workplace training in the Childcare field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* CDEC 2166.

CDEC 2304  
**Child Abuse and Neglect**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. It includes methods of referral to public and private agencies that deal with investigation and treatment.

*Prerequisite:* None.

CDEC 2307  
**Math and Science for Early Childhood**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

*Prerequisite:* None.

CDEC 2326  
**Administration of Programs for Children I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a practical application of management procedures for early child care and education programs, including a study of planning, operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

*Prerequisite:* Six credits In Child Development courses or Program Chair approval.

CDEC 2328  
**Administration of Programs for Children II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an in-depth study of the skills and techniques in

managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

*Prerequisite: CDEC 2326.*

### **CDEC 2336** **Administration of Programs for Children III**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is an advanced study of the skills and techniques in administering early care and education programs including staff development, curriculum planning and delivery, and adult learning theory.

*Prerequisite: CDEC 2326.*

### **CDEC 2422** **Child Development Associate Training II**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is a continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study covered in this course include safety, health, learning environment, self, social, and guidance.

*Prerequisite: Completion of CDEC 1417 with a grade of "C" or better.*

### **◆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**

### **CSFH 0101** **College Success for Healthcare**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course aids the healthcare student to perform successfully in healthcare by understanding his or her personal learning style, understanding and using college policies and procedures including clinical requirements, criminal background authorizations, vaccinations, drug and alcohol testing, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, communicating well both orally and in writing, by learning and applying library and technological healthcare research techniques, and by learning about each of the healthcare professions taught at South Texas College. Some healthcare programs award points toward selection for completion of CSFH with a grade of "A" or "B."  
This course fulfills a requirement for all first-time developmental students who are not TSI complete, and 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.

*Prerequisite: None.*

### **EDCS 0101** **Educational College Success**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers strategies for learning and success. Examine factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning lifestyles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This course develops students' academic skills that apply to all disciplines. This course is a requirement for all first-time developmental students who are not TSI complete. This course is required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt.

*Prerequisite: None.*

## **COMMUNICATION**

### **◆COMM 1307** **Introduction to Mass Communication**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

*Prerequisite: Completion of READ 0200 or equivalent.*

### **◆COMM 2305** **Editing and Layout**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This is a course in the editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

*Prerequisite: Completion of COMM 1307, COMM 2327, COMM 2330, and ENGL 1301.*

### **◆COMM 2311** **News Gathering and Writing I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

*Prerequisite: Completion of READ 0200 or ENGL 0200 or equivalent.*



◆**COMM 2315**

**News Gathering and Writing II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

*Prerequisite:* COMM 2311.

◆**COMM 2327**

**Introduction to Advertising**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the fundamentals of advertising, including marketing theory and strategy, copy writing, design, and selection of media.

*Prerequisite:* Completion of ENGL 1301.

◆**COMM 2330**

**Introduction to Public Relations**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course explores the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

*Prerequisite:* Completion of ENGL 1301.

◆**COMM 2339**

**Writing for Radio, Television, and Film**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

*Prerequisite:* ENGL 1302 and completion of or concurrent enrollment in COMM 2305.

◆**COMM 2389**

**Academic Cooperative**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

*Prerequisite:* Completion of COMM 1307, COMM 2327, COMM 2330, COMM 2305, and COMM 2339.

## 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:* Concurrent enrollment in DFTG 1315.

**ARCE 1321**

**Architectural Illustration**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course covers architectural illustration and rendering techniques. Emphasis is on architectural structures in 3-D or pictorially either by freehand drawing or computer software, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.

*Prerequisite:* None.

**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 1315 and DFTG 2319.

**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 2438, DFTG 1317 and DFTG 2328.

**ARCE 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.

**ARCE 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 ARCE 1321.

**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:* Concurrent enrollment in DFTG 1309.

**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.

**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 2431.

**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 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:* None.

**DFTG 1310**  
**Specialized Basic Computer-Aided Drafting (CAD)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Utilization of Civil 3D, Revit or similar programs will be emphasized.

*Prerequisite: DFTG 2319 and ARCE 1352.*

**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: Completion of or concurrent enrollment in DFTG 2319.*

**DFTG 1357**  
**Specialized Intermediate Computer-Aided Drafting (CAD)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. It emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data. Utilization of Revit based or similar programs will be emphasized.

*Prerequisite: ARCE 1352 and DFTG 2319.*

**DFTG 1371**  
**Introduction to the Civil Drafting Profession**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the civil drafting profession. It familiarizes the student with local businesses, common practices, and professional advancement. The course also introduces and explores the various types of drawings, maps, and plans that are prepared by civil engineering firms and surveyors.

*Prerequisite: None.*

**DFTG 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 2438 and ARCE 2352.*

**DFTG 1393**  
**Special Topics in Civil Drafting**

CRT HRS:04 LEC HRS:02 LAB HRS:04  
This course discusses basic concepts in civil drafting, map scales, map features, survey fundamentals, contour lines, plot plans, road layout and profiles, earthwork, and utilization of CAD systems in the development of various civil engineering related projects. The topic of study chosen by the instructor may change from semester to semester.

*Prerequisite: None.*

**DFTG 1492**  
**Special Topics in Architectural Drafting**

CRT HRS:05 LEC HRS:03 LAB HRS:03  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. It will expand on the application of architectural specific software and architectural techniques to be further integrated into commercial, residential, and industrial project documents. Utilization of Revit based or similar programs will be emphasized.

*Prerequisite: DFTG 2331.*

**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 1309.*

**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 and concurrent enrollment in DFTG 2319.*

**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: Completion of or concurrent enrollment in DFTG 2319.*

**DFTG 2331**  
**Advanced Technologies in Architectural Design and Drafting**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course covers the use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. The student will further use architectural techniques to design, assemble, evaluate, and render architectural building components; plan and develop elevation drawings and details from three-dimensional architectural models utilizing Revit based or similar programs.

*Prerequisite: 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 1309, ARTC 1302.*

**DFTG 2430****Civil Drafting**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This is an in-depth study of drafting methods and principles used in civil engineering.

*Prerequisite:* SRVY 1313 and DFTG 2321.

**DFTG 2432****Capstone: Advanced Computer-Aided Drafting**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course presents the application of advanced CADD techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.

*Prerequisite:* SRVY 1313, ARCE 1352.

**DFTG 2438****Capstone: Final Project - Advanced Drafting**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This is a drafting course in which students participate in a comprehensive project from conception to conclusion.

*Prerequisite:* Completion of or concurrent enrollment in ARCE 2352, and completion of DFTG 1317 and DFTG 2328.

**GIS 1301****Cartography and Geography in GIS & GPS**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the principles of cartography and geography. Emphasis will be placed on global reference systems and the use of satellites for measurements and navigation.

*Prerequisite:* Completion of or concurrent enrollment in GISC 2320.

**GIS 1311****Introduction to Geographic Information Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

*Prerequisite:* Completion of, or concurrent enrollment in DFTG 1309.

**GIS 1321****Introduction to Raster-Based GIS**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides instruction in GIS data sets including raster-based information such as images or photographs, acquisition of such data, and processing and merging with vector data.

*Prerequisite:* Completion of or concurrent enrollment in GISC 1311.

**GISC 1364****Capstone: GIS Practicum**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:21  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* DFTG 2319 and GISC 1311.

**GISC 2303****Fundamentals of Logistics with GIS**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course focuses on multiple data sources and their location-based relationships. It incorporates exposure to modes of transportation, resources, and product distribution and the combination of these elements with time, distance, and GPS technology for support of GIS analysis as relating to logistics.

*Prerequisite:* GISC 1311 and GISC 1321.

**GISC 2311****Geographic Information Systems (GIS) Applications**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides application of GIS technology to real workplace applications from public and private sectors. Completion of Global Positioning System (GPS) fieldwork is required for lab exercises.

*Prerequisite:* GISC 1301, GISC 1321, and DFTG 2319.

**GISC 2320****Intermediate Geographic Information Systems (GIS)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.

*Prerequisite:* Completion of GISC 1311 and DFTG 1309.

**GISC 2335****Programming for GIS**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course focuses on the use of programming languages to customize and expand the capability of GIS applications. Instruction will include object-oriented and component programming. Students will also design their own Graphical User Interface (GUI).

*Prerequisite:* Completion of or concurrent enrollment in GISC 2359, ITSE 2409.

**GISC 2359****Web-Served Geographic Information Systems (GIS)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course covers the delivery of geographic data via the Internet. It includes composition of the map features distributed and an introduction on the use of markup languages to customize web-based Geographic Information Systems (GIS).

*Prerequisite:* Completion of or concurrent enrollment in GISC 2320, GISC 2303, ITSE 1411.

**GISC 2364****Capstone: GIS Practicum**

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* GISC 1311, GISC 2311, ITSE 2409.

**GISC 2404****GIS Design with Vector Analysis**

CRT HRS:04 LEC HRS:02 LAB HRS:04  
This course uses GIS as a problem solving tool from the first stages of designing an analysis project, through the data collection and manipulation phase, to the final phase of presenting the project.

*Prerequisite:* GISC 1321, GISC 2303, and GISC 2359.

**GRPH 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 1351

**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, DFTG 2340 with completion of or concurrent enrollment in PHTC 2431 and ARTV 1351.

**INDS 1311**  
**Fundamentals of Interior Design**

CRT HRS:02 LEC HRS:02 LAB HRS:04  
This course is an introduction to the elements and principles of design, the interior design profession, and the interior design problem-solving process.

*Prerequisite: Completion of or concurrent enrollment in DFTG 1309.*

**INDS 2405**  
**Capstone: Interior Design Graphics**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course provides skill development in computer-generated graphics and technical drawings for interior design applications.

*Prerequisite: ARTC 1302, ARCE 1321*

**PHTC 1347**  
**Landscape Photography**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.

*Prerequisite: PHTC 2431.*

**PHTC 2431**  
**Architectural Photography**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
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 1302.*

**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 2430.*

**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 concurrent enrollment in DFTG 2430.*

**SRVY 2313**  
**Control Surveying**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course emphasizes field astronomy calculations, state plane

coordinates and the reduction of information received from Global Positioning System receivers.

*Prerequisite: SRVY 1341, DFTG 2321, and DFTG 2330.*

**SRVY 2339**  
**Engineering Design Surveying**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout. It also includes the study of horizontal circular curves, parabolic curves, areas, and earthwork volumes.

*Prerequisite: SRVY 1341, DFTG 2321, DFTG 2330, and SRVY 1342.*

**SRVY 2380**  
**Cooperative Education**

CRT HRS:03 LEC HRS:01  
OFF CAMPUS LAB HRS:20

This is an intermediate course with career-related activities encountered in the student's specialization offered through an individualized agreement among the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. This course includes a lecture component.

*Prerequisite: SRVY 2309.*

## COMPUTER AND ADVANCED TECHNOLOGIES (FORMERLY ELECTRONICS)

**CETT 1409**  
**DC/AC Circuits**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course covers the fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

*Prerequisite: None.*

**CETT 1421**  
**Electronic Fabrication**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

*Prerequisite: None.*

**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:* None.

### **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:* None.

### **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 1425 and RBTC 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 1409.

### **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 concurrent enrollment in CPMT 1445.

### **CPMT 1167 Capstone: Practicum-Computer Installation**

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 1403.

### **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:* None.

### **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:* None.

### **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:* None.

### **CPMT 1443 Microcomputer Architecture**

CRT HRS:04 LEC HRS:03 LAB HRS:04

Computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls.

*Prerequisite:* None.

### **CPMT 1445 Computer Systems Maintenance**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment, troubleshooting and maintenance aids is emphasized.

*Prerequisite:* CPMT 1403 or CPMT 1411.

### **CPMT 1447 Computer System Peripherals**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.

*Prerequisite:* CPMT 1411 or CPMT 1445.

### **CPMT 1449 Computer Networking Technology**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.

*Prerequisite:* None.

### **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 2288 Capstone: Internship- Computer Installation**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:12

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite:* CPMT 2433.

### **CPMT 2350 Industry Certification Preparation**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides an overview of the objectives for the industry specific certification exam.

*Prerequisite:* CPMT 2433.

### **CPMT 2402 Home Technology Integration**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of integration and maintenance of various home technology subsystems. Topics include home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

*Prerequisite:* CPMT 1445 and CPMT 1449.

### **CPMT 2433 Computer Integration**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.

*Prerequisite:* CPMT 1445 and CPMT 1449.

**CPMT 2445****Computer System Troubleshooting**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

*Prerequisite:* CPMT 1445.

**CPMT 2449****Advanced Computer Networking Technology**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

*Prerequisite:* CPMT 1449.

**EECT 1403****Introduction to Telecommunications**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

*Prerequisite:* None.

**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:* None.

**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:* None.

**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:* Concurrent enrollment in EECT 1407.

**EECT 2433****Telephone Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.

*Prerequisite:* EECT 1407.

**EECT 2437****Wireless Telephony Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.

*Prerequisite:* EECT 2433.

**RBTC 1405****Robotic Fundamentals**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is an introduction to flexible automation. Topics will include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

*Prerequisite:* None.

**RBTC 1447****Electromechanical Devices**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a study of electromechanical devices found in robotic systems. It includes transformers, switches, and solid state relays.

*Prerequisite:* RBTC 1405.

## COMPUTER AND INFORMATION TECHNOLOGIES

**CITP 3302****Advanced Networking (Networking +)**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course prepares individuals for a career as a Network Engineer in the Information Technology support industry. Students will be taught the various responsibilities and tasks required for service engineer to successfully perform in a specific environment.

*Prerequisite:* ITNW 2421.

**CITP 3305****System Analysis and Design**

CRT HRS:03 LEC HRS:02 LAB HRS:03

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:03

This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.

*Prerequisite:* ITSE 1431 or COSC 1430 and CITP 3305 with a grade of "C" or better.

**CITP 3312****Fundamentals of Information Security**

CRT HRS:03 LEC HRS:02 LAB HRS:03

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:03

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 with a grade of "C" or better.

**CITP 3360****Digital Image Processing and Presentation**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course provides a basic competency in preparation and

creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.

*Prerequisite:* None.

**CITP 4301**  
**Capstone: Computer and Information Technology Internship**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite:* Senior standing and program chair approval.

**CITP 4316**  
**Advanced Web Design**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course will introduce the paradigm of web development by utilizing server-side technology. Data-driven web applications will be created by applying programming, security, and database management techniques. Topics include, but are not limited to, dynamic web page generation, basic web server configuration and database connectivity.

*Prerequisite:* CITP 3310 and ITSE 1411 or COSC 1315 with a grade of "C" or better.

**CITP 4330**  
**Advanced Network Security**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course prepares students to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.

*Prerequisite:* CITP 3312 with a grade of "C" or better.

**CITP 4340**  
**Special Topics Course-CIT**

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will utilize knowledge from previous course work to create a programming project. The programming project has to adhere to the given topic of study. The topic of study chosen by the instructor may change from semester to semester.

*Prerequisite:* CITP 4350 with a grade of "C" or better.

**CITP 4345**  
**Data Communications - Convergent Technologies**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course focuses on a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

*Prerequisite:* CITP 3302 with a grade of "C" or better.

**CITP 4350**  
**Advanced Computer Programming**

CRT HRS:03 LEC HRS:02 LAB HRS:03

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 with a grade of "C" or better.

## COMPUTER SCIENCE

**◆BCIS 1305**  
**Business Computer Applications**

CRT HRS:03 LEC HRS:02 LAB HRS:03

In this course, students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

*Prerequisite:* None.

**◆COSC 1301**  
**Introduction to Computing**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction and overview of computer information systems. Topics include computer hardware, software, procedures, systems, and human resources and the exploration of their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Emphasis is placed on the familiarity and use of the Windows operating systems and personal software packages that include a word processor to process textual information, an electronic spreadsheet for manipulation of numerical data, and a database management system to create and manipulate a database. The Internet is introduced and used for educational purposes such as information search and retrieval by

search engines and web browsers, e-mail utilization, and sharing of educational information. After course completion, students will be able to select correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

*Prerequisite:* None.

**◆COSC 1315**  
**Fundamentals of Programming**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to computer programming. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. It includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Primary emphasis is on Java Script and XHTML Web design programming.

*Prerequisite:* COSC 1301 with a grade of "C" or better or BCIS 1305 with a grade of "C" or better.

**◆COSC 1337**  
**Programming Fundamentals II**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software.

*Prerequisite:* COSC 1436 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 or BCIS 1305 with a grade of "C" or better.

Recommended: COSC 1315 with a grade of "C" or better.

**◆COSC 1436**  
**Programming Fundamentals I**

CRT HRS:04 LEC HRS:03 LAB HRS:02

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures,

functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

*Prerequisite:* Concurrent enrollment in MATH 0090 or completion of equivalent.  
*Recommended:* MATH 1414 with a grade of "C" or better.

◆**COSC 2330**  
**Advanced Structured Languages**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
In this course, students will become familiar with further applications of programming techniques. Topics may include file access methods, data structure and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course such as concepts of object-orientation using Java language, exploring the UNIX file system and file security, UNIX editors, UNIX file processing, advanced file processing, introduction to shell script programming, advanced shell programming, exploring UNIX utilities, Perl and CGI programming.  
*Prerequisite:* COSC 2436 with a grade of "C" or better.

◆**COSC 2425**  
**Computer Organization**

CRT HRS:04 LEC HRS:03 LAB HRS:02  
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.  
*Prerequisite:* COSC 1436 with a grade of "C" or better.

◆**COSC 2436**  
**Programming Fundamentals III**

CRT HRS:04 LEC HRS:03 LAB HRS:02  
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 1337/1437 with a grade of "C" or better.

## CONSTRUCTION SUPERVISION

**CNBT 1166**  
**Capstone: Practicum I**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:07  
This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills, using the terminology of the occupation and the business/industry.  
*Prerequisite:* Concurrent enrollment in or completion of CNBT 1346.

**CNBT 1302**  
**Mechanical, Plumbing & Electrical Systems in Construction I**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.  
*Prerequisite:* CNBT 2342, DFTG 1315, ARCE 1303

**CNBT 1316**  
**Construction Technology I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to site preparation of foundations and form work, safety, tools, and equipment. Students will be required to explain safety practices and procedures; identify and demonstrate the use of tools and equipment; identify and estimate material requirements from blueprints; and demonstrate proper methods and techniques used in various types of site preparation and foundation.  
*Prerequisite:* Completion of or concurrent enrollment in ARCE 1303 and DFTG 1315.

**CNBT 1342**  
**Building Codes and Inspections**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to building codes and standards applicable to building construction and inspection processes. The student will be expected to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables,

charts, and specifications as presented in the building codes; and assess and determine if construction meets building code standards for site, foundation, rough, and final building structure inspection.  
*Prerequisite:* ARCE 1303, DFTG 1315.

**CNBT 1346**  
**Construction Estimating I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the fundamentals of estimating materials and labor costs in construction. The student will be required to explain estimating procedures; estimate materials from blueprints; and calculate labor units and costs.  
*Prerequisite:* CNBT 2304.

**CNBT 1350**  
**Construction Technology II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to framing in residential and light commercial construction to include safety, tools and equipment used in floor, wall, ceiling, and roof framing methods and systems.  
*Prerequisite:* CNBT 1316, CNBT 2304.

**CNBT 1380**  
**Capstone: Cooperative Education**

CRT HRS:03 LEC HRS:01  
OFF CAMPUS LAB HRS:20  
This course is a career-related activities encountered in the student's area specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience in combination with a lecture component. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.  
*Prerequisite:* CNBT 1350, CNBT 2344, and CNBT 2337.

**CNBT 2304**  
**Construction Methods and Materials II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects. The student



will be required to identify materials used in construction; identify and describe the basic characteristics, traditional uses for, and manner of assembly of common materials used in construction.

*Prerequisite:* ARCE 1303, DFTG 1315.

### **CNBT 2305 Building and Contracting**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course will present the basic process of organizing and operating a building or contracting business. The student will be expected to define the terms used in construction as they relate to building and contracting; describe the organizational structure of a successful construction business; list the duties of owner, accountant, estimator, salesman, superintendent, and other field personnel; define methods used in selecting, coordinating, and dealing with subcontractors; develop a marketing approach that includes methods used in determining local market needs, selecting building lots, determining sale prices, and advertising; develop financial controls for a construction business; and develop a scheduling system.

*Prerequisite:* CNBT 2315.

### **CNBT 2315 Construction Specifications and Contracts**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to legal aspects of written construction specifications including tax, insurance, and lien requirements as well as implementation, modification, and administration. The student will be required to describe the purpose of construction specifications; list and describe the Construction Specifications Institute (CSI) divisions in contract documents; identify the typical legal documents required for construction; and explain the purpose of general and special conditions.

*Prerequisite:* CNBT 2342, CNBT 2344.

### **CNBT 2317 Green Building**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to methods and materials used for buildings that conserve energy, water and human resources. The student will be required to explain the concept of Green Building; select equipment to build rain water harvesting systems; and identify appropriate materials to build exterior and interior systems that reflect "Green by Design" concepts.

*Prerequisite:* CNBT 2304.

### **CNBT 2335 Computer-Aided Construction Scheduling**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This is an advanced construction scheduling course utilizing computer scheduling software to perform various scheduling procedures. The student will be required to identify and select scheduling software programs; develop construction schedules with computer programs; and explain components and procedures in scheduling.

*Prerequisite:* CNBT 2342.

### **CNBT 2337 Construction Estimating II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a continuation in advanced estimating concepts using computer software programs for construction and crafts. The student will be expected to identify and utilize various estimating resources; determine types of estimating needed in construction; calculate quantities, costs, and time units; and develop computerized reports for detailed construction estimates.

*Prerequisite:* CNBT 1346.

### **CNBT 2342 Construction Management I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

*Prerequisite:* None

### **CNBT 2344 Construction Management II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis.

*Prerequisite:* CNBT 2342.

### **CNBT 2346 Construction Management III**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspection. The student will be expected to apply knowledge of construction safety procedures; describe project layout, payment scheduling, and job inspection; and develop a schedule and material handling layout plan.

*Prerequisite:* CNBT 2344 and completion of or concurrent enrollment in CNBT 2335.

### **OSHT 1313 Accident Prevention, Inspection and Investigation**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. The student will be required to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

*Prerequisite:* CNBT 1342, CNBT 2344.

## **CRIMINAL JUSTICE**

### **◆CRIJ 1301 Introduction to Criminal Justice**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.

*Prerequisite:* Completion of READ 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

◆**CRJ 1313**  
**Juvenile Justice System**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is the study of the juvenile justice process to include specializing in juvenile law, the role of the juvenile courts, police agencies and correctional agencies, as well as a focus on the theories of juvenile delinquency.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

◆**CRJ 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 0100 with a grade of "C" or better or equivalent.

◆**CRJ 2314**  
**Criminal Investigation**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course will focus on the many ways of conducting a criminal investigation; to include, but not limited to: collection and preservation of evidence, interviewing and interrogation techniques, sources of information, use of forensic science and trial preparation. This course will use investigative theories in achieving its goals.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

◆**CRJ 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 0100 with a grade of "C" or better or equivalent.

## CULINARY ARTS

**CHEF 1264**  
**Capstone: Practicum I**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:16

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Second semester standing in the Commercial Cooking Certificate.

**CHEF 1301**  
**Basic Food Preparation**

CRT HRS:03 LEC HRS: 02 LAB HRS:04  
This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

*Prerequisite:* None.

**CHEF 1305**  
**Sanitation and Safety**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

*Prerequisite:* None.

**CHEF 1345**  
**International Cuisine**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

*Prerequisite:* CHEF 1301, CHEF 1305.

**CHEF 2264**  
**Capstone: Practicum II**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

**CHEF 2301**  
**Intermediate Food Preparation**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a continuation of

CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

*Prerequisite:* CHEF 1301, CHEF 1305.

**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:* Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1305, and RSTO 2307.

**PSTR 1264**  
**Capstone: Practicum I**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Second semester standing in the Commercial Baking Certificate.

**PSTR 1301**  
**Fundamentals of Baking**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

*Prerequisite:* None.

**PSTR 1305**  
**Breads and Rolls**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course concentrates on fundamentals of chemically and yeast raised breads and rolls. Instruction is on commercial preparation of a wide variety of products.

*Prerequisite:* CHEF 1305 and PSTR 1301.

**PSTR 1306**  
**Cake Decorating I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is an introduction to skills, concepts and techniques of cake decorating.

*Prerequisite:* None.

**PSTR 1310**  
**Pies, Tarts, Teacakes and Cookies**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course focuses on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction is on finishing and presentation techniques.

*Prerequisite: None.*

**PSTR 2301**  
**Chocolates and Confections**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolate, caramels, nougats, and pate de fruit.

*Prerequisite: CHEF 1305 and PSTR 1301.*

**PSTR 2331**  
**Advanced Pastry Shop**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

*Prerequisite: CHEF 1305, PSTR 1301.*

**RSTO 1201**  
**Beverage Management**

CRT HRS:02 LEC HRS:02 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 1204**  
**Dining Room Service**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course introduces the principles, concepts and systems of professional table service. Topics will include dining room organization, scheduling and management of food service personnel.

*Prerequisite: Current Food Handlers Card or ServSafe Certified Food Protection Manager card and CHEF 1305.*

**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: Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1301 and CHEF 1305.*

## DANCE

◆**DANC 1210**  
**Tap Dance**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This introductory dance course focuses on the fundamental knowledge, skills, and applications of tap dance. Students are introduced to tap dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Concepts of fitness and the principles of wellness are infused and reinforced throughout the course. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, and associated resources, both local and national. This basic course promotes tap dance as an enjoyable, practical and viable life-long physical activity and artistic endeavor.

*Prerequisite: None.*

◆**DANC 1241**  
**Ballet I**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course offers knowledge and skill development in the basics of classical Russian ballet technique. Emphasis will be placed on correct alignment, basic barre work, simple center floor work, and ballet vocabulary.

*Prerequisite: None.*

◆**DANC 1242**  
**Ballet II**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course offers continued development of knowledge and skill development in classical Russian ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary.

*Prerequisite: DANC 1241 or permission from the Instructor.*

◆**DANC 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 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 0200 or equivalent.*

# DIAGNOSTIC MEDICAL SONOGRAPHY

## DMSO 1166 Practicum I

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:07

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1260 with a "B" or better, DMSO 2351 with a "C" or better and concurrent enrollment in DMSO 2353.

## DMSO 1210 Introduction to Sonography

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program, an AAS degree in Radiologic Technology and a current ARRT certification.

## DMSO 1260 Clinical

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:07

This course provides 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:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1210, DMSO 1302, DMSO 1441 and DMSO 2405 with a "C" or better and concurrent enrollment in DMSO 2351.

## DMSO 1302 Basic Ultrasound Physics

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is about the basic acoustical physics and acoustical waves in human tissue. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and resolution of sound beams.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1210, DMSO 1441 and DMSO 2405.

## DMSO 1342 Intermediate Ultrasound Physics

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course offers a continuation of Basic Ultrasound Physics, which includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. It may introduce methods of Doppler flow analysis.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1166 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 1367 and DMSO 2441.

## DMSO 1367 Practicum II

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:28

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1166 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 1342 and DMSO 2441.

## DMSO 1441 Abdominopelvic Sonography

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course includes an overview of normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1210, DMSO 1302 and DMSO 2405.

## DMSO 2167 Practicum IV

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 student.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 2366 with a "B" or better, DMSO 2342 and DMSO 2343 with a "C" or better and concurrent enrollment in DMSO 2345.

## DMSO 2342 Sonography of High Risk Obstetrics

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course provides an overview of maternal disease and fetal abnormalities. It includes scanning techniques, patient history and

laboratory data, transducer selection, and scanning protocols.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1367 with a "B" or better, DMSO 1342 and DMSO 2441 with a "C" or better and concurrent enrollment in DMSO 2366 and DMSO 2343.

## DMSO 2343 Advanced Ultrasound Physics

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course includes theory and application of the ultrasound principles and advances in ultrasound technology.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1367 with a "B" or better, DMSO 1342 and DMSO 2441 with a "C" or better and concurrent enrollment in DMSO 2366 and DMSO 2342.

## DMSO 2345 Advanced Sonography Practices

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an exploration of advanced sonographic procedures and emerging ultrasound applications.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 2366 with a "B" or better, DMSO 2342 and DMSO 2343 with a "C" or better and concurrent enrollment in DMSO 2167.

## DMSO 2351 Doppler Physics

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course provides an overview of the Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1210, DMSO 1302, DMSO 1441 and DMSO 2405 with a "C" or better and concurrent enrollment in DMSO 1260.

## DMSO 2353 Sonography of Superficial Structures

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course provides a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1260 with a "B" or better, DMSO 2351 with a "C" or better and concurrent enrollment in DMSO 1166.

## DMSO 2366 Practicum III

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:28

This course provides practical, general workplace training

supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1367 with a "B" or better, DMSO 1342 and DMSO 2441 with a "C" or better and concurrent enrollment in DMSO 2342 and DMSO 2343.*

### **DMSO 2405**

#### **Sonography of Obstetrics/Gynecology**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course provides a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1210, DMSO 1302 and DMSO 1441.*

### **DMSO 2441**

#### **Sonography of Abdominopelvic Pathology**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course provides an overview of the pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasis in the endocavity sonographic anatomy and procedures including pregnancy.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1166 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 1367 and DMSO 1342.*

## **DIESEL TECHNOLOGY**

### **DEMR 1229**

#### **Preventative Maintenance**

CRT HRS:02 LEC HRS:01 LAB HRS:02

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

*Prerequisite: None.*

### **DEMR 1230**

#### **Steering & Suspension I**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.

*Prerequisite: None.*

### **DEMR 1266**

#### **Capstone: Practicum**

CRT HRS:00 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Permission from the department.*

### **DEMR 1303**

#### **Basic Driving Skills**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).

*Prerequisite: None.*

### **DEMR 1401**

#### **Diesel Shop Safety and Procedures**

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.

*Prerequisite: None.*

### **DEMR 1405**

#### **Basic Electrical Systems**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

*Prerequisite: None.*

### **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: None.*

### **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: None.*

### **DEMR 1417**

#### **Basic Brake Systems**

CRT HRS:04 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: None.*

### **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: None.*

### **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: None.*

## **DRAMA**

### **◆DRAM 1120**

#### **Theater Practicum I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*Prerequisite: None.*

### **◆DRAM 1121**

#### **Theater Practicum II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*Prerequisite: None.*

### **◆DRAM 1310**

#### **Introduction to Theater**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

*Prerequisite: Completion of READ 0200 or equivalent.*

### **◆DRAM 1330**

#### **Stagecraft I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

*Prerequisite: None.*

### **◆DRAM 1341**

#### **Makeup**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This is a course in design and execution of makeup for the purpose of developing believable characters. It includes discussion of basic makeup principles and the practical

experience of makeup application.  
*Prerequisite: None.*

◆**DRAM 1342**  
**Introduction to Costume**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a study of the principles and techniques of costume design and construction for theatrical productions.  
*Prerequisite: None.*

◆**DRAM 1351**  
**Acting I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.  
*Prerequisite: None.*

◆**DRAM 1352**  
**Acting II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.  
*Prerequisite: DRAM 1351.*

◆**DRAM 2120**  
**Theater Practicum III**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.  
*Prerequisite: None.*

◆**DRAM 2366**  
**Introduction to Cinema**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course will survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.  
*Prerequisite: None.*

◆**DRAM 2389**  
**Academic Cooperative**

CRT HRS:03 LEC HRS:01 LAB HRS:06  
This is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class

seminars, the individual student will set specific goals and objectives in the study of drama.  
*Prerequisite: Permission of the department.*

## ECONOMICS

◆**ECON 2301**  
**Principles of Economics I- Macro**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.  
*Prerequisite: Completion of MATH 0085 or equivalent, or BNKG 1340.*

◆**ECON 2302**  
**Principles of Economics II-Micro**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.  
*Prerequisite: Successful completion of MATH 0085 or satisfactory score on placement test.*

## EDUCATION

◆**EDUC 1300**  
**Learning Framework**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.  
*Prerequisite: None.*

◆**EDUC 1301**  
**Introduction to the Teaching Profession**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This is an enriched, integrated pre-service course and content experience that provides active

recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. This course includes a 16 contact hour lab component in P-12 classrooms.  
*Prerequisite: None.*

◆**EDUC 2301**  
**Introduction to Special Populations**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This is an enriched, integrated pre-service course and content experience that: provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. This course includes a 16 contact hour lab component with special populations in P-12 schools.  
*Prerequisite: EDUC 1301.*

## ELECTRICIAN TECHNOLOGY

**ELMT 1402**  
**Solar Photovoltaic Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a study in design and installation of solar photovoltaic systems and their applications. Students will be required to design a solar photovoltaic array, define industry terms, investigate certification requirements, and install and troubleshoot systems.  
*Prerequisite: ELMT 1357, ELMT 2319.*

**ELMT 1411**  
**Solar Fundamentals**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.  
*Prerequisite: None.*

**ELPT 1221**  
**Introduction to Electrical Safety and Tools**

CRT HRS:02 LEC HRS:02 LAB HRS:01  
This course covers safety rules and regulations. Topics include

the selection, inspection, use, and maintenance of common tools for electricians.

*Prerequisite:* None.

### **ELPT 1319 Fundamentals of Electricity I**

CRT HRS:02 LEC HRS:04 LAB HRS:03  
This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.

*Prerequisites:* None.

### **ELPT 1320 Fundamentals of Electricity II**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

*Prerequisites:* ELPT 1221, ELPT 1319, ELPT 1325, and ELPT 1429.

### **ELPT 1325 National Electrical Code I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

*Prerequisite:* None.

### **ELPT 1357 Industrial Wiring**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides instruction in wiring methods used for industrial installations. It includes motor circuits, raceway and busway installations, proper grounding techniques, and associated safety procedures.

*Prerequisites:* ELPT 1319, ELPT 1445.

### **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 1221, ELPT 1319, ELPT 1325, and ELPT 1429.

### **ELPT 2264 Practicum Field Experience**

CRT HRS:02 LEC HRS:00

OFF CAMPUS LAB HRS:20

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions.

*Prerequisites:* ELPT 1357, ELPT 2319.

### **ELPT 2319 Programmable Logic Controllers I**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers the fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

*Prerequisites:* ELPT 1319, ELPT 1445.

### **ELPT 2325 National Electrical Code II**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.

*Prerequisites:* ELPT 1221, ELPT 1319, ELPT 1325, and ELPT 1429.

### **ELPT 2437 Electrical Planning and Estimating**

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is a study in planning and estimating for residential, commercial and industrial wiring systems to include a variety of electrical techniques. The student will be expected to list estimating procedures, formulate material and labor costs, identify types of bids, calculate cost adjustments and job costs and demonstrate the use of estimating forms.

*Prerequisites:* ELPT 1357, ELPT 2319.

### **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 1221, ELPT 1319, ELPT 1325, and ELPT 1429.

### **WIND 2359 Wind Power Delivery System**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course is an in-depth study of the components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power and the input and output of electrical power delivery systems for wind generation.

*Prerequisites:* None.

## **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 1338.

### **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 1338.*

**EMSP 1208****Emergency Vehicle Operations**

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course provides the student with instruction, discussion, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1338****Introduction to Advanced Practice**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an exploration of the fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

*Prerequisite: Concurrent enrollment in EMSP 1161 and EMSP 1167, current TDH EMT-Basic certification.*

**EMSP 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 1338.*

**EMSP 1356****Patient Assessment and Airway Management**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment, airway management, and artificial ventilation.

*Prerequisite: Concurrent enrollment in EMSP 1338.*

**EMSP 1371****EMS Documentation**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1472****Emergent Issues in EMT**

CRT HRS:04 LEC HRS:03 LAB HRS:02

The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician -Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1501****Emergency Medical Technician**

CRT HRS:05 LEC HRS:04 LAB HRS:04

This course is preparation for certification as an Emergency Medical Technician (EMT). The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.*

**EMSP 2143****Assessment Based Management**

CRT HRS:01 LEC HRS:00 LAB HRS:04

This course is a capstone experience covering comprehensive, assessment-based patient care management. It includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.

*Prerequisite: Concurrent enrollment in EMSP 2444.*

**EMSP 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.*

**EMSP 2166****Capstone: Paramedic 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. 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 2143, and permission from the department.*

**EMSP 2205****EMS Operations**

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

*Prerequisite: Concurrent enrollment in EMSP 2444.*

**EMSP 2330****Special Populations**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

*Prerequisite: Concurrent enrollment in EMSP 2434.*

**EMSP 2434****Medical Emergencies**

CRT HRS:04 LEC HRS:03 LAB HRS:04

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

*Prerequisite: Concurrent enrollment in EMSP 2330, successful completion of EMSP 2444 and EMSP 2205.*

**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: None.*

## ENGINEERING

### ◆ENGR 1201 Introduction to Engineering

CRT HRS:02 LEC HRS:01 LAB HRS:03  
This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

### ◆ENGR 1304 Engineering Graphics

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is an introduction to computer-aided drafting using CAD software (Solid Works) and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. If time permits, rapid prototyping via 3D printing and/or CNC milling will be introduced.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

### ◆ENGR 2301 Statics

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a calculus-based study of engineering mechanics involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

*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 engineering mechanics involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy

relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

*Prerequisite: ENGR 2301 and MATH 2414 with a grade of "C" or better or permission from the instructor.*

### ◆ENGR 2405 Electrical Circuits I

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course covers principles of electrical circuits and systems, including basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

*Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.*

### ◆ENGR 2406 Digital Systems Engineering I

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is an introduction to theory and design of digital logic, circuits, and systems. Number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage are covered. Laboratory experiments supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers, and counters; and preparation of laboratory reports.

*Prerequisites: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

## ENGLISH

### ENGL 0100 Developmental English I

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 college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

*Prerequisite: Placement based on TSI score: Essay 1-3 with Multiple Choice 350-357, and ABE score levels 5 and 6.*

### ENGL 0200 Developmental English 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 college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on essay construction. This course has a required one-hour lab.

*Prerequisite: Placement based on TSI score: Essay score of 4 with Multiple Choice 358-362, or completion of ENGL 0100 with a grade of "C" or better.*

### NCBW 0300 Non-Course Based Developmental Writing III

CRT HRS:01 LEC HRS: 01 LAB HRS: 00  
The development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English will be covered.

*Prerequisite: TSI scores: Writing: E4/ MC361-362.*

### ◆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: TSI complete in Reading and Writing; or completion of ENGL 0200 and READ 0200 with a grade of "C" or better; or completion of INRW 0304 with a grade of "C" or better; or TSI Reading score of 349-50*

and co-enrollment in NCBR 0300 and TSI complete in Writing; or TSI Writing score of E4/MC 361-362 and co-enrollment in NCBW 0300 and TSI complete in Reading; or TSI Reading score of 349-350 and TSI Writing score of E4/MC 361-362 and co-enrollment in NCBR 0300 and NCBW 0300.

◆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 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:* TSI complete in Reading and Writing; or completion of ENGL 0200 and READ 0200 with a grade of "C" or better; or completion of INRW 0304 with a grade of "C" or better; or TSI Reading score of 349-50 and co-enrollment in NCBR 0300 and TSI complete in Writing; or TSI Writing score of E4/MC 361-362 and co-enrollment in NCBW 0300 and TSI complete in Reading; or TSI Reading score of 349-350 and TSI Writing score of E4/MC 361-362 and co-enrollment in NCBR 0300 and NCBW 0300.

◆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:* A grade of "C" or higher in 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 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 Forms of Literature**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2341 is also designed to introduce students to the study of literary periods, terms and criticism.

*Prerequisite:* A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

◆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  
**English Academic Capstone**

CRT HRS:03 LEC HRS:03 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.

INRW 0304  
**Integrated Reading and Writing**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills in writing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent and completion of ENGL 0100 with a grade of "C" or better or equivalent.

## ENGLISH AS A SECOND LANGUAGE

ESOL 0031  
**ESOL Oral Communication I**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.

*Prerequisite:* None.

ESOL 0032  
**ESOL Oral Communication II**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training

in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.

*Prerequisite: None.*

### **ESOL 0033**

#### **ESOL Oral Communication III**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.

*Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.*

### **ESOL 0041**

#### **ESOL Composition for Non-Native Speakers I**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.

*Prerequisite: None.*

### **ESOL 0042**

#### **ESOL Composition for Non-Native Speakers II**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction.

This course does not apply toward the Associate Degree.

*Prerequisite: None.*

### **ESOL 0051**

#### **ESOL Reading and Vocabulary**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Upon successful completion of this course, students will: comprehend and summarize texts, including the identification main idea, supporting details, audience, and purpose of text; interpret and critically analyze author's bias, purpose, and perspective in academic materials; make inferences and draw conclusions from a variety of college level texts; respond critically, orally and in writing, to various kinds of college level texts; understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres; and demonstrate knowledge of cultural and historical references to American society in written materials.

*Prerequisite: Placement based on an English as a Second Language proficiency exam.*

### **ESOL 0052**

#### **ESOL Grammar for Non-Native Speakers**

CRT HRS:03 LEC HRS:03 LAB HRS:01

This course focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. Upon successful completion of this course, students will: Use verb tenses and voice with proficiency; use simple, compound, and complex sentences structures including phrases and clauses with proficiency; use parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, interjections, conjunctions) and determiners (quantifiers, articles, demonstratives, possessives) appropriately and with proficiency; use appropriate word choice, word form, and word order with proficiency; respond critically, orally and in writing, to various kinds of college level texts; and understand and use academic vocabulary and linguistically complex structures, orally and in writing, across a variety of disciplines and genres.

*Prerequisite: Placement based on an English as a Second Language proficiency exam.*

## **FIRE SCIENCE**

### **FIRS 1203**

#### **Firefighter Agility/Fitness Preparation**

CRT HRS:02 LEC HRS:00 LAB HRS:05

This course focuses on physical ability testing methods. It includes rigorous training in skills and techniques needed in typical fire department physical ability tests. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: None.*

### **FIRS 1301**

#### **Firefighter Certification I**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is an introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: None.*

### **FIRS 1313**

#### **Firefighter Certification III**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1407.*

### **FIRS 1319**

#### **Firefighter Certification IV**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course is a study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1313.*

### **FIRS 1329**

#### **Firefighter Certification VI**

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course is an overview of Fire Inspection techniques and practices. Emphasis is on fire cause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. This course may be

offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite:* FIRS 1423.

**FIRS 1407  
Firefighter Certification II**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is a study of the basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite:* FIRS 1301.

**FIRS 1423  
Firefighter Certification V**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is a study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite:* FIRS 1319.

**FIRS 1433  
Firefighter Certification VII**

CRT HRS:04 LEC HRS:02 LAB HRS:05  
This course is an in-depth study and practice of simulated emergency operations and hands-on fire training exercises, Incident command procedures, and combined operations using proper extinguishing methods. Emphasis is on safety. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite:* FIRS 1329.

**FIRT 1301  
Fundamentals of Fire Protection**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This covers orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisite:* None.

**FIRT 1309  
Fire Administration I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the organization and management of a fire department and the relationship

of government agencies to the fire service.

*Prerequisite:* None.

**FIRT 1333  
Fire Chemistry I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisite:* None.

**FIRT 1338  
Fire Protection Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisite:* None.

**FIRT 1353  
Legal Aspects of Fire Protection**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

*Prerequisite:* None.

**FIRT 1427  
Building Construction in Fire Service**

CRT HRS:04 LEC HRS:04 LAB HRS:01  
This course covers the components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures.

*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 TSI Exam or equivalent; or completion of READ 0200 with a grade of "C" or better.

## HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

**HITT 1166  
Coding Practicum**

CRT HRS:01 LEC HRS:10  
OFF CAMPUS LAB HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

**HITT 1167  
Capstone: Practicum**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:08

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

**HITT 1211  
Health Information Systems**

CRT HRS:02 LEC HRS:01 LAB HRS:04  
This course is an introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

*Prerequisite:* None.

**HITT 1253  
Legal and Ethical Aspects**

of Health Information  
CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

*Prerequisite:* None.

**HITT 1255  
Health Care Statistics**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.

*Prerequisite:* HITT 1301.

**HITT 1301  
Health Data Content and Structure**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is an introduction to

systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

*Prerequisite:* None.

### **HITT 1305 Medical Terminology I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of medical terms through word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

*Prerequisite:* None.

### **HITT 1341 Coding and Classification Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course focuses on the fundamentals of coding rules, principles, guidelines, and conventions using clinical classification systems.

*Prerequisite:* HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

### **HITT 1345 Health Care Delivery Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is an examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

*Prerequisite:* HITT 1301.

### **HITT 1349 Pharmacology**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

*Prerequisite:* HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

### **HITT 2166 Practicum I**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:10  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the Department; HITT 1301 and HITT 1253.

### **HITT 2167 Capstone: Practicum II**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:10  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Permission from the department; HITT 2166.

### **HITT 2231 Advanced Medical Terminology**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course is a study of advanced terminology in various medical and surgical specialties, including disease processes.

*Prerequisite:* HITT 1305.

### **HITT 2335 Coding and Reimbursement Methodologies**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

*Prerequisite:* HITT 1341.

### **HITT 2339 Health Information Organization and Supervision**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.

*Prerequisite:* HITT 1345.

### **HITT 2343 Quality Assessment and Performance Improvement**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course involves the study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

*Prerequisite:* HITT 1345.

### **HITT 2371 Current Procedural Terminology Coding-CPT4**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing

Administration: Common Procedure Coding System).

*Prerequisite:* HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

### **HITT 2372 Advanced CPT Coding-CPT4**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.

*Prerequisite:* HITT 2371.

### **HPRS 2301 Pathophysiology**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

*Prerequisite:* HITT 1305 or Program Chair approval.

### **MRMT 1307 Medical Transcription I**

CRT HRS:03 LEC HRS:01 LAB HRS:05  
This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

*Prerequisite:* HITT 1305 or concurrent enrollment, and word processing skills.

### **MRMT 2166 Practicum**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:10  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

### **MRMT 2333 Medical Transcription II**

CRT HRS:03 LEC HRS:01 LAB HRS:05  
This course focuses on transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

*Prerequisite:* MRMT 1307 and concurrent enrollment in HITT 1349.

**POFM 1317****Medical Administrative Support**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

*Prerequisite: None.*

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

**HART 1401****Basic Electricity for HVAC**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

*Prerequisite: None.*

**HART 1407****Refrigeration Principles**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

*Prerequisite: None.*

**HART 1410****HVAC Shop Practices and Tools**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.

*Prerequisite: None.*

**HART 1445****Gas and Electrical Heating**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2431****Advanced Electricity**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is advanced electrical instruction and skill building in installation and servicing of air

conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2434****Advanced Air Conditioning Controls**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is a study in the theory and application of automation controls, electrical control devices, electromechanical controls, and/or pneumatic controls.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2438****Capstone: Air Conditioning Installation and Startup**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2441****Commercial Air Conditioning**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2442****Commercial Refrigeration**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2443****Industrial Air Conditioning**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

**HART 2445****Air Conditioning Systems Design**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and

heat loss calculations including equipment selection, duct fabrication, and balancing the air system.

*Prerequisite: HART 1401, HART 1407, HART 1410.*

## HISTORY

**◆HIST 1301****United States History I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

*Prerequisite: Eligible for ENGL 1301.*

**◆HIST 1302****United States History II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

*Prerequisite: Eligible for ENGL 1301.*

**◆HIST 2301****Texas History**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

*Prerequisite: Eligible for ENGL 1301.*

◆**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: Completion of READ 0200 or equivalent.*

◆**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: Completion of READ 0200 or equivalent.*

◆**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: Eligible for ENGL 1301.*

◆**HIST 2322**  
**World Civilizations II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes

the development, interaction and impact of global exchange.

*Prerequisite: Eligible for ENGL 1301.*

◆**HIST 2327**  
**Mexican American History I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as.

*Prerequisite: Eligible for ENGL 1301.*

◆**HIST 2328**  
**Mexican American History II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a continuation of the historical, economic, social, and cultural development of Mexican-Americans/Chicanos/as.

*Prerequisite: Eligible for ENGL 1301.*

◆**HIST 2381**  
**African American History**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the historical, economic, social, and cultural development of minority groups. It may include African-American, Mexican American, Asian American, and Native American issues.

*Prerequisite: Eligible for ENGL 1301.*

◆**HIST 2389**  
**Academic Cooperative**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an instructional program designed to integrate on-campus study with a practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

*Prerequisite: Completion of six hours in History.*

## HUMANITIES

◆**HUMA 1301**  
**Introduction to Humanities I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.

*Prerequisite: TSI Exempt or TSI Complete or completion of READ 0200, ENGL 0200.*

◆**HUMA 1302**  
**Introduction to 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 0200 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 0200 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 0200 or equivalent.*

◆**HUMA 2319**  
**American Minority Studies**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

*Prerequisite: Completion of READ 0200 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 0200 or equivalent.*

# HUMAN RESOURCES

## HRPO 1280

### Human Resource Coop

CRT HRS:02 LEC HRS:01 LAB HRS:10

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

*Prerequisite:* Approval of Internship Coordinator.

## HRPO 1302

### Human Resources Training and Development

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals; budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

*Prerequisite:* None.

## HRPO 1305

### Management and Labor Relations

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

*Prerequisite:* None.

## HRPO 1306

### Basic Mediator Training

CRT HRS:03 LEC HRS:03 LAB HRS:00

Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.

*Prerequisite:* None.

## HRPO 1311

### Human Relations

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

*Prerequisite:* None.

## HRPO 2188

### Internship Human Resource Management

CRT HRS:01 LEC HRS:00 LAB HRS:06

This is a work-based learning experience that enables the student to apply specialized occupational

theory, skills and concepts. A learning plan is developed by the College and the employer.

*Prerequisite:* Approval of Internship Coordinator.

## HRPO 2301

### Human Resources Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

*Prerequisite:* None.

## HRPO 2303

### Employment Practices

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.

*Prerequisite:* None.

## HRPO 2304

### Employee Relations

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

*Prerequisite:* HRPO 1305.

## HRPO 2306

### Benefits and Compensation

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

*Prerequisite:* HRPO 2301.

## HRPO 2307

### Organizational Behavior

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and

the integration of interdisciplinary concepts from the behavioral sciences.

*Prerequisite:* HRPO 2301.

## HRPO 2331

### International Human Resource Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the effects of globalization on human resource management.

*Prerequisite:* HRPO 2301, HRPO 2303.

## HRPO 2371

### Human Resources Laws

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes an in depth view of laws and legal issues related to employment practices.

*Prerequisite:* HRPO 2301, HRPO 2303.

## HRPO 2372

### Risk Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an overview of issues related to identification, assessment and prioritization of risks in the workplace.

*Prerequisite:* HRPO 2301, HRPO 2303.

# INFORMATION TECHNOLOGY

## 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.

## IMED 1445

### Interactive Digital Media I

CRT HRS:04 LEC HRS:03 LAB HRS:03

This course is the exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

*Prerequisite:* ITSC 1409.

## ITDF 1305

### Digital Data Storage Forensics

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course covers the exploration, examination, and assessment of the characteristics and details of digital storage media used in computers systems and small-scale digital devices. It includes experimenting with various tools to reinforce identification of evidentiary data.

*Prerequisite:* ITDF 1400.



**ITDF 1400**  
**Introduction to Digital Forensics**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is a study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. It contains an overview of ethics, crime, and other legal guidelines/regulations/laws and includes an overview of tools used for forensic analysis of digital devices in investigations.  
*Prerequisite:* None.

**ITDF 2320**  
**Digital Forensics Collection**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. It includes the legal aspects of the search and seizure of computers and related equipment/information.  
*Prerequisite:* ITDF 1305.

**ITDF 2325**  
**Digital Forensics Tools**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a skills-based course in the applications of forensic analysis software. Tools used in this course may include EnCase, ILook, Forensic Tool Kit, write blockers, StegAlyzerSS, "X-Ways", ProDiscover Basic, and others.  
*Prerequisite:* ITDF 2320.

**ITDF 2330**  
**Digital Forensics Analysis**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers digital forensic analysis, report preparation, and evidence presentation. It emphasizes balancing legal and technical aspects of cases where digital forensics is employed.  
*Prerequisite:* ITDF 2320.

**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:* None.

**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:* ITSY 1400, ITNW 2435, and ITSY 1442.

**ITNW 2421**  
**Networking with TCP/IP**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.  
*Prerequisite:* ITNW 1425.

**ITNW 2435**  
**Network Troubleshooting and Support**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.  
*Prerequisite:* ITNW 2421 and ITNW 1454.

**ITNW 2453**  
**Advanced Routing and Switching**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
The focus of this course is on advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. It emphasizes advanced routing protocols, Multi-Protocol Label Switching (MPLS), and advanced security.  
*Prerequisite:* ITSY 1442.

**ITSC 1405**  
**Introduction to PC Operating Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.  
*Prerequisite:* None.

**ITSC 1407**  
**Unix Operating System I**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.  
*Prerequisite:* ITNW 1425.

**ITSC 1409**  
**Integrated Software Applications I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.  
*Prerequisite:* None.

**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:* None.

**ITSC 2164**  
**Capstone: Information Security/Digital Forensics 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 2443 and ITDF 2320.

**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 1454 and ITNW 2421.

**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 1454.

### **ITSE 1411**

#### **Beginning Web Page Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course provides skill development in web page programming including mark-up and scripting languages.

*Prerequisite:* None.

### **ITSE 1431**

#### **Introduction to Visual Basic Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

*Prerequisite:* ITSC 1409.

### **ITSE 2409**

#### **Database Programming**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
In this course the student will learn database development using database programming techniques emphasizing database structures, modeling, and database access.

*Prerequisite:* ITSC 1409.

### **ITSW 1410**

#### **Introduction to Presentation Graphics Software**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

*Prerequisite:* ITSC 1409.

### **ITSW 2434**

#### **Advanced Spreadsheets**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is designed to provide the student with advanced techniques for developing and modifying spreadsheets. The course includes macros and data analysis functions.

*Prerequisite:* ITSC 1409.

### **ITSY 1400**

#### **Fundamentals of Information Security**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

*Prerequisite:* None.

### **ITSY 1442**

#### **Information Technology Security**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

*Prerequisite:* ITNW 2421.

### **ITSY 2441**

#### **Security Management Practices**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

*Prerequisite:* ITSY 1400 and ITNW 1425.

### **ITSY 2443**

#### **Computer System Forensics**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

*Prerequisite:* ITSY 1400 and ITNW 1425.

### **POFI 2431**

#### **Desktop Publishing**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course includes in-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis is placed on layout techniques,

graphics, multiple page displays, and business applications.

*Prerequisite:* ITSC 1409.

## **KINESIOLOGY**

### **◆KINE 1100**

#### **Fitness Walking**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the aerobic sport of brisk, rhythmic, vigorous walking, intended to improve cardiovascular efficiency, strengthen the heart, control weight, and reduce stress.

*Prerequisite:* None.

### **◆KINE 1101**

#### **Fitness and Motor Development I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite:* Kinesiology majors only.

### **◆KINE 1103**

#### **Weight Training and Conditioning I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of weight training and conditioning. Students are introduced to skills, and applications of weight training and conditioning. Students are introduced to individual anaerobic fitness activities, including muscle strength training, muscle endurance training, and muscle power training—using both machine and free-weights. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-

long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆ **KINE 1104**  
**Weight Training and Conditioning II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of resistance (weight) training, including circuit training, interval training, power lifting, Olympic weight lifting, body-building and plyometrics. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1103 or permission from the Instructor.*

◆ **KINE 1105**  
**Badminton**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.

*Prerequisite: None.*

◆ **KINE 1107**  
**Basketball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of basketball. Students are introduced to basketball history, terminology, rules, individual skills (dribbling, passing, shooting, guarding, etc.) and half-court team play (offense & defense). Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆ **KINE 1109**  
**Bowling I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of bowling. Students are introduced to bowling history, terminology, rules, scoring, basic individual skills (ball selection, the grip, arm/foot positioning, the approach, arm back swing, forward arm swing, release, follow through,

etc.) and competitive play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆ **KINE 1110**  
**Bowling II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of bowling, including team play and competition. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1109 or permission from the Instructor.*

◆ **KINE 1111**  
**Flag Football I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of flag football. Students are introduced to flag football history, terminology, rules, scoring, basic individual skills (passing, receiving, running plays, blocking, defending, kicking, punting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆ **KINE 1113**  
**Golf I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge skills, and strategies of the sport of golf. Basic golf skills will be addressed (proper grip, stance, posture, full swing, putting and approach shots). The course is conducted at the driving range.

*Prerequisite: None.*

◆ **KINE 1114**  
**Golf II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the sport of golf,

including special shots/conditions, sand/rough play, strategies to improve the golf score/handicap, playing 18 holes of golf, and competitive play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, selection of equipment, club play, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1113 or permission from the Instructor.*

◆ **KINE 1115**  
**Karate I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of karate. Students are introduced to karate history, terminology, customs, basic skills (breathing, stances, blocks, falls, roles, punches, strikes, kicks, smashes, etc.) fundamental strategies/tactics, and kata. Emphasis is placed on safety, conditioning, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆ **KINE 1116**  
**Karate II**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparring, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1115 or permission from the Instructor.*

◆ **KINE 1119**  
**Racquetball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history,

terminology, rules, scoring, basic individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)--while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

**◆KINE 1120  
Racquetball II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1119 or permission from the Instructor.*

**◆KINE 1121  
Soccer I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1123  
Softball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills,

reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1125  
Swimming I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1126  
Swimming II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1125 or permission from the Instructor.*

**◆KINE 1127  
Tennis I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1128  
Tennis II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1127 or permission from the Instructor.*

**◆KINE 1129  
Volleyball I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1131  
Yoga and Flexibility Training**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: None.*

**◆KINE 1132  
Self Defense and Personal Safety**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of self-defense. Students

are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.

*Prerequisite: None.*

◆**KINE 1133**  
**Outdoor Adventure Training**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as enjoyable, practical and viable life-long fitness or recreational endeavors.

*Prerequisite: None.*

◆**KINE 1149**  
**Team Sports I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆**KINE 1150**  
**Team Sports II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆**KINE 1164**  
**Introduction to Physical Fitness and Sport**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
This course is an orientation to the field of physical fitness and sport. It includes the study and practice of activities and principles that promote physical fitness.

*Prerequisite: None.*

◆**KINE 1210**  
**Aerobic Dance I**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆**KINE 1211**  
**Aerobic Dance II**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1210 or permission from the Instructor.*

◆**KINE 1249**  
**Ballet Folklorico I**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This introductory dance course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance techniques, individual skills, and movement fundamentals. The course offers attainment of vocabulary, knowledge and skill development in classical Cecchetti ballet technique at the beginning level. It is designed to develop posture, hand positioning, feet positioning, body isolations and overall coordination. These ballet skills will be incorporated in Mexican Folklorico dance. Emphasis is

placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: None.*

◆**KINE 1250**  
**Ballet Folklorico II**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance terminology, techniques, individual skills, movement fundamentals, improvisation, and choreography. The course will continue to offer knowledge and skill development in the basics of classical Cecchetti ballet technique at the beginning and intermediate levels. Emphasis will be placed on correct alignment, basic barre work, simple center floor work and ballet vocabulary which will be incorporated into Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: KINE 1249 or permission from the instructor.*

◆**KINE 1301**  
**Introduction to Physical Fitness & Sport**

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/Community Health I**

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 1306**  
**First Aid**

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 1321**  
**Coaching/Sports/Athletics 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**  
**Coaching/Sports/Athletics 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**  
**Physical Education for Elementary Education Majors**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.

*Prerequisite: None.*

◆**KINE 1336**  
**Introduction to Recreation I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the fundamental theory and concepts of recreational

activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on backpacking, cycling, orienteering, swimming, and rock climbing.

*Prerequisite: Kinesiology majors only.*

◆**KINE 1338**  
**Concepts of Physical Fitness**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the concepts and use of selected physiological variables of fitness, individual testing and consultation and the organization of sports and fitness programs.

*Prerequisite: Kinesiology majors only.*

◆**KINE 1346**  
**Drug Use & Abuse**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.

*Prerequisite: None.*

◆**KINE 2249**  
**Ballet Folklorico III**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, and music selection. The course offers continued attainment of knowledge and skill development in classical Cecchetti ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary which will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: KINE 1250 or permission from the instructor.*

◆**KINE 2250**  
**Ballet Folklorico IV**

CRT HRS:02 LEC HRS:01 LAB HRS:02  
This course is a continuation of the study of Mexican Folklorico dance technique with a strong emphasis on performing skills and styles. This course is an advanced Ballet Folklorico performing class. Students taking this course are members of the South Texas College Ballet Folklorico. Membership is obtained by taking the Ballet Folklorico sequence or by invitation of the instructor. This course emphasizes Ballet Folklorico dance concert performances, as well as public and private performances. Students continue to study Mexican Folklorico theory, criticism, techniques, individual skills, improvisation, choreography, and music selection. The Cecchetti ballet technique is incorporated in the repertoire of the South Texas College Ballet Folklorico. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: KINE 2249 or invitation from the instructor.*

## LAW ENFORCEMENT

**CJLE 1194**  
**Current Events in Law Enforcement**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
This course discusses topics recently identified as current events in addition to skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Prerequisite: None.*

**CJLE 1249**  
**Intermediate Arrest, Search, and Seizure**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course discusses probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures.

*Prerequisite: CRJ 1306 or CJS 1313.*

**CJLE 1259**  
**Intermediate Spanish for Law Enforcement**

CRT HRS:02 LEC HRS:01 LAB HRS:04  
This course covers practical Spanish communication skills for law enforcement. It meets the requirements as established by the Texas Commission on Law Enforcement (TCLEOSE) Course #2110.

*Prerequisite: None.*

**CJLE 1303**  
**Basic Telecommunication Certification**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides information about Law Enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis intervention. This is also a required course for law enforcement telecommunication personnel prior to completion of 12 months of service.

*Prerequisite: None.*

**CJLE 1325**  
**Criminal Justice Survey**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides an overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

*Prerequisite: None.*

**CJLE 1327**  
**Interviewing and Report Writing for Criminal Justice Professionals**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. It also includes the development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. This course also focuses on the organization of information regarding incidents into effective written reports.

*Prerequisite: ENGL 1301, SPCH Elective.*

**CJLE 1333**  
**Interviewing and Report Writing for Criminal Justice Professionals**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course includes instruction in the basic principles of traffic

control, traffic law enforcement, court procedures, and traffic law with an emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

*Prerequisite: COSC 1301, MATH Elective.*

**CJLE 1345**  
**Intermediate Crime Scene Investigation**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
The topics in this course include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. This course satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #2106.

*Prerequisite: CJLE 1249, CJLE 1333.*

**CJLE 1429**  
**Basic Peace Officer V**

CRT HRS:04 LEC HRS:02 LAB HRS:07  
This is a supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course #1000. \*\* This course may be offered only by institutions licensed as a police academy by TCLEOSE. \*\*

*Prerequisite: CJLE 1524.*

**CJLE 1506**  
**Basic Peace Officer I**

CRT HRS:05 LEC HRS:03 LAB HRS:07  
This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\* This course may be offered only by institutions licensed as a police academy by TCLEOSE. \*\*

*Prerequisite: None.*

**CJLE 1512**  
**Basic Peace Officer II**

CRT HRS:05 LEC HRS:03 LAB HRS:07  
This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE)

approved Basic Peace Officer Training Academy. \*\* This course may be offered only by institutions licensed as a police academy by TCLEOSE. \*\*

*Prerequisite: CJLE 1506.*

**CJLE 1518**  
**Basic Peace Officer III**

CRT HRS:05 LEC HRS:03 LAB HRS:07  
This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\* This course may be offered only by institutions licensed as a police academy by TCLEOSE. \*\*

*Prerequisite: CJLE 1512.*

**CJLE 1524**  
**Basic Peace Officer IV**

CRT HRS:05 LEC HRS:03 LAB HRS:07  
This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. \*\* This course may be offered only by institutions licensed as a police academy by TCLEOSE. \*\*

*Prerequisite: CJLE 1518.*

**CJLE 2168**  
**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 student.

*Prerequisite: CJLE 1345, CJLE 2345.*

**CJLE 2345**  
**Vice and Narcotics Investigation**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course provides classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. It includes proper interdiction procedures and techniques.

*Prerequisite: CRJU 1310 or CJSA 1327, CJLE 1345.*

**CJSA 1308**  
**Criminalistics I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers an introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including

location, identification, and handling of evidence for scientific analysis.

*Prerequisite: None.*

### **CJSA 1312 Crime In America**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and prevention of crime.

*Prerequisite: None.*

### **CJSA 1348 Ethics In Criminal Justice**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course discusses ethical philosophies and issues pertaining to the various professions in the criminal justice system. It includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

*Prerequisite: None.*

### **CJSA 1400 Death Investigation I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course covers concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators.

*Prerequisite: None.*

## **MATHEMATICS**

### **MATH 0100 Developmental Mathematics I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
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; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; applying rules of exponents, calculations involving scientific notation, and operations on polynomials. The focus of lab instruction is content reinforcement.

*Prerequisite: Placement based on assessment scores or TSI score*

336-341. Students see an advisor for special assessment if the TSI score is below 336.

### **MATH 0200 Developmental Mathematics II**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a study of introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, 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 in geometry. The focus of lab instruction is content reinforcement.

*Prerequisite: A score of 342+ on the Math portions of the TSI exam or MATH 0085 or MATH 0100 with a grade of "P" or "C" or better, or equivalent.*

### **MATH 0442 Foundations for Mathematical Reasoning**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course surveys a variety of mathematical topics needed to prepare students for college-level Statistics or Quantitative Reasoning courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas, rates, ratios, and proportions, percentages, solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; and exponential models. This course is not for college-level credit. Students in this course are required to take a co-requisite student success course (EDUC 1300-Frameworks for Mathematical and Collegiate Learning).

*Prerequisite: TSI Math score of 340+ or completion of MATH 0080 or MATH 0100.*

### **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; or a score of 360+ on the Math portion of the TSI exam.*

### **MATH 1324 Mathematics for Business & Social Sciences**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course covers the application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems

in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

*Pre-requisite: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 with a grade of "P" or "C" or better, or equivalent.*

### **MATH 1332 Contemporary Mathematics**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course covers modern algebra and geometry. Topics include sets, logic, number systems, functions, measurement, geometric concepts, and an introduction to probability and statistics. This course emphasizes real life applications of math.

*Pre-requisite: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 with a grade of "P" or "C" or better, or equivalent.*

### **MATH 1350 Fundamentals of Mathematics I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course includes concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

*Prerequisite: MATH 1414 or MATH 1332 with a grade of "C" or better.*

### **MATH 1351 Fundamentals of Mathematics II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course includes concepts of geometry, probability, and statistics, as well as applications of algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

*Prerequisite: MATH 1350 with a grade of "C" or better.*

### **MATH 1414 College Algebra**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

*Pre-requisite: Meet TSI college-readiness standard for Mathematics;*



or completion of MATH 0090 or MATH 0200 or MATL 0020 with a grade of "P" or "C" or better, or equivalent.

◆ **MATH 1425**  
**Calculus for Business & Social Sciences**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.  
*Prerequisite:* MATH 1414 or MATH 1324 with a grade of "C" or better; or a score of 360+ on the math portion of the TSI assessment.

◆ **MATH 1442**  
**Elementary Statistical Methods**

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:* Meet TSI college-readiness standard for Mathematics; or completion of MATH 0090 or MATH 0200 or MATL 0020 with a grade of "P" or "C" or better, or equivalent.

◆ **MATH 2412**  
**Pre-Calculus Math**

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 or MATH 1324 with a grade of "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 1316 or MATH 2412 with a grade of "C" or better; or a 100+ on the College Level Mathematics ACCUPLACER.

◆ **MATH 2414**  
**Calculus II**

CRT HRS:04 LEC HRS:04 LAB HRS:01  
This course covers derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.  
*Prerequisite:* MATH 2413 with a grade of "C" or better.

◆ **MATH 2415**  
**Calculus III**

CRT HRS:04 LEC HRS:04 LAB HRS:01  
This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stokes'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 introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.  
*Prerequisite:* MATH 2414 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.

**MATL 0020**  
**Math Supplementary Lab**

CRT HRS:01 LEC HRS:00 LAB HRS:02  
This course is designed as a co-requisite for freshman-level math courses taken by students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. The topics include: factoring, rational expressions, roots, and rational exponents. The topics are integrated in the college-level math course.  
*Prerequisite:* A score of 342+ on the Math portions of the TSI exam or MATH 0085 or MATH 0100 with a grade of "P" or "C" or better or equivalent.

**NCBM 0001**  
**Non-Course Based Mathematics**

CRT HRS:01 LEC HRS:00 LAB HRS:02  
The focus of this course is content reinforcement with review of Introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, 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. This is a self-paced two week course to prepare for the TSI exam.

*Prerequisite:* Placement based on TSI score of 347-349.

**TECM 1303**  
**Technical Calculations**

CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course is a review of specific mathematical calculations including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses, health occupations and industries for successful on-the-job performance.  
*Prerequisite:* None.

**TECM 1371**  
**Mathematics for Allied Health**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions, systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.  
*Prerequisite:* None.

## MEDICAL AND HEALTH SERVICES MANAGEMENT

**MHSM 3302**  
**U.S. Health Care Delivery**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces U.S. health care systems, the business of health care, the history of its development and the roles of various business entities and health care professionals in the delivery of care to the patient.  
*Prerequisite:* HITT 1255, ACCT 2401.

**MHSM 3303**  
**Statistics for Health Care Managers**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course expands on basic statistic knowledge by discussing unique statistics routinely used in health care, assessment and utilization of published health care research statistics and application of internal organizational health care statistics in managerial decisions.  
*Prerequisite:* Junior standing, HITT 1255, MATH 1414 or MATH 1332.

**MHSM 3304**  
**Communication for Health Care Professionals**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course addresses varying communication skills and strategies for interaction with patients, families, employees, other department/business representatives, and the community. It also covers basic marketing skills in the health care arena and media management during a crisis.

*Prerequisite: Junior standing and SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321 or SPCH 2333 or SPCH 2335.*

**MHSM 3310**  
**Legal Issues in Health Care**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course examines the various federal, state and local laws and regulations affecting health care delivery in the United States. It also covers public and private regulatory agencies, issues associated with professional malpractice, and business liability for health care products and services.

*Prerequisite: Junior standing.*

**MHSM 3335**  
**Financial Management for Health Care Managers**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers various health care revenue sources, commonly used health care accounting software, department budget design, resource allocation, and methods of cost control.

*Prerequisite: Junior standing, ACCT 2401.*

**MHSM 3411**  
**Health Care Information Technology**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course introduces the different types of information maintained by health care organizations, commonly used health care software systems, robotic and automation interfaces, basic health care information security system standards, privacy laws, and record archival.

*Prerequisite: Junior standing.*

**MHSM 4304**  
**Risk Management for Health Professionals**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course explores quality assurance measures including Total Quality Management, Continuous Quality Improvement, and Joint Commission on Accreditation of Healthcare Organizations standards. Methods and applications for outcomes measures, benchmarking, and utilization management in the health care setting are explored.

*Prerequisite: Senior standing.*

**MHSM 4310**  
**Human Resources in Health Care Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides an overview of the special considerations of human resources in the health care industry, including job requirements, professional licensure, staffing ratios, job descriptions, traditional and nontraditional labor sources, legal issues and wages, and benefits management.

*Prerequisite: Senior standing, MHSM 3310.*

**MHSM 4348**  
**Ethics for Health Care Professionals**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey on ethical business practices in the health care industry during both routine practice and emergency/disaster scenarios. In particular, ethical decisions in the setting of limited resources (labor, materials, and funding) will be discussed.

*Prerequisite: Senior standing, MHSM 3310.*

**MHSM 4351**  
**Public and Community Health Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces the basic principles of public health, including epidemiology, wellness promotion, vaccination programs, community health education programs, and funding resources.

*Prerequisite: Senior standing.*

**MHSM 4551**  
**Health Care Management Residency**

CRT HRS:05 LEC HRS:05 LAB HRS:00  
This course is a capstone learning experience that will provide onsite exposure to health care administration. Students will discuss experiences with course members and complete a project.

*Prerequisite: Senior standing and consent of the program coordinator.*

## MEDICAL ASSISTANT TECHNOLOGY

**MDCA 1166**  
**Practicum I**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:09

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Admission to the program or Program Chair Approval.*

**MDCA 1167**  
**Practicum II**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:08

This course is a continuation of MDCA 1166- Practicum I. It provide practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

**MDCA 1205**  
**Medical Law & Ethics**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

*Prerequisite: Admission to the program or Program Chair Approval.*

**MDCA 1254**  
**Medical Assisting Credentialing Exam Review**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course provides preparation for the Certified Medical Assistant (American Association of Medical Assistants), Registered Medical Assistant (American Medical Technologists) or National Certified Medical Assistant (National Center for Competency Testing) credentialing exam.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

Note: This course may be taken by students currently enrolled in a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited Medical Assisting Program who are preparing for the Certification exam by the American Association of Medical Assistants. See the Program Chair for details.

**MDCA 1317**  
**Procedures in a Clinical Setting**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course places emphasis on patient assessment, examination and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

**MDCA 1321**  
**Administrative Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This is a course in medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal

communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

*Prerequisite: Admission to the program or Program Chair approval.*

### **MDCA 1343 Medical Insurance**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

*Prerequisite: Admission to the program or Program Chair approval.*

### **MDCA 1348 Pharmacology and Administration of Medications**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### **MDCA 1352 Medical Assistant Laboratory Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
Emphasis in this course is on application of governmental health care guidelines and includes specimen collection and handling, quality assurance, and quality control.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

### **MDCA 1409 Anatomy and Physiology for Medical Assistants**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course places emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology.

*Prerequisite: Admission to the program or Program Chair approval.*

### **MDCA 2266 Capstone: Practicum III**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:16  
This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Completion of the previous*

*semester courses with a grade of "C" or better and permission from the department.*

### **PLAB 1223 Phlebotomy for Medical Assistants**

CRT HRS:02 LEC HRS:01 LAB HRS:03  
This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

## **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 1122  
Brass Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1131  
Mariachi Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1132  
Jazz Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
Jazz Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1133  
Guitar Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
Guitar Ensemble is a high-level performing ensemble open to all students who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1134  
String Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
String Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1135  
Percussion Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

*Prerequisite: None.*

◆**MUEN 1141  
Choir Ensemble**

CRT HRS:01 LEC HRS:01 LAB HRS:01  
This vocal music course is open to all who have prior choral experience or who qualify after a simple audition.

This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆ **MUSI 1114**  
**Piano Class for Music Majors I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course provides class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills.

*Prerequisite:* None.

◆ **MUSI 1115**  
**Piano Class for Music Majors II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This applied music course continues exploring the techniques of playing the piano.

*Prerequisite:* MUSI 1114 or MUSI 1181.

◆ **MUSI 1116**  
**Sight Singing and Ear Training I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course involves singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony is also covered.

*Prerequisite:* Completion of READ 0200 or equivalent.

*Corequisite:* MUSI 1211.

◆ **MUSI 1117**  
**Sight Singing and Ear Training II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course is an extension of the tonal music and aural studies employed in Sight Singing and Ear Training I.

*Prerequisite:* MUSI 1116, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 1212.

◆ **MUSI 1181**  
**Piano Class I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

*Prerequisite:* None.

◆ **MUSI 1182**  
**Piano Class II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This applied music course continues exploring the fundamental techniques of playing the piano.

*Prerequisite:* MUSI 1181.

◆ **MUSI 1183**  
**Voice Class I**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for

students with little or no previous vocal training.

*Prerequisite:* None.

◆ **MUSI 1184**  
**Voice Class II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction and builds upon the techniques learned in Voice Class I.

*Prerequisite:* MUSI 1183.

◆ **MUSI 1192**  
**Guitar Class**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

*Prerequisite:* None.

◆ **MUSI 1193**  
**Guitar Class II**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This applied music course continues exploring the fundamental techniques of guitar playing.

*Prerequisite:* MUSI 1192.

◆ **MUSI 1211**  
**Music Theory I**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course involves the analysis and writing of tonal melody and diatonic harmony up to and including 7th chords. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

*Prerequisite:* Completion of READ 0200 or equivalent.

*Corequisite:* MUSI 1116.

◆ **MUSI 1212**  
**Music Theory II**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course is an extension of the analysis and writing of tonal melody and diatonic harmony employed in Music Theory I.

*Prerequisite:* MUSI 1211, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 1117.

◆ **MUSI 1306**  
**Music Appreciation**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

*Prerequisite:* Completion of READ 0200 or equivalent.

◆ **MUSI 1307**  
**Music Literature**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a survey of the principal musical forms and cultural

periods as illustrated in the literature of major composers.

*Prerequisite:* Completion of READ 0200 or equivalent.

◆ **MUSI 1310**  
**American Music**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

*Prerequisite:* Completion of READ 0200 or equivalent.

◆ **MUSI 2114**  
**Piano Class for Music Majors III**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course continues to build more advanced keyboard techniques for piano students.

*Prerequisite:* MUSI 1115 or MUSI 1182.

◆ **MUSI 2116**  
**Sight Singing and Ear Training III**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course involves singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures is also covered.

*Prerequisite:* MUSI 1117, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 2211.

◆ **MUSI 2117**  
**Sight Singing and Ear Training IV**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course is an extension of the more advanced tonal music and aural studies employed in Sight Singing and Ear Training III.

*Prerequisite:* MUSI 2116, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 2212.

◆ **MUSI 2181**  
**Piano Class III**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course continues to build more advanced keyboard techniques for piano students.

*Prerequisite:* MUSI 1182.

◆ **MUSI 2182**  
**Piano Class IV**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
This course builds upon the keyboard techniques learned in the first three semesters of piano class.

*Prerequisite:* MUSI 2181.

◆ **MUSI 2211**  
**Music Theory III**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course contains advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony, including

chromatics and extended tertian structures. It includes an introduction to 20th century compositional procedures, survey of the traditional large forms of compositional and correlated study at the keyboard.

*Prerequisite:* MUSI 1212, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 2116.

#### ◆MUSI 2212 Music Theory IV

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is an extension of the study of advanced harmony and compositional procedures employed in Music Theory III.

*Prerequisite:* MUSI 2211, completion of READ 0200 or equivalent.

*Corequisite:* MUSI 2117.

## OCCUPATIONAL THERAPY ASSISTANT

#### OTHA 1253 Occupational Performance for Elders

CRT HRS:02 LEC HRS:01 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 1305 Principles of Occupational Therapy

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel, current health care environment, and moral, legal and ethical issues.

*Prerequisite:* Completion of and/or concurrent enrollment in all other OTA pre-requisite coursework and permission from the department.

#### OTHA 1341 Occupational Performance from Birth to Adolescence

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

*Prerequisite:* Acceptance to the Occupational Therapy Assistant Program.

#### OTHA 1349 Occupational Performance of Adulthood

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

#### OTHA 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 2160 Clinical-OTA

CRT HRS:01 LEC HRS:00

OFF CAMPUS LAB HRS:03

This course is health related work-based learning experience that enables the student to apply specialized occupational therapy, 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 2201 Pathophysiology in Occupational Therapy

CRT HRS:02 LEC HRS:01 LAB HRS:03

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 2209 Mental Health in Occupational Therapy

CRT HRS:02 LEC HRS:01 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 2330 Workplace Skills for the OTA

CRT HRS:03 LEC HRS:02 LAB HRS:02

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.

#### OTHA 2335 Health Care Management in Occupational Therapy

CRT HRS:03 LEC HRS:02 LAB HRS:02

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, reimbursement, credentialing, occupational therapy standards and ethics, health care team role delineation, and management.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

**OTHA 2366**  
**Capstone: Practicum-OTA (A)**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College faculty.

*Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.*

**OTHA 2367**  
**Capstone: Practicum-OTA (B)**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College Faculty.

*Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.*

**OTHA 2405**  
**Therapeutic Interventions II**

CRT HRS:04 LEC HRS:02 LAB HRS:04

This course is a continuation of Therapeutic Interventions I with an emphasis on current rehabilitative interventions. Students will practice clinical interventions necessary for entry-level practice as per the ACOTE Standards.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

## OFFICE ADMINISTRATION

**POFL 1349**  
**Spreadsheets**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides skill development in concepts, procedures, and application of spreadsheets for business applications.

*Prerequisite: None.*

**POFL 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.*

**POFL 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: POFL 2301.*

**POFL 1303**  
**Legal Office Procedures I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a study of the fundamental administrative duties of the legal administrative assistant, including issues involved in understanding and using social, organizational, and technological systems.

*Prerequisite: None.*

**POFL 1340**  
**Legal Office Procedures II**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures, and advanced concepts of administrative duties of the legal administrative assistant in selected areas of law, with applications designed to require students to use critical thinking skills.

*Prerequisite: POFL 1303.*

**POFL 1355**  
**Legal Issues and Medical Records**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers the identification of legal issues within medical documents for the legal administrative assistant.

*Prerequisite: POFT 1329.*

**POFL 1359**  
**Legal Transcription**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers comprehensive legal vocabulary and the conversion of spoken words into printed format for use in legal documents. It includes organizing and transcribing documents in a law office.

*Prerequisite: POFT 1329 and POFT 1301.*

**POFL 2264**  
**Capstone: Practicum**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours. Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

**POFL 2301**  
**Legal Document Processing**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course teaches skill development in the production of legal documents by the legal administrative assistant used in the legal and court systems.

*Prerequisite: POFT 1329.*

**POFT 1227**  
**Introduction to Keyboarding**

CRT HRS:02 LEC HRS:01 LAB HRS:03  
This course will teach the student skill development in keyboarding with emphasis on alphabet, number, acceptable speed and accuracy, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

*Prerequisite: None.*

**POFT 1301**  
**Business English**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

*Prerequisite: None.*

**POFT 1309**  
**Administrative Office Procedures I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

*Prerequisite: None.*

**POFT 1319**  
**Records and Information Management I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.  
*Prerequisite: None.*

**POFT 1321**  
**Business Math**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.  
*Prerequisite: None.*

**POFT 1328**  
**Business Presentations**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.  
*Prerequisite: POFT 1227 or permission from the department.*

**POFT 1329**  
**Beginning Keyboarding**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.  
*Prerequisite: POFT 1227 or permission from the department.*

**POFT 1349**  
**Administrative Office Procedures II**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.  
*Prerequisite: POFT 1309, POFT 1319, POFT 1349, POFT 2340, and POFT 1328.*

**POFT 2264**  
**Capstone: Practicum**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:16  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.  
*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours.*

*Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

**POFT 2303**  
**Speed and Accuracy Building**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.  
*Prerequisite: POFT 1329.*

**POFT 2312**  
**Business Correspondence and Communication**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course teaches the development of writing and presentation skills required to produce effective business documents.  
*Prerequisite: POFT 1301.*

**POFT 2331**  
**Administrative Systems**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course covers advanced concepts of project management and office procedures utilizing integration of previously learned office skills and software applications.  
*Prerequisite: POFT 1349 or POFT 1340.*

## ORGANIZATIONAL LEADERSHIP

**ORGL 3311**  
**Issues in Organizational Leadership**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is an overview of issues facing organizational leaders. The module will discuss aspects of leadership as they pertain to internal and external elements facing leaders. Internal elements such as organizational change and organizational development and external elements such as dealing with external stakeholders, the global environment, and competitors will be covered as well. Students will utilize the knowledge gained in the course to develop a personal leadership theory.  
*Prerequisite: Core Curriculum complete and Junior Standing.*

**ORGL 3321**  
**Data Driven Decision-Making I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is a survey of important and commonly used quantifiable concepts and methods. The module content is of an interdisciplinary nature; it reviews basic measurable concepts and quantitative methodologies in statistics, economics, accounting,

and finance. The purpose of the module is to provide the student understanding of concepts, their measurability, and the analytical meaning of the quantitative data.  
*Prerequisite: Core Curriculum complete and Junior Standing.*

**ORGL 3322**  
**Behavior/Ethics/Leadership I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate a competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions.  
*Prerequisite: Junior Standing and ORGL 3311.*

**ORGL 3331**  
**Data Driven Decision-Making II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is a continuation of Data Driven Decision-Making I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will utilize this knowledge to practice aspects of research, data analysis, and decision-making.  
*Prerequisite: Junior Standing and ORGL 3321.*

**ORGL 3332**  
**Behavior/Ethics/Leadership II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is an examination of behavior and leadership in the workplace and the role of organizational leaders in fostering behaviors within organizations. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of organizational and leadership behaviors. Students will demonstrate a competency in developing strategies for driving behavior within organizations that align with organizational goals and objectives.  
*Prerequisite: Junior Standing and ORGL 3322.*

**ORGL 4341**  
**Management Theory I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module focuses on the principles and practice of management in an organizational setting. The learner demonstrates knowledge of the functions of management, the skill to analyze



organizational processes and the ability to apply management theory to workplace situations. The learner can characterize organizations by their purpose, structure and activities. The learner can recognize, describe and apply common methods of operations and project management.

*Prerequisite:* Senior Standing and ORGL 3322.

### **ORGL 4342 Organizational Change**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
In this competency module students will analyze the nature and dynamics of organizational change and the roles that individuals, technologies, and circumstances/forces play in organizational change, including being able to determine the level at which organizational change should take place.

*Prerequisite:* Senior Standing and ORGL 4341.

### **ORGL 4351 Management Theory II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is a continuation of Management Theory I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. This module also introduces aspects of managing operations. Students will utilize this knowledge to demonstrate leadership competence in areas related to managing aspects of organizational operations.

*Prerequisite:* Senior Standing and ORGL 4341.

### **ORGL 4352 Capstone I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module showcases the student's professionalism. The work implies the construction of a professional profile drawing upon the compilation of student academic performance, teamwork experience, and workplace experience. Students work on a real project management case and on constructing their professional profile that culminates in a public presentation. A main factor in evaluating student performance is the input from local and global organizations and faculty.

*Prerequisite:* Senior Standing and ORGL 3331 and ORGL 3332.

### **ORGL 4361 Capstone II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This competency module is a continuation of Capstone I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will collect and document

all evidence of competence and professionalism throughout the degree plan in their e-portfolio. The e-portfolio will contribute to the student's grade in Capstone II.

*Prerequisite:* Senior Standing and ORGL 4351, ORGL 4352 and ORGL 4342.

## **PARALEGAL**

### **LGLA 1303 Legal Research**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.

*Prerequisite:* None.

### **LGLA 1305 Legal Writing**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides a working knowledge of the fundamentals of effective legal writing techniques. Topics include briefs, legal memoranda, case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

*Prerequisite:* None.

### **LGLA 1307 Introduction to Law and the Legal Professions**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal's role.

*Prerequisite:* None.

### **LGLA 1342 Federal Civil Litigation**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course presents fundamental concepts and procedures of federal civil litigation, including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the federal civil litigation process.

*Prerequisite:* LGLA 1307.

### **LGLA 1344 Texas Civil Litigation**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course presents fundamental concepts and procedures of Texas civil litigation including pretrial, trial, and post-trial phases of litigation with emphasis on the paralegal's role in the Texas civil litigation process.

*Prerequisite:* LGLA 1307 and LGLA 1342.

### **LGLA 1351**

#### **Contracts**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

*Prerequisite:* None.

### **LGLA 1353 Wills, Trusts and Probate Administration**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

*Prerequisite:* LGLA 1307.

### **LGLA 1355 Family Law**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

*Prerequisite:* LGLA 1307.

### **LGLA 2266 Practicum: Paralegal**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:16  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

### **LGLA 2303 TORTS & Personal Injury Law**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course presents fundamental concepts of tort and personal injury law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

*Prerequisite:* LGLA 1307.

### **LGLA 2309 Real Property**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

*Prerequisite:* LGLA 1307.

**LGLA 2311****Business Organizations**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
 This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.  
*Prerequisite: LGLA 1307.*

**LGLA 2313****Criminal Law and Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
 This course covers fundamental concepts of criminal law and procedures from arrest to final disposition including principles of federal and state law, and the preparation of pleadings and motions as applied to the role of the paralegal in the criminal justice system.  
*Prerequisite: LGLA 1307.*

## PATIENT CARE ASSISTANT

**ECRD 1211****Electrocardiography**

CRT HRS:02 LEC HRS:02 LAB HRS:01  
 This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.  
*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and Concurrent enrollment in NUPC 1360 and NUPC 1320.*

**NUPC 1320****Patient Care Technician/Assistant**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
 This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.  
*Prerequisite: Completion of NURA 1401, and NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA).*

**NUPC 1360****Capstone: Clinical II**

CRT HRS:03 LEC HRS:00  
 OFF CAMPUS LAB HRS:14  
 This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and Concurrent enrollment in NUPC 1320.*

**NURA 1160****Clinical I**

CRT HRS:01 LEC HRS:00  
 OFF CAMPUS LAB HRS:06  
 This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.  
*Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.*

**NURA 1401****Nurse Aide for Health Care**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
 This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.  
*Prerequisite: Concurrent enrollment in NURA 1160.*

**NURA 1407****Body Systems**

CRT HRS:04 LEC HRS:03 LAB HRS:02  
 This course is a basic study of the structures and functions of the human body.  
*Prerequisite: None.*

**PLAB 1323****Phlebotomy**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
 This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.  
*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and concurrent enrollment in NUPC 1360 and NUPC 1320.*

# PHARMACY TECHNOLOGY

**PHRA 1202****Pharmacy Law**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
 This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technicians and pharmacists' responsibilities in practice settings will be described.  
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

**PHRA 1243****Capstone: Pharmacy Technician Certification Review**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
 This is an overview of major topics covered on the National Pharmacy Technician Certification Examination.  
*Prerequisite: Completion of the previous semester courses with a "C" or better.*

**PHRA 1268****Capstone: Practicum**

CRT HRS:02 LEC HRS:00  
 OFF CAMPUS LAB HRS:20  
 This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.  
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and permission from the department.*

**PHRA 1301****Introduction to Pharmacy**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
 This course is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.  
*Prerequisite: None.*

**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: None.*

**PHRA 1315  
Pharmacy Terminology**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. It focuses on translation and recognition of commonly used pharmacy abbreviations.  
*Prerequisite: Admission to the Pharmacy Technology Program.*

**PHRA 1340  
Pharmacy Third Party Payment**  
CRT HRS:03 LEC HRS:03 LAB HRS:01  
This course is an overview of the third party payment systems and its impact on health care and the impact of managed care on pharmacy reimbursements. It includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.  
*Prerequisite: Completion of the previous semester courses with a grade of "C" or better.*

**PHRA 1347  
Pharmaceutical Mathematics II**  
CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course will cover solving basic math problems and demonstrating conversion between various systems of measurement; perform advanced dosage calculations including alligations, body surface area, formula enlargement/reduction, and IV flow rate calculations.  
*Prerequisite: Admission to the Pharmacy Technology Program.*

**PHRA 1404  
Pharmacotherapy & Disease Process**  
CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is the study of disease state and the therapeutic properties of the drugs used in pharmaceutical therapy.  
*Prerequisite: Completion of the previous semester courses with a "C" or better.*

**PHRA 1413  
Community Pharmacy Practice**  
CRT HRS:04 LEC HRS:02 LAB HRS:04  
This course is an introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management, record keeping, stock level adjustment, data input, editing, and legal parameters.  
*Prerequisite: Admission to the Pharmacy Technology Program.*

**PHRA 1441  
Pharmacy Drug Therapy and Treatment**  
CRT HRS:04 LEC HRS:04 LAB HRS:00  
This is a study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.  
*Prerequisite: Completion of the previous semester courses with "C" or better.*

**PHRA 1449  
Institutional Pharmacy Practice**  
CRT HRS:04 LEC HRS:02 LAB HRS:06  
This is an exploration of the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include in-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution system, unit dose chart fills, continuous quality assurance, drug storage, and inventory control.  
*Prerequisite: Completion of the previous semester with a "C" or better.*

## PHILOSOPHY

◆ **PHIL 1301  
Introduction to Philosophy**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.  
*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 world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.  
*Prerequisite: Eligible for ENGL 1301.*

◆ **PHIL 2303  
Introduction to Logic**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.  
*Prerequisite: Eligible for ENGL 1301.*

◆ **PHIL 2306  
Introduction to Ethics**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.  
*Prerequisite: Eligible for ENGL 1301.*

◆ **PHIL 2307  
Introduction to Social and Political Philosophy**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of major issues in social and political theory and/or the work of major philosophical figures in this area.  
*Prerequisite: Eligible for ENGL 1301.*

◆ **PHIL 2316  
Classical Philosophy**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of major philosophers and philosophical systems from the ancient through medieval periods.  
*Prerequisite: Eligible for ENGL 1301.*

◆ **PHIL 2321  
Philosophy of Religion**  
CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.  
*Prerequisite: Eligible for ENGL 1301.*

## PHYSICAL SCIENCE

◆ **GEOL 1403  
Physical Geology**  
CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is an introduction to the study of the materials and processes that have modified and

shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

*Prerequisite: TSI complete in Reading or equivalent.*

#### ◆GEOL 1404 Historical Geology

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

*Prerequisite: GEOL 1403 with a grade of "C" or better.*

#### ◆GEOL 1445 Oceanography

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a survey of oceanography and related sciences and will explore the physical, chemical, geological, and biological processes operating in the marine environment. The dynamic processes that affect the ocean water, sea floor, and abundant life forms will be studied, as well as the methods and techniques scientists use to investigate the ocean. Topics for discussion will include, but will not be limited to, the origin of ocean basins, properties of sea water, wind circulation, waves and tides, coastal and ocean habitats, ocean resources, and human presence in the ocean and related environmental challenges. It is recommended, but not required, that students take this course in sequence with Meteorology (GEOL 1447).

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

#### ◆GEOL 1447 Meteorology

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a survey of oceanography and related sciences and an introductory study of energy, temperature moisture, precipitation, and winds that combine to create weather. Topics include, but are not limited to, the causes of the seasons, forms of moisture, atmospheric stability, cloud development, precipitation process, pressure, storm systems, thunderstorms,

lightning, tornadoes, hurricanes, and world climate. Labs include, but are not limited to, reading and preparing weather maps, and interpreting weather measurements. It is recommended, but not required, that students take this course in sequence with Oceanography (GEOL 1445).

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

#### ◆PHYS 1403 Stars & Galaxies

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is the study of stars, galaxies, and the universe outside our solar system. This course covers modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

#### ◆PHYS 1404 Solar System

CRT HRS:04 LEC HRS:03 LAB HRS:03  
Study of the sun and its solar system, including its origin. This course covers classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools (spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.

*Prerequisite: PHYS 1403.*

#### ◆PHYS 1415 Physical Science I

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course, designed for non-science majors, surveys topics from physics, chemistry, geology, astronomy, and meteorology. These topics are covered in two courses; PHYS 1415 will concentrate on surveying astronomy, meteorology and physics.

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

#### ◆PHYS 1417 Physical Science II

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course, designed for non-science majors, surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will survey topics in chemistry, geology and physics not discussed in PHYS 1415.

*Prerequisite: PHYS 1415 with a grade of "C" or better.*

## PHYSICAL THERAPIST ASSISTANT

#### PTHA 1266 Practicum I

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is a basic type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in acute or outpatient settings for which the student has already acquired the necessary theoretical knowledge and skills in basic patient care and physical agents. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

#### PTHA 1321 Pathophysiology for the PTA

CRT HRS:03 LEC HRS:02 LAB HRS:02  
This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.

*Prerequisite: Completion of previous semester courses with a "C" or better.*

#### PTHA 1405 Basic Patient Care Skills

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is an introduction to the theory and application of basic patient handling, communication and functional skills. It includes selected data collection techniques.

*Prerequisite: Acceptance to PTA Program.*

#### PTHA 1409 Introduction to Physical Therapy

CRT HRS:04 LEC HRS:03 LAB HRS:02  
This course is an introduction to the profession of physical therapy and the role of the physical therapist assistant. It includes the application of basic patient handling, functional skills, communication, and selected data collection techniques.

*Prerequisite: Departmental Approval Required.*

**PTHA 1413**  
**Functional Anatomy**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course is a study of the musculoskeletal and neuromuscular systems and their relationship to normal and abnormal movement.  
*Prerequisite: Acceptance to PTA Program.*

**PTHA 1531**  
**Physical Agents**

CRT HRS:05 LEC HRS:03 LAB HRS:06  
This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2201**  
**Essentials of Data Collection**

CRT HRS:02 LEC HRS:01 LAB HRS:04  
This course is a study of data collection techniques used to prepare the physical therapist assistant to assist in patient/client management.  
*Prerequisite: Acceptance to PTA Program.*

**PTHA 2205**  
**Neurology**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course is a study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2266**  
**Practicum II (6 weeks)**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:15  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum

is an unpaid learning experience.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2267**  
**Practicum III (6 weeks)**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:15  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine, geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.  
*Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.*

**PTHA 2339**  
**Capstone: Professional Issues**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2431**  
**Management of Neurological Disorders**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2435**  
**Rehabilitation Techniques**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies/diseases such as musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2509**  
**Therapeutic Exercise**

CRT HRS:05 LEC HRS:03 LAB HRS:06  
This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.  
*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

## PHYSICS

◆**PHYS 1401**  
**College Physics I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course covers fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce concepts presented in PHYS 1401 lecture.  
*Prerequisite: TSI complete in Reading and completion of MATH 1414 and MATH 1316 with a "C" or better; or completion of MATH 2412 with a grade of "C" or better; or equivalent.*

◆**PHYS 1402**  
**College Physics II**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course covers fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce concepts presented in PHYS 1402 lecture.  
*Prerequisite: PHYS 1401 with a grade of "C" or better.*

◆**PHYS 2425**  
**University Physics I**

CRT HRS:04 LEC HRS:03 LAB HRS:03  
This course covers fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles presented in PHYS 2425 will be performed. Experimental

design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*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 course covers principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in PHYS 2426 will be performed. Experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite:* PHYS 2425 with a grade of "C" or better.

## POLITICAL SCIENCE

◆**GOVT 2304**  
**Introduction to Political Science**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

*Prerequisite:* Completion of READ 0200 with a grade of "C" or better or equivalent.

◆**GOVT 2305**  
**Federal Government**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

*Prerequisite:* Completion of READ 0200 with a grade of "C" or better or equivalent; or TSI Reading score of 349-50 and co-enrollment in NCBR 0300.

◆**GOVT 2306**  
**Texas Government**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

*Prerequisite:* Completion of READ 0200 with a grade of "C" or better or

equivalent; or TSI Reading score of 349-50 and co-enrollment in NCBR 0300.

◆**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 2305 with a grade of "C" or better and completion of ENGL 0200 or equivalent.

## PRECISION MANUFACTURING TECHNOLOGY

**DEM R 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:03  
This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.

*Prerequisite:* None.

**MCHN 1319**  
**Manufacturing Materials and Processes**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various

materials. Emphasis is placed on manufacturing processes, including casting, forming, and machining.

*Prerequisite:* MCHN 1338 or MCHN 1352.

**MCHN 1320**  
**Precision Tools and Measurement**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

*Prerequisite:* None.

**MCHN 1326**  
**Introduction to Computer-Aided Manufacturing (CAM)**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of Computer-Aided Manufacturing (CAM) software which is used to create part programs, transfer programs to the machine control unit and machine parts.

*Prerequisite:* MCHN 1338 or MCHN 1352.

**MCHN 1338**  
**Basic Machine Shop I**

CRT HRS:03 LEC HRS:01 LAB HRS:06  
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 1343**  
**Machine Shop Mathematics**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

*Prerequisite:* None.

**MCHN 1352**  
**Intermediate Machining I**

CRT HRS:03 LEC HRS:01 LAB HRS:06  
This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

*Prerequisite:* None.

**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 2303**  
**Fundamentals of Computer Numerical Controlled (CNC) Machine Controls**

CRT HRS:03 LEC HRS:01 LAB HRS:06

This course is a study in the programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.

*Prerequisite: MCHN 1338 or MCHN 1352.*

**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 1338 or MCHN 1352.*

**MCHN 2382**  
**Capstone: Tool & Die Technology**

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 2435**  
**Advanced CNC Machining**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers.

*Prerequisite: MCHN 2303.*

**MCHN 2438**  
**Advanced Computer-Aided Manufacturing (CAM)**

CRT HRS:04 LEC HRS:02 LAB HRS:06

This course is a study of advanced techniques in Computer-Aided Manufacturing (CAM).

*Prerequisite: MCHN 1326.*

**MCHN 2447**  
**Specialized Tools and Fixtures**

CRT HRS:04 LEC HRS:02 LAB HRS:07

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: MCHN 1338 or MCHN 1352.*

**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.*

## PSYCHOLOGY

**◆PSYC 1300**  
**Learning Framework**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

*Prerequisite: None.*

**◆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 0100 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 0100 with a grade of "C" or better or equivalent.*

**◆PSYC 2307**  
**Adolescent Psychology I**

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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.*

**◆PSYC 2315**  
**Psychology of 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 0100 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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.

## PUBLIC ADMINISTRATION

**PBAD 1301****Principles of Transportation**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a comprehensive study of the principles, organization, and other major functions of transportation management. Topics include all aspects of import-export transportation including methods and follow-up production status.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 1311****Municipal Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the skill development in managing municipal government, coordination of services, organizational structure, and relationships with other local governments. Topics include transportation, public safety, and public utilities.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 1321****Public Administration**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

*Prerequisite:* None.

**PBAD 1341****Governmental Agencies**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2301****Public Relations for the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2305****Public Sector Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers general principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2311****Public Sector Supervision**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2331****Budgeting in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2335****Ethics in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers the examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2339****Human Resource Management in the Public Sector**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2341****Legal Aspects of the Public Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.

**PBAD 2347****Urban Planning**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course covers an examination of urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

*Prerequisite:* PBAD 1321 with a minimum of "C" or better.



**PBAD 2380**  
**Capstone: Co-op in Public  
Service Administration**

CRT HRS:03 LEC HRS:01

OFF CAMPUS LAB HRS:14

This course covers 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. Includes a lecture component.

*Prerequisite: PBAD 1321 with a minimum of "C" or better.*

## RADIOLOGIC TECHNOLOGY

**RADR 1213**  
**Principles of Radiographic  
Imaging I**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.

*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.*

**RADR 1267**  
**Practicum II**

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. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite: Admission to the Radiologic Technology Program; RADR 2301 and RADR 2205 with a minimum of "C" or better and RADR 1366 with a minimum of "B" or better.*

**RADR 1309**  
**Introduction to Radiography  
and Patient Care**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety

procedures, communication and patient interaction skills, and basic pharmacology are also included.

*Prerequisite: Must be ACT complete; preferred ACT of 19 composite; 16 in all sections and Departmental Approval Required.*

**RADR 1311**  
**Basic Radiographic Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:03

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1213 and RADR 1360.*

**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 1213 and RADR 1311.*

**RADR 1366**  
**Practicum I**

CRT HRS:03 LEC HRS:00

OFF CAMPUS LAB HRS:28

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 1213 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and RADR 2205.*

**RADR 2117**  
**Radiographic Pathology**

CRT HRS:01 LEC HRS:01 LAB HRS:01

This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for

diagnosis and treatment are also included.

*Prerequisite: RADR 2431 and RADR 2309 with a minimum of "C" or better, RADR 2366 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2367.*

**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 2117 and RADR 2213 with a minimum of "C" or better, RADR 2367 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.*

**RADR 2205**  
**Principles of Radiographic  
Imaging II**

CRT HRS:02 LEC HRS:01 LAB HRS:04

This course covers Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.

*Prerequisite: RADR 1311 and RADR 1213 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and RADR 1366.*

**RADR 2213**  
**Radiation Biology and  
Protection**

CRT HRS:02 LEC HRS:02 LAB HRS:01

This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

*Prerequisite: RADR 2309 and RADR 2431 with a minimum of "C" or better, RADR 2366 with a "B" or better, and concurrent enrollment in RADR 2117 and RADR 2367.*

**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 2117 and RADR 2213 with a minimum of "C" or better, RADR 2367 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.*

**RADR 2301**  
**Intermediate Radiographic Procedures**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

*Prerequisite:* RADR 1213 and RADR 1311 with a minimum of "C" or better, RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1366 and RADR 2205.

**RADR 2309**  
**Radiographic Imaging Equipment**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

*Prerequisite:* RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2366.

**RADR 2366**  
**Practicum III**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:24

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2309.

**RADR 2367**  
**Practicum IV**

CRT HRS:03 LEC HRS:00  
OFF CAMPUS LAB HRS:28

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 2431 and RADR 2309 with a minimum of "C" or better, RADR 2366 with a minimum of "B" or better, and concurrent enrollment in RADR 2117 and RADR 2213.

**RADR 2431**  
**Advanced Radiographic Procedures**

CRT HRS:04 LEC HRS:03 LAB HRS:04  
This advanced course is a continuation of positioning;

alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.

*Prerequisite:* RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2366.

## READING

**NCBR 0200**  
**Non Course Based Developmental Reading II**

CRT HRS: 01 LEC HRS: 01 LAB HRS: 00  
This course covers the basics of the developmental of reading and higher order thinking skills necessary for college readiness.

*Prerequisite:* TSI scores: Reading 346-347

**NCBR 0300**  
**Non Course Based Developmental Reading III**

CRT HRS: 01 LEC HRS: 01 LAB HRS: 00  
The development of reading and higher order thinking skills necessary for college readiness will be covered.

*Prerequisite:* TSI scores: Reading 349-350

**READ 0100**  
**Developmental Reading I**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01  
The READ 0100 course is designed to help students develop reading strategies in an accelerated format. Emphasis is placed on hands on activities, read aloud, silent sustained reading, and the integration of college success skills. This course has a required one-hour lab.

*Prerequisite:* Placement based on TSI placement score of 342-347; or equivalent.

**READ 0200**  
**Developmental Reading II**

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01  
The READ 0200 course is designed to build on the foundation of the READ 0100 course. Emphasis is placed on critical thinking, deductive and inductive reasoning, advanced analysis, and synthesis. This course has a required one-hour lab.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or a TSI placement score of 348-350; or equivalent.

## RESPIRATORY THERAPY

**RSPT 1101**  
**Introduction to Respiratory Care**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
This course will outline the history of the respiratory care profession; outline the organization and function of hospital departments; describe issues in medical malpractice and ethics; identify the respiratory therapists' role in performing basic vital signs, body mechanics, and cardiopulmonary assessment; and describe infection control techniques.

*Prerequisite:* None.

**RSPT 1137**  
**Basic Dysrhythmia Interpretation**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 1141**  
**Respiratory Home Care/Rehabilitation**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
This course is a study of respiratory home care/rehabilitation equipment, procedures, and patient education. It emphasizes treatment of patients in home care and alternate settings.

*Prerequisite:* RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 1266**  
**Practicum I**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 1267**  
**Practicum II**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* RSPT 1266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 1325****Respiratory Care Sciences**

CRT HRS:03 LEC HRS:02 LAB HRS:02  
Physics, mathematics, and chemistry as related to respiratory care.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 1329****Respiratory Care Fundamentals I**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course is an introduction to respiratory care fundamentals and provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 1331****Respiratory Care Fundamentals II**

CRT HRS:03 LEC HRS:02 LAB HRS:03  
This course provides a foundation for the continued development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 2139****Advanced Cardiac Life Support**

CRT HRS:01 LEC HRS:00 LAB HRS:03  
A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.

*Prerequisite:* RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 2210****Cardiopulmonary Disease**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
A discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations,

treatment, and detection of cardiopulmonary diseases.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C."

**RSPT 2217****Respiratory Care Pharmacology**

CRT HRS:02 LEC HRS:02 LAB HRS:01  
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 2231****Simulations in Respiratory Care**

CRT HRS:02 LEC HRS:01 LAB HRS:04  
Theory and history of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.

*Prerequisite:* Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 2266 with a grade of "B" or better.

**RSPT 2266****Practicum III**

CRT HRS:02 LEC HRS:00  
OFF CAMPUS LAB HRS:14  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 2267****Practicum IV**

CRT HRS:01 LEC HRS:00  
OFF CAMPUS LAB HRS:20  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* RSPT 2266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 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 2314****Mechanical Ventilation**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation. Includes the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.

*Prerequisite:* RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 2319****Mechanical Ventilation for the Neonatal/Pediatric Patient**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
In-depth coverage and application of therapeutic procedures to achieve adequate spontaneous and mechanical ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.

*Prerequisite:* RSPT 2266 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

**RSPT 2353****Neonatal/Pediatric Cardiopulmonary Care**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
A study of cardiopulmonary care covering advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

*Prerequisite:* RSPT 1267 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C."

## 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**  
**Introduction to 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 0100 with a grade of "C" or better or equivalent.*

◆**SOCI 1306**  
**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 0100 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 0100 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 0100 with a grade of "C" or better or equivalent.*

## SPANISH

◆**SPAN 1411**  
**Beginning Spanish I for Non-Spanish Speakers**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
Spanish 1411 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.

*Prerequisite: None.*

◆**SPAN 1412**  
**Beginning Spanish II for Non-Spanish Speakers**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
Spanish 1412 is a comprehensive second semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities. This course will include hands-on activities and computer based exercises to enhance learning.

*Prerequisite: SPAN 1411, or departmental placement exam.*

◆**SPAN 2311**  
**Intermediate Spanish I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Spanish 2311 is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar.

Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

*Prerequisite: SPAN 1411 and SPAN 1412; or 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 Native/Heritage Speakers I**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Spanish 2313 builds upon existing oral proficiencies of the heritage speakers of Spanish. This course enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

*Prerequisite: None.*

◆**SPAN 2315**  
**Spanish for Native/Heritage Speakers II**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Spanish 2315 builds upon existing oral proficiencies of the heritage speakers of Spanish. The course enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

*Prerequisite: None.*

◆**SPAN 2389**  
**Academic Cooperative**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Spanish 2389 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.

*Prerequisite: Completion of six hours in Spanish.*

## SPEECH

### ◆SPCH 1311 Introduction to Speech Communication

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

*Prerequisite: Completion of READ 0200 or equivalent.*

### ◆SPCH 1315 Public Speaking

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

*Prerequisite: Completion of READ 0200 or equivalent.*

### ◆SPCH 1318 Interpersonal Communications

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers the application of communication theory to interpersonal relationship development, maintenance, and termination in the relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

*Prerequisite: Completion of READ 0200 or equivalent.*

### ◆SPCH 1321 Business and Professional Communication

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

*Prerequisite: Completion of READ 0200 or equivalent.*

### ◆SPCH 2333 Discussion and Small Group Communication

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course studies discussion and

small group theories and techniques as they relate to group process and interaction.

*Prerequisite: Completion of READ 0200 or equivalent.*

### ◆SPCH 2335 Argumentation and Debate

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

*Prerequisite: Completion of ENGL 1301.*

### ◆SPCH 2389 Academic Cooperative

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

*Prerequisite: Permission from the department.*

## TECHNOLOGY MANAGEMENT

### TMGT 3302 Business and Economic Statistics

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.

*Prerequisites: Junior standing and MATH 1414 or MATH 1442.*

### TMGT 3303 Managerial Rapport and Documentation

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is a hands-on approach to procedures and techniques that enhance inter and extra organizational relations. Internally, the purpose is to improve people relations; externally, the purpose is to improve community perception of the organization. The course emphasizes all kinds of professional communication skills such as business presentations, technical reports, research reports, oral presentations and business etiquette.

*Prerequisite: Junior standing and ENGL 1302.*

### TMGT 3305 Organizational Theory and Practice

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course is an examination of contemporary theory and practice of management. It provides an overview of the management process and functions of planning, organizing, leading, and controlling to accomplish goals. Emphasis is placed on the study of organizational structure and managing organizational change.

*Prerequisite: Junior Standing and BUSI 1301 or LMG 1319, and BMGT 1301 or HRPO 2301.*

### TMGT 3310 Decision Making

CRT HRS:03 LEC HRS:03 LAB HRS:00

Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

*Prerequisite: Junior standing and MATH 1414 or MATH 1442.*

### TMGT 3311 Technology in Enterprise Management

CRT HRS:03 LEC HRS:02 LAB HRS:02

The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.

*Prerequisites: Junior standing.*

### TMGT 3312 Resource Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.

*Prerequisite: TMGT 3302, TMGT 3303, TMGT 3305, and TMGT 3310.*

### TMGT 3321 Supply Chain Management

CRT HRS:03 LEC HRS:03 LAB HRS:00

The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, e-commerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply

chain management of products and services given the impact of the global economy.

*Prerequisite:* TMGT 3312.

**TMGT 3322  
Logistics Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.

*Prerequisite:* TMGT 3312.

**TMGT 3336  
Management and Law**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introductory study of local, state, federal, and international laws affecting organizational practices. The course focuses on the legal framework that is considered in managerial and entrepreneurial activities. Emphasis is given to the basic principles of law that shape managerial and entrepreneurial behavior.

*Prerequisite:* Junior standing.

**TMGT 3337  
Decision Making Economics**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a study of the role of economics in entrepreneurial and managerial decision making. The course includes the application of macro and microeconomics concepts in managerial problem solving. Emphasis is given to economic public policies and to the evolution of the global economy.

*Prerequisites:* ECON 2301, ECON 2302, TMGT 3302, and TMGT 3310.

**TMGT 3338  
Accounting for Managers**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course studies the role of accounting in the management of organizations. The focus is on the use of accounting information by non-financial managers. The emphasis of the course is on interpretation rather than construction of accounting information.

*Prerequisites:* ACCT 2401, TMGT 3302 and TMGT 3310.

**TMGT 3340  
Quality Assurance,  
Management and Improvement**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course examines the primary tools and methods used to monitor, improve and control quality in

organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality practices.

*Prerequisite:* TMGT 3312.

**TMGT 4304  
Safety and Risk Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course studies proactive management in addressing operation uncertainties in organizations. Topics include risk assessment, safety analysis and management methods and techniques used in business operations to minimize and control risks and safety. Emphasis is given to the costs as well as to the legal, ethical, and cultural environments surrounding risk and safety considerations.

*Prerequisites:* TMGT 3312.

**TMGT 4320  
Organizational Design  
and Management Seminar**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is a critical study of specific organizational structures and operations. The course uses a case study approach based on real and significant cases. Thereafter, students work in teams on instructor-approved specific case projects. Teams identify problems and formulate, plan and implement actions using technology management problem solving approaches.

*Prerequisites:* TMGT 3312, TMGT 3336, TMGT 3337, and TMGT 3338.

**TMGT 4341  
Purchasing and Supply  
Management**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.

*Prerequisite:* TMGT 3312.

**TMGT 4342  
Supply Chain Security**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special

emphasis is given to transport and logistics systems in a global economy.

*Prerequisites:* TMGT 3312.

**TMGT 4347  
Capstone: Technology  
Management Practicum**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course immerses students in the workplace of a technology manager. The course work implies the construction of an e-portfolio that demonstrates the professional profile of the student. The portfolio has two components: one, the personal professional profile of the student based on the course work and extra academic work experiences. The second component is the execution of a hand-on case project related to technology management, e.g., operational management, inventory control, supply chain management, logistic, information management. The main factor in evaluating student performance is the input from outsiders to the academia.

*Prerequisite:* Senior standing and consent of the program coordinator.

**TMGT 4353  
International Business Seminar**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course provides an overview of the international business environment. The course addresses economic, technological, political, social, and cultural factors shaping the evolution of the global economy. Special emphasis is placed on changes in managerial functions and elements of the management process as a result of current global business evolution.

*Prerequisite:* TMGT 3312.

**TMGT 4355  
The Manager and Civic  
Engagement Seminar**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course uses seminar methodology studying the nature of management and its role in civic and community engagement. The course work emphasizes the role of the manager in shaping the setting of an organization in its environment considering social, political, technological, economic, ethical, cultural factors. Case studies give special attention to the cultural and ethical dimensions of the managerial functions in global community.

*Prerequisite:* TMGT 3312, TMGT 3336.

# VOCATIONAL NURSING

## **HPRS 1106** **Essentials of Medical Terminology**

CRT HRS:01 LEC HRS:01 LAB HRS:00  
This course is a study of medical terminology, word origin, structure, and application.

*Prerequisite:* Admission to the Vocational Nursing Program.

## **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 1230, VNSG 1234, 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 1227** **Essentials of Medication Administration**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course covers general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

*Prerequisite:* Admission to the Vocational Nursing Program.

## **VNSG 1230** **Maternal-Neonatal Nursing**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care and utilizes the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

*Prerequisite:* Concurrent enrollment in VNSG 1162 and VNSG 1261.

## **VNSG 1234** **Pediatrics**

CRT HRS:02 LEC HRS:02 LAB HRS:00  
This course is a study of the care of the pediatric patient and family during health and disease from infancy through adolescence. Focus is on the growth and development needs utilizing the nursing process.

*Prerequisite:* Concurrent enrollment in VNSG 1261.

## **VNSG 1238** **Mental Illness**

CRT HRS:02 LEC HRS:02 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 and VNSG 1432.

## **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 1230, VNSG 1234, VNSG 1429, VNSG 2331 and permission from the department.

## **VNSG 1304** **Foundations of Nursing**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course is an introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

*Prerequisite:* Admission to the Vocational Nursing Program.

## **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 1331** **Pharmacology for Vocational Nursing**

CRT HRS:03 LEC HRS:03 LAB HRS:00  
This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

*Prerequisite:* Admission to the Vocational Nursing Program.

## **VNSG 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 1238, and VNSG 1432 and permission from the department.

## **VNSG 1420** **Anatomy & Physiology for Allied Health**

CRT HRS:04 LEC HRS:04 LAB HRS:00  
This course is an introduction to the normal structure (anatomy) and function (physiology) of the human body including an understanding of the relationship of the neuroendocrine, integumentary, musculoskeletal, digestive, urinary,

reproductive, respiratory, and circulatory systems in maintaining homeostasis.

*Prerequisite:* A passing score of 351+ on the Reading TSI 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 and VNSG 1238.

### **VNSG 2331 Advanced Nursing Skills**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

*Prerequisite:* Concurrent enrollment in VNSG 1162 and VNSG 1261.

## **WELDING**

### **WLDG 1312 Introduction to Flex Cored ARC Welding (FCAW)**

CRT HRS:03 LEC HRS:01 LAB HRS:06  
This course is an overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment.

*Prerequisite:* WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.

### **WLDG 1313 Introduction to Blueprint Reading for Welders**

CRT HRS:03 LEC HRS:02 LAB HRS:04  
This course is a study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry

to facilitate field application and production.

*Prerequisite:* 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 is on structural shapes and use in construction.

*Prerequisite:* WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.

### **WLDG 1428 Introduction to Shielded Metal ARC Welding (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is an introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

*Prerequisite:* Completion of or concurrent enrollment in WLDG 1313 and MCHN 1343.

### **WLDG 1430 Introduction to Gas Metal ARC Welding (GMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is a study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction covers various joint designs.

*Prerequisite:* Completion of or concurrent enrollment in WLDG 1313 and MCHN 1343.

### **WLDG 1434 Introduction to Gas Tungsten ARC Welding (GTAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. The course covers welding instruction in various positions on joint designs.

*Prerequisite:* WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.

### **WLDG 1457 Intermediate Shielded Metal ARC Welding (SMAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course is a study of the production of various fillets and groove welds. Focus is on preparation of specimens for testing in all test positions.

*Prerequisite:* WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.

### **WLDG 2406 Intermediate Pipe Welding**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This is a comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

*Prerequisite:* WLDG 1312, WLDG 1417, WLDG 1434, WLDG 1457.

### **WLDG 2413 Capstone: Intermediate Welding Using Multiple Processes**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course covers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

*Prerequisite:* WLDG 1457 and WLDG 1434.

### **WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)**

CRT HRS:04 LEC HRS:02 LAB HRS:06  
This course covers advanced topics in GTAW welding, including welding in various positions and directions.

*Prerequisite:* WLDG 1434.



# **ADMINISTRATORS AND FACULTY**

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# NOTES

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