

South Texas Community College

2000-2002
CATALOG



You Can Make It Happen!

Hispanic Magazine Names STCC #1

College To Attend

South Texas Community College was recently named the #1 Community College for Hispanics to attend in the January/February 2000 issue of *SuperOnda Magazine*.

According to information compiled by *SuperOnda Magazine*, minority students do their best in an atmosphere that not only includes their peers but also includes support organizations such as minority-student organizations and mentoring programs.

The idea behind rating colleges was not to determine which schools were better than others academically, (although that was one of the factors included in the formula) rather, the objective was to provide people with an idea of which schools were good for Hispanics.

All of the colleges included in the survey were Hispanic-Serving Institutions (HSIs) that are also members of the Hispanic Association of Colleges and Universities (HACU).

HSIs are institutions that have at least 25 percent Hispanic enrollment, according to the 1992 Reauthorization of the Higher Education Act.

They also included associate members (schools where Hispanics constitute a minimum of 10 percent of the total enrollment).

Schools outside the contiguous United States were excluded.

Because *SuperOnda* limited the colleges and universities participating in the survey to those HSIs that are members of San Antonio based HACU, schools from the southwestern United States, particularly Texas, were represented several times on the list.

Questionnaires were sent to each institution asking for information on a variety of parameters.

From there, a point system was developed on four parameters: enrollment, faculty, student services and retention rate, then one to ten points were awarded to each school.

Enrollment consisted of two parameters - the number of Hispanic students currently enrolled and the percentage of Hispanic students in the overall school enrollment.

Faculty consisted of the percentage of full-time Hispanic faculty members among total full-time members.

Student Services consisted of the number of special programs available to Hispanic students at each school, the number of mentorship programs available to Hispanic students, and the number of Hispanic student support organizations active on campus.

Retention rates were derived by dividing the number of first-year Hispanic students who returned to attend their second year by the number of first-year Hispanic students. The retention rate was then ranked on a scale of one to ten for the final rating. All of these parameters were then summed and a rating was assigned to each school on the basis of the total score.

South Texas Community College ranked #1 out of 10 colleges best suited for Hispanics. Why?

According to *SuperOnda Magazine*, STCC was ranked #1 because of its dedication and commitment to the preparation of intellectually flexible, creative, and productive citizens.



Their academic goals are achieved through exposure to a range of disciplines and technologies. STCC provides a variety of events - free of charge - such as community activities, aerobic classes, and theatre performances to compliment the students' intellectual growth.

At STCC Hispanic students receive 97 percent of all scholarships, fellowships, and grants. All of these factors contribute to the freshman retention rate of 55 percent.

Second and third place schools were St. Philip's College in San Antonio, and Laredo Community College in Laredo, Texas.

"Being ranked number one nationally is truly an honor for the entire college community. It is an affirmation that STCC is indeed serving the Hispanic community well," said STCC Director of Public Relations & Marketing, Lori Smith.

The decision whether "to go" or "not to go" to college is important enough, but choosing the right college or university is one of the most important choices you'll ever make.

If you decide to attend college, you need to make sure that it's in a place that you will feel comfortable. After all, you will be spending much of your time there over the next few years.

Experts say that when you are looking at schools, you should first take a good look at yourself and figure out what your needs are. Will you be going away to school or will you be staying close to home?

How much can you afford to spend on your education? The answers to these questions can make the difference between a successful academic career or one that is discouraging and unsuccessful.

"The most important reason that students drop out is based on financial issues. The second, third and fourth reasons are responsibility toward family, feeling different or not having the academic or social support they need," said CEO of the Hispanic Scholarship Fund, Sara Martinez Tucker.

Currently, the total student enrollment at South Texas Community College is approximately 10,373. Total Hispanic enrollment is 9,852 - an amazing 95 percent of the total enrollment.

Approximately 538 associate degrees are earned at STCC, in which 508 of them are earned by Hispanic students alone.

According to the American Council on Education, 56 percent of Hispanics who start college do so in a community college.

Finding the right community college can be crucial to your academic future, especially if you plan to transfer to a four-year college later.

That is why South Texas Community College has been working on "articulation agreements" with universities here in the Rio Grande Valley.

Recently, STCC joined forces with The University of Texas at Brownsville and A & M University Kingsville in the signing of such an agreement, which will allow students to transfer with ease between colleges.

South Texas Community College is very proud to be named *SuperOnda Magazine's* #1 Community College to attend.

OUR COMMITMENT TO HIDALGO AND STARR COUNTIES

Vision

A better quality of life for our communities.

Mission

South Texas Community College (STCC) is a comprehensive public community college established to address the diverse educational and training needs of the people of Hidalgo and Starr counties by empowering a pluralistic society of learners with the knowledge and skills necessary to enhance the quality of their lives and to promote the development of their communities.

Values

- Quality
- Integrity
- Community

Institutional Goals

- Excellence
- Student Success
- Regional Prosperity
- Community Service
- District-wide Access

INSTITUTIONAL STATEMENT OF PURPOSE

South Texas Community College seeks to achieve its institutional purpose by offering a variety of educational programs, services, and opportunities designed to:

- ❖ ***Develop a Prepared Workforce*** by offering technical and vocational programs for those seeking direct career preparation and credentials suitable for employment in today's businesses and industries;
- ❖ ***Provide Quality Academic Education*** by offering freshman and sophomore college courses in the arts and sciences for those pursuing associate degrees or planning to transfer to a senior institution;
- ❖ ***Encourage Life-Long Learning*** by offering continuing education courses to those interested in changing careers, upgrading their skills, or seeking personal enrichment;
- ❖ ***Facilitate Student Success*** by providing individualized academic advisement, personal counseling, career guidance, and other support services and, also, by offering developmental and compensatory programs that assist those needing basic skills review and reinforcement.

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

- ❖ ***Maintaining an Accessible and Effective Learning Environment*** by encouraging and facilitating enrollment, by employing the best of traditional and innovative educational delivery systems, and by providing facilities and resources conducive to successful teaching/learning endeavors;
- ❖ ***Fostering Leadership for Its Communities*** by providing individuals with curricular and extracurricular opportunities to develop leadership qualities and exercise leadership skills;
- ❖ ***Capitalizing on the Unique Strengths of a Multi-Cultural Environment*** by recognizing and taking advantage of the special capabilities, insights, and opportunities that exist in a region of international interaction;
- ❖ ***Promoting Regional Economic Growth and Prosperity*** by initiating and maintaining alliances with business and industry, educational institutions, government agencies, and community organizations, and by providing customized training in partnership and regional interests;
- ❖ ***Partnering with Business and Industry*** to provide close linkages in order to facilitate achievement of desired outcomes and to help secure resources;
- ❖ ***Creating a Supportive Collegial Work Environment*** which rewards excellence, provides opportunities for professional and personal growth, and encourages meaningful involvement in the decision-making process.

Creation

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

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

An enrollment of 1,000 students in 1993 has increased to over 10,000 in 2000.

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 Community College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Rights of Individuals with Disabilities

South Texas Community 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 STCC. 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. STCC supports efforts in

making the campus more accessible and encourages individuals with disabilities to participate in all activities. Students seeking assistance should contact the Office of Student Support Services. Employees should contact the Human Resources Department.

Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas Community 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.

STCC also prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the Office of Student Support Services.

Additionally, in accordance with the Texas Penal Code, 46.03 (Concealed Handgun Bill), no person may carry a firearm on the campus of an educational institution. Violators will be penalized.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

South Texas Community College assumes an affirmative posture to prevent and eliminate sexual harassment in any division, department, or any work unit by any employee or student. Sexual harassment of employees or students at South Texas Community College is strictly forbidden.

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

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A Message From The President



Welcome to a new millennium of education at South Texas Community College.

We are celebrating our seventh anniversary at STCC, and what an exciting seven years it has been! Over the past seven years we have worked diligently to develop over 50 different degree and certificate programs, established five campuses/centers in Hidalgo and Starr counties and hired a total of 293 full-time faculty committed to the success of our students.

In order to give our students a quality college education we are constantly building for your future. We continue to build our programs of study in an effort to provide more career and educational choices. We are building our student enrollment in an effort to provide open access and an affordable opportunity for all

that wish to pursue higher education or technical training. We are building our program of student activities to give our students a well-rounded college experience. Perhaps the most obvious phase of building is evidenced by the opening of the new Mid Valley Campus, the recent expansion of the Learning Resource Center, the opening of the new Nursing and Allied Health Center and the expansion of the Center for Advanced and Applied Technology.

Education is truly a building process. As STCC grows, so do the opportunities for our students. The excitement and vibrance of this College is astounding and can be felt and seen in the faces of each student, staff member, faculty member and administrator. It is a privilege to be a part of such tremendous growth and to know that we, at STCC, are helping our students reach their goals.

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

Congratulations on your decision to be a part of South Texas Community College, where we are building a brighter future for you.

Sincerely yours,

A handwritten signature in cursive script that reads "Shirley A. Reed". The signature is written in dark ink on a white background.

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

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Representing Starr County
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Elected May 2000



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ACADEMIC CALENDAR 2000-2001

Fall Semester 2000

August 15 (Tuesday)	New Faculty Start Date
August 15 (Tuesday)	Starr County Registration
August 16 (Wednesday).....	Faculty Convocation/Faculty Resumes Work
August 17 (Thursday)	Mid-Valley Registration
August 18 (Friday)	Faculty Professional Development Day
August 21-25 (Monday-Friday)	Pecan Registration
August 29 (Tuesday)	Classes Begin
September 1 (Friday)	Last Day to Add a Class
September 4 (Monday)	Labor Day Holiday (College Closed)
September 14 (Thursday)	Census Date
October 9 (Monday)	Columbus Day (College Closed)
October 10 (Tuesday)	Faculty/Staff Professional Development Day (College Closed 7:00 a.m. – 5:00 p.m. Evening Classes Will Meet)
November 22 (Wednesday)	Last Day to Withdraw
November 23-26 (Thursday-Sunday)	Thanksgiving Holiday (College Closed)
December 11 (Monday)	Departmental Finals and Student Study Day (No Day or Evening Classes; Continuing Education Classes Will Meet)
December 12-17 (Tuesday-Sunday)	Final Exams
December 17 (Sunday)	Fall 2000 Semester Ends
December 18 (Monday)	Grades Due By Noon
December 20-January 2 (Wednesday-Tuesday)	Holiday (College Closed)

Spring Semester 2001

January 3 (Wednesday)	Faculty/Staff Resumes Work
January 4 (Thursday)	Starr County Registration
January 8 (Monday)	Mid-Valley Registration
January 9-11 (Tuesday-Thursday)	Pecan Registration
January 12 (Friday)	Faculty Professional Development Day
January 15 (Monday)	Martin Luther King, Jr. Day (College Closed)
January 16 (Tuesday)	Classes Begin
January 22 (Monday)	Last Day to Add a Class
January 31 (Wednesday)	Census Date
February 19 (Monday)	President's Day (College Closed)
February 20 (Tuesday)	Faculty/Staff Professional Development Day (College Closed 7:00 a.m. – 5:00 p.m.; Evening Classes Will Meet)
March 11-17 (Sunday-Saturday)	Spring Break (College Closed)
April 12-15 (Thursday-Sunday)	Easter Holiday (College Closed)
April 18 (Wednesday)	Last Day to Withdraw
May 7 (Monday)	Department Finals and Student Study Day (No Day or Evening Classes; Continuing Education Classes Will Meet)
May 8-13 (Tuesday-Sunday)	Final Exams
May 13 (Sunday)	Spring 2001 Semester Ends
May 14 (Monday)	Grades Due By 4:00 p.m.
May 20 (Sunday)	Graduation

Summer 2001 Session 1
(First Six Weeks: June 4 – July 9)

May 22 (Tuesday)	Starr County Registration – Summer I, II, and III
May 24 (Thursday)	Mid-Valley Registration – Summer I, II, and III
May 28 (Monday)	Memorial Day Holiday (College Closed)
May 29-31 (Tuesday-Thursday)	Pecan Registration – Summer I, II, and III
June 4 (Monday)	Classes Begin
June 5 (Tuesday)	Last Day to Add a Class
June 7 (Thursday)	Census Date
July 3 (Tuesday)	Last Day to Withdraw
July 4 (Wednesday)	Independence Day Holiday (College Closed)
July 9 (Monday)	Final Exams/Summer I 2001 Ends
July 10 (Tuesday)	Grades Due By 2:00 p.m.

Summer 2001 Session 2
(Second Six Weeks: July 12 – August 15)

July 11 (Wednesday)	Registration – Summer II
July 12 (Thursday)	Classes Begin
July 13 (Friday)	Last Day to Add a Class
July 17 (Tuesday)	Census Date
August 10 (Friday)	Last Day to Withdraw
August 15 (Wednesday)	Final Exams/Summer II 2001 Ends
August 17 (Friday)	Grades Due by Noon

Summer 2001 Session 3
(Twelve Week Session: June 4 – August 15)

May 22 (Tuesday)	Starr County Registration – Summer I, II, and III
May 24 (Thursday)	Mid-Valley Registration – Summer I, II, and III
May 28 (Monday)	Memorial Day Holiday (College Closed)
May 29-31 (Tuesday-Thursday)	Pecan Registration – Summer I, II, and III
June 4 (Monday)	Classes Begin
June 5 (Tuesday)	Last Day to Add a Class
June 14 (Thursday)	Census Date
July 4 (Wednesday)	Independence Day Holiday (College Closed)
August 10 (Friday)	Last Day to Withdraw
August 14-15 (Tuesday-Wednesday)	Final Exams
August 15 (Wednesday)	Summer III 2001 Ends
August 17 (Friday)	Grades Due by Noon

ACADEMIC CALENDAR 2001-2002

Fall Semester 2001

August 17 (Friday)	New Faculty Start Date
August 20 (Monday)	Faculty Resumes Work
August 21 (Tuesday)	Starr County Registration
August 21 (Tuesday)	Faculty Professional Development Day
August 22 (Wednesday)	Mid-Valley Registration
August 23-24 (Thursday-Friday)	Pecan Registration
August 28 (Tuesday)	Faculty Convocation
August 30 (Thursday)	Classes Begin
September 3 (Monday)	Labor Day Holiday (College Closed)
September 5 (Wednesday)	Last Day to Add a Class
September 17 (Monday)	Census Date
October 8 (Monday)	Columbus Day (College Closed)
October 9 (Tuesday)	Faculty/Staff Professional Development Day (College Closed 7:00 a.m. – 5:00 p.m.; Evening Classes Will Meet)
November 21 (Wednesday)	Last Day to Withdraw
November 22-25 (Thursday-Sunday)	Thanksgiving Holiday (College Closed)
December 12 (Wednesday)	Departmental Finals and Student Study Day (No Day or Evening Classes; Continuing Education Classes Will Meet)
December 13-18 (Thursday-Tuesday)	Final Exams
December 18 (Tuesday)	Fall 2001 Semester Ends
December 20 (Thursday)	Grades Due by Noon
December 24-January 6 (Monday-Sunday)	College Closed

Spring Semester 2001

January 7 (Monday)	Staff Resumes Work
January 8 (Tuesday)	Starr County Registration
January 9 (Wednesday)	Mid-Valley Registration
January 10 (Thursday)	Faculty Resumes Work
January 15 (Tuesday)	Faculty Professional Development Day
January 10 (Thursday)	Pecan Registration
January 17 (Thursday)	Classes Begin
January 21 (Monday)	Martin Luther King, Jr. Day (College Closed)
January 23 (Wednesday)	Last Day to Add a Class
February 4 (Monday)	Census Date
February 18 (Monday)	President's Day (College Closed)
February 19 (Tuesday)	Faculty/Staff Professional Development Day (College Closed 7:00 a.m. – 5:00 p.m.; Evening Classes Will Meet)
March 11-17 (Monday-Sunday)	Spring Break (College Closed)
March 28-31 (Thursday-Sunday)	Easter Holiday (College Closed)
April 18 (Thursday)	Last Day to Withdraw
May 10 (Friday)	Departmental Finals and Student Study Day (No Day or Evening Classes; Continuing Education Classes Will Meet)
May 11-16 (Saturday-Thursday)	Final Exams
May 16 (Thursday)	Spring 2002 Semester Ends
May 20 (Monday)	Grades Due by 4:00 p.m.
May 26 (Sunday)	Graduation

Summer 2002 Session 1
(First Six Weeks: June 3 – July 8)

May 27 (Monday)	Memorial Day Holiday (College Closed)
May 28 (Tuesday)	Starr County Registration – Summer I, II, and III
May 29 (Wednesday)	Mid-Valley Registration – Summer I, II, and III
May 30 (Thursday)	Pecan Registration – Summer I, II, and III
June 3 (Monday)	Classes Begin
June 4 (Tuesday)	Last Day to Add a Class
June 6 (Thursday)	Census Date
July 3 (Wednesday)	Last Day to Withdraw
July 4 (Thursday)	Independence Day Holiday (College Closed)
July 8 (Monday)	Final Exams/Summer I 2002 Ends
July 9 (Tuesday)	Grades Due by 2:00 p.m.

Summer 2002 Session 2
(Second Six Weeks: July 11 – August 14)

July 11 (Thursday)	Classes Begin
July 12 (Friday)	Last Day to Add a Class
July 16 (Tuesday)	Census Date
August 5 (Monday)	Last Day to Withdraw
August 14 (Wednesday)	Final Exams/Summer II 2002 Ends
August 16 (Friday)	Grades Due by Noon

Summer 2002 Session 3
(Twelve Week Session: June 3 – August 14)

May 28 (Tuesday)	Starr County Registration – Summer I, II, and III
May 28 (Tuesday)	Mid-Valley Registration – Summer I, II, and III
May 29 (Wednesday)	Memorial Day Holiday (College Closed)
May 30 (Thursday)	Pecan Registration – Summer I, II, and III
June 3 (Monday)	Classes Begin
June 4 (Tuesday)	Last Day to Add a Class
June 13 (Thursday)	Census Date
July 4 (Thursday)	Independence Day Holiday (College Closed)
August 5 (Monday)	Last Day to Withdraw
August 13-14 (Tuesday-Wednesday)	Final Exams
August 14 (Wednesday)	Summer III 2002 Ends
August 16 (Friday)	Grades Due By 2:00 p.m.

Admissions Guidelines

REQUIREMENTS

South Texas Community College maintains an “open door” admissions policy, but admission to the College does not imply admission to all programs of the College. Some programs have additional requirements for admission. Information about these programs is available at the Office of Admissions and Records.

The Admissions Task Force meets biannually, or as needed, in order to review the Admissions Guidelines for South Texas Community College.

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 Community 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.

By High School Graduation

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills (TAAS) test and the date of graduation must be submitted to the Office of Admissions and Records prior to registration.

By 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 official 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 programs 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.

By Individual Approval

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas Community College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the Pre-TASP, TASP, ACT, or SAT prior to enrollment. All applicants must submit an official transcript from the last high school attended prior to enrollment and will be placed under scholastic probation for the initial semester of enrollment. Course selection and load may be restricted. Federal legislation

requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam (ASSET) to be eligible to receive financial aid. The Admissions Committee will review each individual approval applicant.

By Transfer from Another 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.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and appropriate credit will be awarded. The student will then be notified by mail, within their first semester, of courses that transferred.
3. Credits for courses in which a passing grade of “C” or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an American Association of Collegiate Registrars and Admissions Officers (AACRAO) approved transcript evaluating service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state’s “academic fresh start” statute, TEX. EDUC. CODE ‘ 51.929. 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 can not receive any course credit for courses taken 10 or more years prior to enrollment.

By Concurrent Enrollment

Concurrent enrollment allows eligible 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 concurrent enrollment as determined by the policy of the students' high school. In addition, high school students admitted to the College must meet the same requirements as all other admitted students. High school credit may be earned with the approval of the principal. College credit may be earned upon successful completion of the course. The Request for Concurrent Enrollment form is available at the Office of Admissions and Records.

International Student

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy and must contact the Office of Student Discipline/Veteran Affairs (*refer to International Student section, page 21*).

MANDATORY ASSESSMENT

Mandatory assessment in the basic skills areas of writing, reading and mathematics is required for all new students. This assessment is necessary in order to ensure the maximum potential for students success. Assessment results will not be used for general admissions purposes, except as applicable to the completion of specialized requirements for selected programs.

The College complies fully with the state mandated Texas Academic Skills Program (TASP) as specified in Section 51.306 of the Texas Education Code. All students pursuing an associate degree and/or academic transfer credits must meet all TASP requirements prior to enrolling, and any student who has taken, but not yet passed all sections of TASP must be continuously enrolled in developmental education.

TEXAS ACADEMIC SKILLS PROGRAM (TASP) AND MANDATORY PLACEMENT TESTING

The Texas legislature passed legislation requiring that effective with the 1989 fall semester all Texas public college and university students be tested for reading, writing, and mathematics skills. The Texas Academic Skills Program (TASP) test is the required test for all students enrolling in a Texas public college or university seeking a non-certificate degree.

The Testing Center administers the TASP test throughout the year. Information on test dates, registration deadlines, and general information is available upon request. Call 1-800-742-STCC for information or contact the Testing Center at (956) 668-6474. Any questions not covered regarding TASP & Developmental Education, please refer to the Institutional Developmental Educational Plan, which can be found at the Testing Center.

WHO MUST TAKE THE TASP TEST

As of the Fall 1998 semester, students who plan to enroll in a Texas public college or university and students in high school enrolling in a college-level course **MUST** take the TASP **before enrolling in any college-level credit coursework.**

The following students must take TASP:

- Students who are entering or are enrolled in a Texas public institution of higher education (i.e., a college, university, or technical institute) as a full-time or part-time student in an associate or baccalaureate degree program.
- Students who are seeking admission to an educator preparation program in either a public or a private institution in Texas.
- Students who are in a certificate program of 43-59 semester credit hours or the equivalent.
- Students who are transferring from outside Texas or from a Texas private college or university to a Texas public college or university.
- Students with a hearing impairment, please refer to the Stanford Achievement Test (SAT) Registration Bulletin for information about testing requirements, which may also be obtained at the Office of Student Support Services.

WHO DOES NOT HAVE TO TAKE THE TASP TEST

- Students who are not teacher education candidates and received credit for at least three semester credit hours or the equivalent of college-level work prior to Fall 1989. (EXCEPTION: Teacher education candidates who are governed by a different provision of Texas law are not TASP Exempt. All teacher education candidates must pass a basic skills test prior to being granted permission to take more than six hours of teacher education courses.)
- Students who meet the legal definition of blind and deaf (per Texas Education Code 54.205) and who received credit for at least three semester credit hours of college-level work prior to Fall 1995.
- Students who have achieved a sufficiently high score on ACT, SAT, or TAAS. ACT and SAT scores may be no more than five years old, and exit-level TAAS scores may be no more than three years old.
- Students who are 55 years of age or older and not seeking a degree or certificate from a Texas public institution that choose to make this exemption available.
- Students who are enrolled on a temporary basis at STCC and are also enrolled in a private or independent institute of higher education or an out-of-state institution of higher education or graduated from an institution of higher education, a private or independent institution of higher education, or an out-of-state institution of higher education.
- Students who are enrolled in a **certificate program of one year or less** (42 or fewer semester credit hours or the equivalent).
- A student who has been diagnosed as having dyslexia or a related disorder. Additionally, the student with the disability who completes

the developmental program prescribed by the institution may be required to retake the test once, but not be referred to an additional developmental course or other developmental program or precluded from enrolling in an upper-division course or graduating because of the student's performance on the test.

- Students who are citizens of a country other than the United States and are not seeking a degree or level-two certificate/degree.
- Students who have graduated with a baccalaureate degree from an accredited institution of higher education.

WHEN MUST A STUDENT TAKE THE TASP TEST?

A student must have the TASP Test **before enrolling in any college-level credit coursework.**

REGISTRATION FOR THE TASP TEST

To register for the TASP Test, a student must fill out a registration form prior to the test administration. The *TASP Test Registration Bulletin* provides the student with all the information necessary to register and is available through the Office of Student Support Services and Student Information Centers. All registration is on a first-come, first-served basis. STCC is a designated test site. Tests are administered several times during the year.

PAYMENT FOR THE TASP TEST

The TASP Test fee is \$29. Fee waivers are available for qualifying students. The number of fee waivers is limited. Please contact the Financial Aid Office or the Testing Center for more information.

PLACEMENT TESTING

Students enrolling for Certificate Level-One programs of one year or less (42 or fewer semester credit hours or the equivalent) must be tested for reading, writing, and mathematics skills. Placement tests that can be used are the TASP, "Quick" TASP, Pre-TASP Test, ACT, or SAT.

Students who do not pass the TASP, "Quick" TASP, or Pre-TASP, ACT, or the SAT or meet the requirements, must participate in the appropriate pre-requisite course(s) before being allowed to enroll in college-level courses.

TAKING AND PASSING THE TASP TEST

To be considered TASP Complete, a student must pass **all** three sections --reading, writing, and math. If the student does not pass one or more sections, the student may register for the TASP Test again and take only the section(s) of the test that he/she has not passed. A student must be in "continuous" developmental coursework for any section of the test not passed. A student is not required to take developmental courses in all areas he/she failed at the same time, but must be in developmental coursework for at least one section. Students not passing all sections of the TASP Test prior to completing 55 or more college-level semester credit hours, or the equivalent, will not be allowed to enroll in upper-division courses, including those contained in an associate degree program.

Students required to take the TASP Test may not graduate from a certificate program that has six or more semester credit hours or the equivalent outside of the **specified** curriculum, an associate degree program or a baccalaureate degree program until they have passed all three sections of the TASP Test and/or completed sections with "B" or Better option.

To obtain a copy of the TASP Registration Bulletin, contact the Student Information Center located at all STCC sites, the Testing Center, or the Student Support Services Offices or the Academic/Student Affairs Office at any Texas college or university.

THE TASP TEST

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

The TASP Test consists of the following sections:

Reading

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

Mathematics

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

Writing

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

TESTING TIME PROVIDED

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

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

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

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

1. Writing
 - A. ENGL 1301 (Composition I); or
 - B. ENGL 1302 (Rhetoric)
2. Reading (Courses selected for reading at any institution must be reading intensive)
 - A. HIST 1301, 1302 (U.S. History);
 - B. ENGL 2321, 2322, 2323 (English Literature);
 - C. ENGL 2331, 2332, 2333 (World Literature);
 - D. ENGL 2326, 2327, 2328 (American Literature);
 - E. PSYC 2301 (General Psychology); or
 - F. GOVT 2301, 2302, 2305, 2306 (American Government)
3. Mathematics
 - A. MATH 1414 (College Algebra); or
 - B. MATH 1316 (Plane Trigonometry).

ADMISSIONS PROCEDURES

The steps for entering South Texas Community College are as follows:

1. Obtain a Student Data Form and Student Supplemental Information Form from the Office of Admissions and Records, complete both and return to the same office.
2. Provide an official transcript from your high school, or if you are a transfer student, from each college you attended, and have it submitted to the Office of Admissions and Records.
3. Submit test scores from one of the following: Pre-TASP, TASP, ACT, or SAT as part of the application process.
 - a. Students should submit these test scores which are used for placement and guidance purposes.

- b. Applications for TASP may be made through the high school or college guidance offices. The Pre-TASP and the TASP tests are given at South Texas Community College at designated times. Call the Testing Center at (956) 668-6474.
4. Notification of admission - Students who do not complete all admissions requirements listed above before the established deadlines will be notified of their status by the College.
5. Registration for classes will be held on the official registration dates as outlined in the school calendar/class schedule. Payment of tuition and fees is due at the designated deadline to complete the enrollment process.
6. Falsification of admission records may result in permanent suspension from the College.

Student admission procedures are the responsibility of the Director of Admissions. Any questions, comments, or requests for assistance concerning the enrollment process or any other aspect of the admission procedure should be directed to the Director of Admissions.

AUDITING A CLASS

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

Registration for an audit class is available on the seventh class date of the fall or spring semester and the third class date of each Summer session. Course tuition and fees will be charged for auditing a course. Auditing a course will be determined on a space availability contingency.

CONCURRENT ENROLLMENT

Concurrent enrollment is a program which allows qualified 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 credit may be earned with the approval of the Principal. Check with your high school Counselor for verification. College credit will be earned upon successful course completion. Students must submit an application form and an official high school transcript. The application must be signed by their high school principal or counselor, their parent or legal guardian, and the STCC Admissions director. Students must also have appropriate TASP scores, or be TASP exempt in order to participate in the program. Please check with the Office of Admissions and Records, or the Office of Instruction for further details.

INTERNATIONAL STUDENTS

International students making application to South Texas Community College must complete the following requirements:

1. Submit an Application for Admission and a translated official transcript of graduation from high school (notarized translated into English). A list of AACRAO approved translating agencies is available at the Office of Admissions and Records. It is recommended that this be done **at least 90 days** before enrolling to allow time for processing the necessary immigration forms.
2. Upon receipt of this data, South Texas Community College will issue the student an I-20 form and a letter of acceptance for admission to the college. The applicant must then take these documents to the U.S. Embassy to obtain an F-1 student visa.
3. Submit an official copy of scores if applicable, on the Test of English as a Foreign Language (TOEFL) before being considered for admission. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 U.S.A. (No student will be accepted who has a total TOEFL score below 500.)
4. Submit an affidavit of support guaranteeing ability to pay expenses and a statement from a bank or reliable institution documenting availability of funds. This form (affidavit) must have attached a conversion of monetary equivalencies in American dollars and cents, and it must be notarized by the country's equivalent of a notary public who should sign and stamp or impress his/her seal.

Foreign students must also abide by the following regulations:

1. Provide proof of medical and hospitalization insurance at the time of registration.
2. Be ineligible to receive financial aid or employment privileges.
3. Must be enrolled on a full-time basis and maintain satisfactory progress as defined under the Scholastic Progress Standards section of this catalog.
4. Comply with STCC regulations and all other laws governing United States citizens.
5. Provide a copy of the I-94 to be kept on file. Failure to comply with any of these regulations may result in expulsion from South Texas Community College and deportation from the United States.

STUDENTS RECORDS

Definition of a Major

A "major" is a concentration of specialized coursework, which leads to a certificate or degree. A current list of major codes is listed on the back of the Student Data Form (application) as well as on the Change of Major/Address form.

CHANGE OF ADDRESS

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

CHANGE OF NAME

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

CONFIDENTIALITY OF RECORDS

It is the policy of South Texas Community College to maintain confidentiality of its students' educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

1. To appropriate STCC officials who require access to educational records in order to perform their legitimate educational duties/interest.
"Legitimate educational interests' means (1) the information or records requested is relevant and necessary to accomplishment of some task or determination; and (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility."
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;

5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

NOTICE:

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

DIRECTORY INFORMATION

At its discretion, STCC may release information which shall include:

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

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

FORMAL HEARING PROCEDURE

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

RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas Community College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation

of residency rules will result in disciplinary action. Students must have lived in the state of Texas for 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out-of-state as defined by the above-cited guidelines must pay non-resident tuition.

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

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

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

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

Persons, and their dependents, who do not live in the college district but who own property which is subject to ad valorem taxation by the College's taxing district, are also classified as In-District students. Evidence of ownership of such property shall be a current certificate of payment provided by the Tax-Assessor Collector of either Starr or Hidalgo counties. It must be submitted with the application for admission to the College and will be retained by the College. This evidence must be re-submitted annually. Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent. Foreign students are not eligible for the waiver.

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

When completing the oath of residency portion of the application for admission process, the student is responsible for registering under the proper residence classification and for providing documentation as required by the College. If there is any question

as to right to classification as a resident of the South Texas Community College District, it is the student's obligation, prior to, or at the time of enrollment, to raise the question with the administrative officials of the College for official determination. Students classified as Texas and In-District residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials. Failure to notify the institution constitutes a violation of the oath of residency.

A student classified as a non-resident (out-of-state or international) is one who has not lived in Texas for the 12 months immediately prior to the date of enrollment. Aliens who live in this country under a visa permitting permanent residence or who have filed a declaration of intent to become a citizen with the proper federal immigration authorities have the same privilege of qualifying for resident status as a citizen of the United States.

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

Please refer to the *Student Handbook* section on pages 279-299 for specific Policies and Procedures.

Tuition and Fees

IN-DISTRICT TUITION

Fiscal Year 2000 - 2001

IN-DISTRICT INCLUDES HIDALGO AND STARR COUNTY RESIDENTS

Number of Credit Hours	Tuition
1	\$124.00
2	\$148.00
3	\$172.00
4	\$229.00
5	\$271.00
6	\$313.00
7	\$355.00
8	\$397.00
9	\$439.00
10	\$481.00
11	\$523.00
12	\$565.00
13	\$607.00
14	\$649.00
15	\$691.00
16	\$733.00
17	\$775.00
18	\$817.00
19	\$859.00
20	\$901.00
21	\$943.00

Note:

In-District includes Hidalgo and Starr County residents.

Out-of-District includes all other Texas Residents.

Included in Tuition:

Student Support Services Fee per credit hour
Facilities & Operations Fee per credit hour
Equipment and Technology Fee per credit hour
Graduation Fee
Transcripts Fee
Student Photo I.D.
Student I.D. Validation per semester

Replacement Student Identification
Parking Permit per semester
Per additional vehicle
Campus Placement Test Fee
ASSET Exam (Ability to Benefit)
Career Assessment-Full Battery Fee

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 Community College.

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

OUT-OF-DISTRICT TUITION

Fiscal Year 2000 - 2001

OUT-OF-DISTRICT INCLUDES ALL OTHER TEXAS RESIDENTS

Number of Credit Hours	Tuition
1	\$174.00
2	\$198.00
3	\$222.00
4	\$282.00
5	\$331.00
6	\$380.00
7	\$429.00
8	\$478.00
9	\$527.00
10	\$576.00
11	\$625.00
12	\$674.00
13	\$723.00
14	\$772.00
15	\$821.00
16	\$870.00
17	\$919.00
18	\$968.00
19	\$1,017.00
20	\$1,066.00
21	\$1,115.00

Note:

In-District includes Hidalgo and Starr County residents.

Out-of-District includes all other Texas Residents.

Included in Tuition:

Student Support Services Fee per credit hour
Facilities & Operations Fee per credit hour
Equipment and Technology Fee per credit hour
Graduation Fee
Transcripts Fee
Student Photo I.D.
Student I.D. Validation per semester

Replacement Student Identification
Parking Permit per semester
Per additional vehicle
Campus Placement Test Fee
ASSET Exam (Ability to Benefit)
Career Assessment-Full Battery Fee

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 Community College.

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

NON RESIDENT TUITION

Fiscal Year 2000 - 2001

NON RESIDENTS INCLUDE ALL OTHER UNITED STATES RESIDENTS
& INTERNATIONAL STUDENTS

Number of Credit Hours	Tuition
1	\$110.00
2	\$220.00
3	\$330.00
4	\$440.00
5	\$550.00
6	\$660.00
7	\$770.00
8	\$880.00
9	\$990.00
10	\$1,100.00
11	\$1,210.00
12	\$1,320.00
13	\$1,430.00
14	\$1,540.00
15	\$1,650.00
16	\$1,760.00
17	\$1,870.00
18	\$1,980.00
19	\$2,090.00
20	\$2,200.00
21	\$2,310.00

Note:

In-District includes Hidalgo and Starr County residents.

Out-of-District includes all other Texas Residents.

Included in Tuition:

Student Support Services Fee per credit hour
Facilities & Operations Fee per credit hour
Equipment and Technology Fee per credit hour
Graduation Fee
Transcripts Fee
Student Photo I.D.
Student I.D. Validation per semester

Replacement Student Identification
Parking Permit per semester
Per additional vehicle
Campus Placement Test Fee
ASSET Exam (Ability to Benefit)
Career Assessment-Full Battery Fee

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 Community College.

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

FEES

Fiscal Year 2000 - 2001

Other Student Additional Fees

Continuing Education per contact hour	4.00
Drop/Add Fee (1st to 12th class day) one time fee	20.00
Late Registration Fee	25.00
Student Registration Fee	65.00
Non-Course Based TASP Remediation Fee	95.00
Audit Fee	Tuition
Credit by Examination (Technical Courses Only)	Tuition
Returned Check	25.00

Parking Permit Violations

First	10.00
Second	30.00
Third	40.00

Handicap Parking Violations	100.00
Vehicle Boot Removal Fee	50.00

Moving Traffic Violations

First	30.00
Second	40.00
Third	50.00

Lost Library Book Fee - <i>Cost of book plus processing fee</i>	15.00
Installment Plan Fee	25.00
Late Installment Payment Fee	25.00
Emergency Loan Processing Fee	25.00

Insurance Fee

(obtain information from Cashier's Office)

Liability Insurance Fee

(Obtain information from your program chair)

Physical Education Special Activity Fee per course (Excluding Bowling & Golf)	45.00
Physical Education (PHED Bowling) Course Fee	75.00
Physical Education (PHED Golf) Course Fee	75.00
Seminars/Summer Camps, Workshops, and other special activities	Recovery of cost

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. An installment payment plan is available.

PAYMENTS

- During arena registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. Students may mail-in their payment in the return envelope provided with their student account statement. They can also pay at *USA Checks Cashed** at the following locations:
 - 1910 S. 10th, McAllen
 - 2629 Pecan, McAllen
 - 2222 W. Nolana - Suite L, McAllen
 - 102 W. 9th St., Mission
 - 1015 N. Texas, Suite 12A, Weslaco

* *There is a \$1.00 processing fee (that must be paid in cash).*

Early registration payments will be due the week of regular registration.

- Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped; however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.

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

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STCC does not re-deposit checks.
- To clear a returned check, the student must go to the Check Rite Office to pay for the check (515 Nolana, McAllen, TX 630-2878). A \$25.00 fee is charged to the student.
- Returned checks not promptly paid to Check Rite will be charged a \$25 fee and referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department and the student will be charged a \$25 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

SCHEDULE CHANGES

(Adding and Dropping Courses)

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

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis.
- Applications are available with the Cashiers and must be returned prior to census date.
- One-half of tuition and fees, a \$25.00 installment fee, and any other fees that are not deferred are due on registration day.
- The remaining balance is subject to change in the event you withdraw, drop, or add a class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.

- Due dates:
 - During fall and spring there are two installment payment dates which will be posted on the student registration receipt.
 - During the summer sessions, there is one installment payment which will be posted on the student registration receipt.
- A \$25.00 late payment fee will be assessed for each payment not paid by the scheduled due date.
- Withdrawals from your classes may be processed within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

Third Party contracts constitute written agreements between a third party (i.e., Texas Rehabilitation Commission, JTPA) and South Texas Community College; wherein, payment for tuition and fees for a student is to be paid to STCC 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 station before proceeding to the cashier's station for a class schedule receipt.

DUAL ENROLLMENT FEES

- Students enrolled at two institutions of higher education.

The total amount of tuition charged at STCC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Student Support Service Fee, Facilities and Operations Fee, Equipment and Technology Fee and other 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 concurrent enrollment in the form of a receipt is required at the Office of Admissions and Records on a semester basis. During the fall and spring semesters, proof must be submitted before the twelfth class day. During the summer sessions, proof must be submitted before the fourth class day for evaluation and necessary adjustments. Appropriate refunds will be determined and will be issued to the student's address on file at the Office of Admissions and Records.

Highlights for Tax Benefits for Higher Education

Do not rely on this chart alone. It provides only general highlights of some differences among the benefits.
 Caution: No double benefits are allowed. See footnotes.

	Hope Credit (Education Credit)	Lifetime learning credit (Education Credit)	Education IRA	Traditional and Roth IRAs ¹	Interest Paid on Student Loans	Qualified State Tuition Programs	Qualified U.S. Savings Bonds ¹	Employer's Educational Assistance Program ¹
What is your benefit? ²	Tax credit (nonrefundable)		Withdrawals are tax free	No 10% additional tax on early withdrawal	Deduction to arrive at adjusted gross income	Prepay future tuition expenses	Interest is excludable from income	Employer benefits are excludable from income
What is the annual limit?	Up to \$1,500 per student	Up to \$1,000 per family	\$500 contribution per child under 18	Amount of qualifying expenses	1999: \$1,500 2000: \$2,000 2001: \$2,500	None	Amount of qualifying expenses	\$5,250
That expenses qualify besides tuition and required enrollment fees? ²	N/A		Books, supplies, & equipment; Room and board if at least half-time attendance; Payments to qualified state tuition program	Books, supplies, & equipment; Room & board if at least half-time attendance	Books, supplies, & equipment; Room & board; Transportation; Other necessary expenses	Books, supplies, & equipment; Room & board if at least half-time attendance	Payments to qualified state tuition programs; Payments to education IRAs	Books, supplies, & equipment
What education qualifies?	1st 2 years of undergraduate	All undergraduate and graduate levels						Undergraduate level
What other conditions apply?	Can be claimed only for 2 years; Must be enrolled at least half-time in a degree program	Applies to expenses paid and for school attendance after June, 30 1998	Contributions not deductible; Cannot also contribute to qualified state tuition program or claim an education credit; Must withdraw assets at age 30	Must receive entire balance or begin receiving withdrawals by April 1 of year following year in which age 70½ is reached	Applies to 1st 60 months' interest; Must be enrolled at least half-time in a degree program	Tax-deferred earnings are taxed to beneficiary when withdrawn	Applies only to qualified series EE bonds issued after 1989 or series I bonds	Cannot also claim an education credit; Expires for courses beginning after Dec. 31, 2001
At what income range do benefits phase out?	\$40,000 - \$50,000 \$80,000 - \$100,000 for joint returns		\$95,000-\$110,000; \$150,000-\$160,000 for joint returns	N/A	\$40,000-\$55,000; \$60,000-\$75,000 for joint returns	N/A	1999: \$53,100-\$68,100; \$79,650-\$109,650 for joint returns	N/A

1 Any nontaxable withdrawal is limited to the amount that does not exceed qualifying educational expenses.

2 You must generally reduce qualifying educational expenses by any tax-free income. You generally cannot use the same educational expense for figuring more than one benefit.

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

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 STCC's scheduled class days, not the students' class meeting days.

Drop or Withdrawal from STCC - To officially withdraw or drop from the college, a student must go to the Office of Admissions and Records. STCC will refund a percentage of collected tuition and mandatory fees to students who **officially withdraw or drop** from the institution according to the following refund schedule established by the Texas Higher Education Coordinating Board. If you drop and add a course with the same credit hours before the twelfth class day (during the fall and spring) or fourth class day (during the summer sessions), it is considered an even exchange and you will not pay a percentage. If you drop and add a course with the same credit hours after the twelfth class day, you will pay a percentage (see below schedule) for the course you dropped.

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

TUITION REFUNDS

FALL AND SPRING SEMESTERS

Prior to the first class day..... 100 percent
During the first fifteen class days 70 percent
During the sixteenth through twentieth class days ... 25 percent
After the twentieth class day None

SUMMER I AND II SESSIONS

Prior to the first class day..... 100 percent
During the first five class days 70 percent
During the sixth and seventh class day 25 percent
After the seventh class day None

SUMMER III SESSION

Prior to the first class day..... 100 percent
During the first twelve class days 70 percent
During the thirteenth through fifteenth class days.... 25 percent
After the fifteenth class day None

INCIDENTAL FEES

OTHER FEES

Late Registration Fee, Audit Fee, Credit by Exam Fee, Physical Education Fees, Remediation Fees, Student Registration Fee, Installment Plan Fee, Installment Late Fee and any other fee approved by the Board of Trustees of South Texas Community 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 Community College.

BOOKSTORE REFUNDS

Bookstore services are contracted with Follett Higher Education Group which determines the bookstore refund policy.

The policy listed below is, therefore, subject to change at the discretion of Follett:

100 percent refund with the following:

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

* No refunds on supplies

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

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

Please refer to the *Student Handbook* section on pages 279-299 for specific Policies and Procedures.

Scholastic Regulations

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COMMUNITY 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 Community College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course, cannot be used in determining grade point averages.

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COMMUNITY COLLEGE

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL - A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised September 1996). 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 CCNS codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded

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

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

Notice

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

SOUTH TEXAS COMMUNITY COLLEGE

ACADEMIC TRANSFERABLE COURSES

The following STCC academic courses are transferable in accordance to the Texas Common Course Numbering System.

(Last modified: March 7, 2000.)

Four-year institutions determine which courses will be required for degrees at their institution.

ACCT	2401	Principles of Financial Accounting	COSC	1315	Fundamentals of Programming
ACCT	2402	Principles of Managerial Accounting	COSC	1318	Computer Science Programming I
ANTH	2301	Physical Anthropology/Human Evolution	COSC	1420	C Programming
ANTH	2346	General Anthropology	COSC	1430	Variable Topic Programming Language
ANTH	2351	Cultural Anthropology	COSC	2315	Data Structures
ARTS	1301	Art Appreciation	COSC	2325	Computer Org. and Machine Language
ARTS	1303	Art History I	COSC	2330	Advanced C/C ++ Programming
ARTS	1304	Art History II	COSC	2420	C Programming
ARTS	1311	Design I	CRJ	1301	Introduction to Criminal Justice
ARTS	1312	Design II	CRJ	1306	The Courts & Criminal Procedure
ARTS	1316	Drawing I	CRJ	1307	Crime in America
ARTS	1317	Drawing II	CRJ	1310	Fundamentals of Criminal Law
ARTS	2316	Painting I	DANC	1241	Ballet
ARTS	2317	Painting II	DANC	1245	Modern Dance
ARTS	2323	Drawing III	DANC	1253	Spanish/Mexican Folkloric Dance
ARTS	2324	Drawing IV	DRAM	1310	Theatre Appreciation
ARTS	2326	Sculpture I	DRAM	1351	Acting I
ARTS	2327	Sculpture II	ECON	2301	Principles of Economics I - Macro
ARTS	2333	Printmaking I	ECON	2302	Principles of Economics II - Macro
ARTS	2334	Printmaking II	EDUC	1301	Introduction to Education
ARTS	2346	Ceramics I	ENGL	0091	Writing Skills III
ARTS	2347	Ceramics II	ENGL	1301	Composition
BCIS	1332	Cobol Programming	ENGL	1302	Rhetoric
BCIS	2332	Advanced Programming Cobol	ENGL	1312	Business Writing
BIOL	1322	Nutrition and Diet Therapy	ENGL	2300	Introduction to Literature
BIOL	1408	General Biology I	ENGL	2307	Creative Writing I
BIOL	1409	General Biology II	ENGL	2308	Creative Writing II
BIOL	1411	General Botany	ENGL	2311	Technical Writing
BIOL	1413	General Zoology	ENGL	2321	English Literature
BIOL	1424	Systematic Botany	ENGL	2326	American Literature
BIOL	2306	Environmental Biology	ENGL	2331	World Literature
BIOL	2416	Genetics	ENGL	2399	Special Topics in Literature
BIOL	2320	Microbiology for Food Services	ENGR	1101	Introduction to Engineering
BIOL	2389	Academic Coop in Bio/Life Scie	ENGR	1204	Engineering Graphics
BIOL	2401	Anatomy and Physiology I	ENGR	2301	Statics
BIOL	2402	Anatomy and Physiology II	ENGR	2302	Dynamics
BIOL	2421	Microbiology	GEOG	1301	Principles of Physical Geography
BIOL	2428	Comparative Vertebrate Anatomy	GEOL	1403	General Geology I
BUSI	1301	Intro. to Business	GEOL	1404	General Geology II
BUSI	2301	Business Law	GOVT	2301	American Government I
CHEM	1411	General Chemistry I	GOVT	2302	American Government II
CHEM	1412	General Chemistry II	GOVT	2304	Introduction to Political Science
CHEM	2423	Organic Chemistry I	GOVT	2389	Academic Cooperative in Social Science
CHEM	2425	Organic Chemistry II	HIST	1301	U.S. History I
COMM	2311	News Gathering & Writing I	HIST	1302	U.S. History II
COMM	2315	News Gathering & Writing II	HIST	2311	Western Civilization I
COSC	1301	Microcomputer Applications	HIST	2312	Western Civilization II
COSC	1309	Logic Design	HIST	2321	World Civilization I

HIST	2322	World Civilization II	KINE	1331	Kinesiology for Elementary School
HIST	2380	Mexican American History	KINE	1336	Introduction to Recreation
HUMA	1301	Introduction to the Humanities I	KINE	1346	Drug Use and Abuse in Society
HUMA	1302	Introduction to the Humanities II	KINE	2101	Lifeguard Training
KINE	1101	Cardiovascular Training & Cond. I	KINE	2255	Water Safety Instructor
KINE	1102	Cardiovascular Training & Cond. II	MATH	0085	Introductory Algebra
KINE	1103	Weight Training & Conditioning I	MATH	0090	Intermediate Algebra and Geometry
KINE	1104	Weight Training & Conditioning II	MATH	1414	College Algebra
KINE	1107	Basketball I	MATH	1316	Plane Trigonometry
KINE	1108	Basketball II	MATH	1325	Business Calculus
KINE	1109	Bowling I	MATH	1335	Math for Elementary Teachers I
KINE	1110	Bowling II	MATH	1336	Math for Elementary Teachers II
KINE	1111	Flag Football I	MATH	1342	Statistics
KINE	1112	Flag Football II	MATH	2312	Precalculus
KINE	1113	Golf I	MATH	2318	Linear Algebra
KINE	1114	Golf II	MATH	2320	Differential Equations
KINE	1115	Karate I	MATH	2412	Precalculus Algebra & Trigonometry
KINE	1116	Karate II	MATH	2413	Calculus I
KINE	1117	Orienteering I	MATH	2414	Calculus II
KINE	1118	Orienteering I	MATH	2415	Calculus III
KINE	1119	Racquetball I	MUSI	1181	Piano Class I
KINE	1120	Racquetball II	MUSI	1182	Piano Class II
KINE	1121	Soccer I	MUSI	1183	Voice Class I
KINE	1122	Soccer II	MUSI	1184	Voice Class II
KINE	1123	Softball I	MUSI	1192	Guitar Class I
KINE	1124	Softball II	MUSI	1193	Guitar Class II
KINE	1125	Swimming I	MUSI	1201	Applied Violin
KINE	1126	Swimming II	MUSI	1205	Applied Viola
KINE	1127	Tennis I	MUSI	1210	Applied Cello
KINE	1128	Tennis II	MUSI	1213	Applied Double Bass
KINE	1129	Volleyball I	MUSI	1221	Applied Oboe
KINE	1130	Volleyball II	MUSI	1224	Applied Flute
KINE	1131	Yoga & Flexibility Training	MUSI	1225	Applied Bassoon
KINE	1132	Self Defense & Personal Safety	MUSI	1227	Band Ensemble
KINE	1133	Outdoor Adventure Training	MUSI	1231	Applied Clarinet
KINE	1166	Basic Life Support (CPR)	MUSI	1233	Applied Saxophone
KINE	1191	Team Sports I	MUSI	1236	Applied Trumpet
KINE	1192	Team Sports II	MUSI	1237	Mariachi Ensemble
KINE	1193	Team Sports III	MUSI	1241	Choir Ensemble
KINE	1194	Team Sports IV	MUSI	1243	Applied French Horn
KINE	1206	Standard First Aid and Basic Life Support	MUSI	1245	Applied Trombone
KINE	1210	Aarobic Dance I	MUSI	1249	Applied Baritone
KINE	1211	Aerobic Dance II	MUSI	1253	Applied Tuba
KINE	1230	Personal Trainer	MUSI	1257	Applied Percussion
KINE	1232	Health and Fitness Instructor	MUSI	1261	Applied Guitar
KINE	1233	Advanced Personal Trainer	MUSI	1269	Applied Piano
KINE	1234	Master Fitness Trainer	MUSI	1281	Applied Voice
KINE	1236	Advanced Master Fitness Trainer	MUSI	1301	Fundamentals of Music
KINE	1237	Concepts of Physical Fitness	MUSI	1306	Music Appreciation
KINE	1301	Introduction to Kinesiology	MUSI	1308	Music Literature I
KINE	1304	Personal Health and Wellness	MUSI	1309	Music Literature II
KINE	1305	Community Health and Wellness	MUSI	1311	Music Theory I
KINE	1306	Community First Aid and Safety	MUSI	1312	Music Theory II
KINE	1321	Techniques of Coaching Sports I	MUSI	2181	Piano Class III
KINE	1322	Techniques of Coaching Sports II	MUSI	2182	Piano Class IV

MUSI	2183	Voice Class III
MUSI	2184	Voice Class IV
MUSI	2311	Music Theory III
MUSI	2312	Music Theory IV
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2306	Ethics
PHIL	2307	Introduction to Social Philosophy
PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
PHYS	2425	University Physics I
PHYS	2426	University Physics II
PSYC	2301	General Psychology
PSYC	2302	Applied Psychology
PSYC	2306	Human Sexuality
PSYC	2307	Adolescent Psychology
PSYC	2308	Child Psychology
PSYC	2314	Life Span Growth and Development
PSYC	2315	Psychology of Human Adjustment
PSYC	2316	Psychology of Personality
PSYC	2317	Statistical Methods in Psychology
PSYC	2319	Social Psychology
PSYC	2340	Current Issues in Psychology
READ	0090	Reading Skills III
ROTC	1201	Marksmanship and First Aid
ROTC	1202	Survival & Land Navigation Training
ROTC	2201	Basic Leadership and Army Organization
ROTC	3202	Advanced Army Physical Development
SOCI	1301	Introduction to Sociology
SOCI	1306	Contemporary Social Problems
SOCI	2301	Marriage and the Family
SOCI	2319	Minority Studies
SOCI	2339	Criminology - Juvenile Delinquency
SOCI	2399	Current Issues in Sociology
SOCW	2361	Introduction to Social Work
SOCW	2362	Social Welfare
SPAN	1311	Beginning Spanish I - Non-Native Speakers
SPAN	1312	Beginning Spanish II - Non-Native Speakers
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SPAN	2313	Beginning Spanish I - Native Speakers
SPAN	2315	Beginning Spanish II - Native Speakers
SPCH	1311	Introduction to Speech Communication
SPCH	1315	Public Speaking
SPCH	1318	Interpersonal Communications
SPCH	1321	Business & Professional Speaking
SPCH	2333	Discussion & Small Group Communication
SPCH	2335	Argumentation and Debate
TECA	1303	The Family and the Community
TECA	1311	Introduction to Early Childhood
TECA	1318	Nutrition, Health and Safety
TECA	1354	Child Growth and Development

TRANSFER DISPUTES

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

ORIENTATION 101 (COLLEGE SUCCESS)

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

CHANGE OF SCHEDULE

Students must use a drop/add form for all schedule changes once classes have begun. If the request originates with the student, the change must be completed within the time specified in the college calendar. A one-time fee of \$20.00 will be charged. The College reserves the right to make changes in a student's schedule; when this occurs, no fee is charged.

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

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

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

WITHDRAWAL FROM SEMESTER CREDIT COURSES

Initiation of Withdrawal

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

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

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

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

COURSE LOAD

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

BASIC SKILLS TEST

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

Students scoring below college level in their basic skills (reading, writing, mathematics) must be "**continuously**" enrolled in developmental coursework for any section of the **TASP** Test not passed. Non-course based **TASP** developmental lab work is available for students who have successfully completed developmental coursework, but who have not yet passed all sections of the **TASP** test. Students who register for non-course based **TASP** developmental work must spend a minimum of 32 clock hours per semester in classroom instruction.

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

CREDIT BY EXAMINATION

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

Grades for credit by examination are recorded as credit and are not considered in computing grade point averages. Credit earned by students not yet enrolled at STCC are held in escrow until the student earns six traditional credit hours at STCC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas Community College may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the school they intend to attend to verify transfer requirements.

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

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

The following grades are used with the grade point value per semester credit hour.

GRADE MARK	GRADE MEANING	GRADE POINT PER SEMESTER HR
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdrew	Not Computed
AUD	Audit	Not Computed
CR	Credit Given for	
N	Non-Credit	Not Computed
S	Passing	Not Computed

* 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 the objectives for the passing grade level attempted. 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.

SCHOLASTIC PROGRESS STANDARDS

Students are expected to meet certain minimal standards for coursework completed at South Texas Community College. Students who fail to maintain a cumulative grade point average of 2.0 (C average) are considered scholastically deficient and will be placed on academic probation or suspension as appropriate. All grades earned by a student, except for developmental courses, will be included in the computations of the grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The Academic Probation and Suspension Policy for students attending STCC is as follows:

<u>Level of Academic Status</u>	<u>GPA Criteria</u>
• GOOD STANDING	Cumulative GPA is 2.00 or above.
• PLACED ON ACADEMIC PROBATION	Cumulative GPA has dropped below 2.00

- CONTINUED ON ACADEMIC PROBATION Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above.
- ACADEMIC SUSPENSION Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00.

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

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

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Scholastic Appeals Committee in care of the Office of Student Support Services.

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

DEVELOPMENTAL STUDIES PROGRAM

South Texas Community College offers unprepared students the opportunity to develop college-level skills in mathematics, reading, writing and college success. Based on the results of the Pre-TASP Test, the ACT, and the SAT, students are placed in the appropriate Developmental Studies courses if the courses are required. Students who do not pass the state-required Texas Academic Skills Program (TASP) Test must continue to remain in Developmental Studies courses (in which deficiencies have been identified) until they pass the TASP test. *Failure to remain in a Developmental Studies course will result in the students' compulsory withdrawal from all college courses.* Passing the TASP enables the students to bypass further remediation in mathematics, reading, and writing, once they have completed the Developmental Studies courses in which they are enrolled.

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

ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. In some cases, an instructor will have additional attendance guidelines with administrative approval which will be consistent with the fundamental policy but will fulfill individual course requirements. The policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. The attendance policy is effective on the first official day of classes.

The South Texas Community College policy states:

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

Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility, however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within one week after the absence if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution no later than the fifteenth day of the fall or spring semester and the fifth day of the summer term. In some cases, a letter of verification of the observed holy day from the religious institution may be required. In addition, the student must adhere to the provisions of Section 51.911 of the Texas Education Code and to the institution's procedures. Forms are available in the Office of Admissions and Records.

STUDENT CODE OF CONDUCT

South Texas Community College considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the College.

South Texas Community College's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. For purposes of this policy, “campus” shall mean any and all STCC locations where courses are held or offered, whether classes are currently in session at such locations or not.

ACADEMIC HONORS

HONORS PROGRAM

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

Specific goals of the program include:

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

Admission Requirements

Students must apply for admission to the Honors Program. Applications may be obtained from the Honors Program Chair. Each application will be reviewed and admission determined by the Honors Program Chair. Students may apply at any time during the academic year. For further information about the Honors Program, contact the Honors Program Chair, Dr. Dana Cantu, at 618-8394 or 1-800-742-STCC.

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

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

To apply, the student must submit the following:

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

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

Continuing Eligibility Standards

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

Curriculum Structure

Honors Instruction

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

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

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

Year I -

First Semester, Second Semester, and Summer Session

Each student in the Honors Program will be encouraged to register for Honors sections in the Core Curriculum. This includes, but is not limited to: Honors sections in English; History; Government; Natural Science; Speech; Computer Science; Math, and the Fine Arts. Honors sections will be scheduled according to morning offerings or afternoon offerings on Monday, Wednesday, and Friday during the first and second semesters.

Year II -

Third Semester and Fourth Semester

Students enrolled in their second year of study at STCC will be encouraged to enroll in any courses in the Core Curriculum which they have not completed. Honors sections of the third and fourth semester Core Curriculum courses, as outlined in an Advising Plan, are scheduled to be offered primarily on Thursday and Friday.

HONOR GRADUATES

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

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

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

Each fall semester invitation to membership is extended by the Beta Epsilon Mu Chapter to credit students without advanced degrees who are currently enrolled, have completed at least 12 hours of course work leading to an associate degree, and have a cumulative GPA of 3.5 or higher. For further information, contact STCC's chapter advisor Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

VALLEY SCHOLARS PROGRAM

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College. Valley Scholars must maintain enrollment in the Honors Program at STCC (see Honors Program section for requirements). For further information about this program, contact Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

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

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

EDUCATIONAL PROGRAMS

Associate of Applied Science Degree (A.A.S.)

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

Specialization

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

General Education Requirement

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

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 TASP-waived although all certificate programs require a basic skills assessment. Level Two Certificates consist of 43-59 semester credit hours and require completion of TASP for graduation.

TRANSFER PROGRAMS

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. The repeated curricula in this catalog will satisfy the requirements of most four-year institutions. However, students must consult the catalog of the institutions to which they wish to transfer to determine the specific requirements of the receiving institution. Formal articulation agreements have been established with several other institutions to facilitate the transfer of credit. For more information, consult your advisor.

Core Curriculum

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

Field of Study Curriculum

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

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

GRADUATE GUARANTEE

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

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

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

GRADUATE REQUIREMENTS

South Texas Community College awards the Associate of Applied Science, Associate of Art and Associate of Science Degrees and the Certificate of Completion.

Catalog Restrictions:

A student who enrolls at South Texas Community College during any academic year and who earns credit for work done during that year may graduate under the college requirement provision of the current catalog or the catalog in force during the student's first semester of enrollment. In any case the catalog used to determine the degree requirements must not be more than five years old for an associate degree and three years old for a certificate degree. However, a student must complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.

Course Substitution:

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

Dual Degree:

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

Graduation Ceremony:

The ceremony for graduation is held in May. An application for graduation must be submitted to the Office of Admissions and Records 12 weeks prior to the end of the fall or spring semester, or 30 days prior to the end of the summer term in which the degree/certificate is to be conferred. A preliminary degree check will be made at the time. Although participation is optional, graduates are strongly encouraged to participate in the ceremony so that the faculty and staff may publicly express their congratulations to each student. Those who have satisfied the following requirements may be graduated.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

1. Complete the appropriate course of study for a two-year Associate of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College, as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: humanities/fine arts; the social/behavioral sciences; the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
4. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA).
5. Pay all debts to the College prior to graduation.

ASSOCIATE OF ARTS DEGREE

To be awarded the Associate of Arts Degree, the student must satisfy the following requirements:

1. Complete the appropriate course of study for a two-year Associate of Arts program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.

4. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA).
5. Pay all debts to the College prior to graduation.

ASSOCIATE OF SCIENCE DEGREE

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

1. Complete the appropriate course of study for a two-year Associate of Science program as specified in the College catalog. Developmental or other non-credit coursework is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
3. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
4. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization and a minimum overall cumulative average of "C" (2.0 GPA).
5. 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 is not applied toward graduation requirements.
2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
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).
4. Pay all debts to the College prior to graduation.

NOTE: Certain programs may have more stringent requirements.

Please refer to the *Student Handbook* section on pages 279-299 for specific Policies and Procedures.

Support Services

STUDENT SUPPORT SERVICES

STUDENT SUPPORT PROGRAMS

The office of Counseling & Advising reflects South Texas Community College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. The staff at the Office of Counseling and Advising help achieve academic success through the following services: new student orientation, basic skills assessment, academic advisement, career and personal counseling, special services for students with disabilities, and assistance to special populations.

COUNSELING SERVICES

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

Individual and Group Counseling

Academic Counseling

- Help in preparing academic time-lines and course selection, if needed.
- Periodic checks of degree or certificate completion are encouraged.
- Help in choosing a major/minor.
- Academic Probation/Suspension.

Career Counseling and Transfer Assistance

- Help in choosing a career that is compatible with your interests, personality traits, work values, and abilities.
- Vocational assessment is available on a computerized system called DISCOVER, as well as other instruments.
- Assist students in selecting courses and gaining information about transferring to other institutions. Representatives from other institutions visit through the transfer track program.

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 your life
- Reducing stress
- Managing your time
- Setting goals
- Eliminating self-defeating behavior
- Esteeming yourself and others
- Asserting yourself
- 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.

Special Topic Presentations and Workshops

- Academic Study Skills Workshops.
- Life Skills Workshops.
- Career Planning Workshops.

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

Counselors are available during the day on a walk-in or appointment basis; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Downtown Center, Center for Advanced and Applied Technology (CAAT), Mid-Valley Campus, and Starr County Campus locations. Schedules vary at each location so students should call (956) 688-2131 or 1-800-742-7822 to inquire about office hours and appointments.

ACADEMIC ADVISEMENT

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

Division Advisors:

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

- Business
- Communication, Fine Arts & Humanities
- Developmental Studies
- Math & Sciences
- Nursing & Allied Health
- Social & Behavioral Sciences
- Technology

Some of the services offered by the Advisement Center:

- One-on-one attention
- Assessment, goal setting and orientation

- Point of contact for new and transfer students
- Referrals to appropriate services
- Selection of appropriate coursed & other educational experiences

NOTICE:

The student is responsible for seeking academic advisement, for knowing and complying with STCC's assessments and the State of Texas TASP requirements of their declared degree or certificate program, and for taking coursed in the proper sequence to ensure progress toward his/her educational goals.

(956) 618-8372 / 1-800-742-7822

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

dis-ABILITY SERVICES

Students or prospective students requiring special accommodations should contact the DSS Office at (956) 618-8372. Accommodation requests must be in writing. Students are required to provide documentation to verify his/her disability before accommodations are provided.

Services and accomodations 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 TASP 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 STCC or outside service providers.

STCC 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 studs in accordance 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.

SPECIAL PROGRAMS

Support service for special populations and students with disabilities are available. State regulations define special populations as students with disabilities, displaced homemakers, academically or economically disadvantaged, in correctional institutions, or enrolled in programs that are not traditional for gender.

Providing Academic Support to Students (PASS)

This program provides specialized case management services for technical/vocational students. Persons must be majoring in a Certificate or Associate of Applied Science Program. Services include career exploration, a learning styles inventory, academic advising, tutoring referrals, support groups, personal counseling, referrals to STCC services and community and educational agencies. *Technical/Vocational majors may be eligible for Child Care & Textbook Assistance.*

Single Parent Program

This program provides specialized case management services are provided for students who are single parents, displaced homemakers, and single pregnant women. The program offers free support services for individuals who are experiencing a major transition in their lives and wish to pursue a technical/vocational education at South Texas Community College.

Non-Traditional Program

This program provides specialized case management services are provided for students who are pursuing a technical/vocational degree or certificate not traditional for their gender. The Non-Traditional Program also provides direct assistance in order to increase the retention of students pursuing these non-traditional educational goals.

**Assistance includes the following: career exploration, a learning styles inventory, academic advising, tutoring referrals, support groups, academic & personal growth workshops, Technical/Vocational majors may be eligible for Child Care & Textbook Assistance.*

Tech Prep

South Texas Community College is a participating member of the Lower Rio Grand Valley Tech-Prep Consortium. Tech Prep is part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts enable high school students to enter STCC with up to six semester hours of college credit in a technical area and prepare them to enter the workforce in high demand technical careers. A high school student who successfully completes Tech Prep articulated course is eligible to receive credit at STCC when the following criteria are met:

1. Meets all STCC admission and program entrance requirements. No credit hours will be awarded until a student has satisfied the Texas Academic Skills Program (TASP) requirements.
2. Enrolls in an Associate of Applied Degree program in STCC within one year after graduating from high school.
3. Successfully completes a minimum of six credit hours at STCC.
4. Completes the high school course(s) with a grade of 85 (B) or better.

Upward Bound and GEAR UP

South Texas Community College actively seeks to promote post secondary education as an option for high school and middle school students. As part of this initiative, the College is an active participant in the federally funded Upward Bound and GEAR UP programs.

STCC's Upward Bound Program offers a six-week summer academic program, supplemental instructional classes on twenty Saturdays during the school year for qualified students at Roma High School. These classes are designed to help prepare students for college.

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

STUDENT I.D. CARDS

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

HEALTH SERVICES

South Texas Community 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.

STUDENTS RIGHTS, PRIVILEGES, AND EXPECTATIONS

South Texas Community College's primary function is to provide an educational environment which will include the opportunity for academic, social, and personal growth. Enrollment in an educational institution of higher learning is not compulsory. It is optional and voluntary. The voluntary entrance of a student in such institutions is an entrance into the academic community by individual choice. With such admission, the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes, and functions.

The College assumes that the student has an earnest educational purpose and a level of maturity that assumes reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to all federal, state, and local laws. Any student who violates any provision of those laws is subject to disciplinary action including expulsion, regardless of any action taken by civil authorities. The privilege of exercising rights of citizenship as defined under the Constitution of the United States is reaffirmed by the College to each student. The College strives to assure due process and to outline specific ways to appeal in case of disagreement with administered discipline.

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

South Texas Community 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 STCC 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 Community College faculty, staff and students is confidential. Contact the Office of Counseling and Advising for additional information or call (956) 618-8372.

CLINICAL REQUIREMENTS OF THE NURSING AND ALLIED HEALTH PROGRAMS

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

- * Results of a prescribed physical examination conducted by a physician licensed in Texas
- * Proof of required immunizations
- * Proof of Health and Accident Insurance
- * Current Infant-Child-Adult CPR certification
- * Current (no older than 5 months) T.B. test results
- * Current Malpractice Insurance of at least \$1 million available through STCC, contact the Program Chairperson 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: Proof of "booster" dose administered within the last ten years.
- * Hepatitis B Virus (HBV): Written certification of serological immunity to HBV or completed series of HBV vaccinations or signed waiver. (Strongly recommended)
- * Chicken pox (Varicella) proof of immunity by disease or immunization

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

VOLUNTARY STUDENT HEALTH INSURANCE

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

Students have the following options in regard to insurance purchase:

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

For further information please contact the Cashier's Office.

FINANCIAL AID

FEDERAL FINANCIAL AID

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

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-study

Grants are financial aid you do not have to repay.

The Work-study Program lets you work and earn money to help pay for school.

GENERAL INFORMATION

Student Eligibility

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

1. Have financial need.
2. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit).
See Admissions Requirements.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. Be a U.S. citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]).
8. Register with the Selective Service, if required.
9. All transcripts from previously attended colleges and universities must be evaluated for transfer credit before any federal title IV aid can be awarded and/or credited to a student's account.

Financial Need

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

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

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

The Office of Financial Aid calculates your cost of attendance and subtracts the amount you and your family are expected to contribute toward that cost. If there's anything left over, you are considered to have financial need. In determining your need for aid from the SFA Programs, your financial aid administrator must first consider other aid you are expected to receive.

Dependency Status

When you apply for federal student aid, your answers to certain questions will determine whether you are considered dependent on your parents. Therefore, whether you must report their income and assets as well as your own - or whether you are independent and must report only your own income and assets (and those of your spouse, if you're married).

Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their post secondary education. Students who have access to parental support (dependent students) should not receive need-based federal funds at the expense of students who do not have such access (independent students).

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

- You were born before January 1, 1977; or January 1, 1978 for 2002 Fiscal Year.
- You are married;
- You are enrolled in a graduate or professional educational program (Beyond a bachelor's degree);
- You have legal dependents other than a spouse;
- You are an orphan or ward of the court (or were a ward of the court until age 18); or
- You are a veteran of the U.S. Armed Forces.

If you claim to be an independent student, STCC's Office of Financial Aid may ask you to submit proof before you can receive any federal student aid. If you think you have unusual circumstances that would make you independent even though none of the above criteria apply to you, talk to a financial aid counselor. He or she can change your status if he or she thinks your circumstances warrant it based on the documentation you provide. But, remember the aid administrator won't automatically do this. That decision is based on his or her judgment, and it is final. You can not appeal it to the U.S. Department of Education.

APPLYING

What form do I use?

If you have not applied for financial aid, you can do so by completing and mailing the Free Application for Federal Student Aid (FAFSA), by applying electronically (through our STCC Financial Aid Workshops), or by using the U.S. Department of Education's new FAFSA Express software.

Filing Electronically at the STCC Financial Aid Office

1. Let Us File For You

As a service to you, at no charge, STCC's Office of Financial Aid will file your Free Application for Federal Student Aid (FAFSA).

An estimate of federal aid eligibility can be completed immediately allowing you to know whether you are eligible for federal, state, or institutional aid.

2. File Using FAFSA On The WEB

Personal computers are located in the STCC Labs where you can file the form yourself over the World Wide Web.

Generally, both of these services allow faster processing from the Department of Education. The Office of Financial Aid can notify you concerning your eligibility status within two weeks of your application date.

3. FAFSA Express

FAFSA Express is a free software program that allows you to apply for federal student aid from your home computer or from a computer at a central location like a high school, post secondary school, public library, or local Educational Opportunity Center that uses FAFSA Express. FAFSA Express can be used only on a personal computer equipped with the Windows operating system and a modem.

You can get a FAFSA from STCC, your high school, or from the Federal Student Aid Information Center. If you wish to apply using FAFSA Express, you can download a copy of the program from the U.S. Department of Education's World Wide Web site. The address is www.ed.gov/offices/OPE/express.html

You can also order FAFSA Express on diskette by calling 1-800-801-0576. If you don't have a home computer, check with your local public library, college, local Educational Opportunity Center, or your high school to find out if it has a copy of FAFSA Express for public use.

If you did apply for federal student aid this past school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA). You will either receive it at your home address or from your school. You may also be able to file a Renewal FAFSA electronically.

Currently, there is no "renewal" version of FAFSA Express. If you want to apply using FAFSA Express, you must complete the entire FAFSA Express program each year regardless of how you originally applied.

If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information you gave in last year (plus any of your corrections that were processed). You will only have to write in some new information and information that has changed (for example, family size). Check with the financial aid office if you have questions about the Renewal FAFSA.

For most of the federal student aid programs, the FAFSA (or Renewal FAFSA) is the only form you need to file.

Remember, applying for federal student aid is FREE.

Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area.

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

If verification is required, and you do not provide it, you will not receive aid from the SFA Programs, and you might not receive aid from other sources. You should make a photocopy of your application (or print out a copy of your FAFSA Express application) before you submit it. This way, you have a copy of the data you submitted for your own records. So be sure you keep all documents and that the information you report is accurate.

WHEN DO I APPLY?

Apply as soon AFTER January 1. (You can not apply before this date.) It is easier to complete the application when you already have your tax returns, so you may want to consider filing your taxes as early as possible.

Do not sign, date, or send your application before January 1. If you apply by mail, send your completed application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

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

WHAT HAPPENS AFTER I APPLY?

If you apply by mail, your application will be processed in approximately four weeks. Then, you will receive a Student Aid Report (SAR) in the mail. The SAR will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. Each school you listed on the application may also receive your application information if the school can receive the information electronically.

Each paper version of the FAFSA and the Renewal FAFSA contain a postcard that you can use to track the processing of your application. You must fill in the postcard with the required information, attach a stamp to the postcard, and mail it with your application. When your application is received by the Department of Education's central processing system, the postcard will be stamped with the date that it is received. You will receive the date-stamped portion of the postcard for your files. If you do not receive your SAR within four weeks of the date stamped on the postcard, you may call 1-319-337-5665 to see when your application was processed.

If you apply electronically through STCC, your application will be processed in about a week. The results will be sent electronically to STCC. You will receive an Institutional Student Information Record (ISIR).

If you apply using FAFSA Express, your data will be processed when received by the Central Processing System (CPS). You will receive a SAR in the mail approximately four weeks after you mail in the signature page that can be printed from the FAFSA Express software. The SAR will report the information from your application and, if there are no questions or problems with your application, your SAR will report your EFC. The results will also be sent to the schools you list on your application if the schools can receive the information electronically.

However, if you do not mail in the signature page so it is received within 14 days of transmitting your data, or if you indicate on your application that a printer is not available, you will receive a SAR without an EFC. You (and your parents if you are a dependent student) must sign the SAR and return it to the Central Processing System. The Central Processing System will send a revised SAR to you and, if there are no questions or problems with your application, the revised SAR will include your EFC. Your school cannot award you any federal student aid until you have your EFC.

When you receive the SAR/ISIR you must review it carefully to make sure it is correct.

If any changes are necessary, STCC will be able to submit the corrections electronically.

If you applied by mail or by using FAFSA Express, STCC can make the corrections for you, or you can make corrections on Part 2 of the SAR and return it to the address given at the end of Part 2.

If the data are correct and you do not need to make changes, you can receive financial aid on the basis of that information. If your school has not received your application information electronically, you must take your SAR/ISIR to the school.

If it has been more than four weeks since you mailed in your application and you have not heard anything, visit the STCC Office of Financial Aid and we can check on your application, or you can check yourself by calling 1-319-337-5665 (Monday - Friday, 8 a.m. to 8 p.m., Eastern Time). Please note that you will have to pay for this call. Collect calls cannot be accepted and these services are not available through a toll free number. Or you can write to:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044

If you write, make sure you include in your letter your full name, permanent address, Social Security Number, date of birth, and signature.

SPECIAL CIRCUMSTANCES

Although the process of determining a student's eligibility for federal student aid is basically the same for all applicants, there is some flexibility. For instance, if STCC Office of Financial Aid believes it is appropriate, based on the documentation you provided, we can change your status from dependent to independent.

In some cases, STCC may adjust your cost of attendance or the information used to calculate your Expected Family Contribution (EFC) to take into account circumstances that might affect the amount you and your family is expected to contribute toward your education.

These circumstances could include a family's unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school. Also, an adjustment may be made if you, your spouse, or either of your parents (if applicable) have been recently unemployed. If conditions such as these apply to you or your family, contact the STCC Office of Financial Aid.

Check with the STCC Office of Financial Aid if you feel you have any other special circumstances that might affect the amount you and your family are expected to contribute. But remember, there have to be very good reasons for the Financial Aid Administrator to make any adjustments, and you'll have to provide adequate proof to support

those adjustments. Also, remember that the Financial Aid Administrator's decision is final and cannot be appealed to the U.S. Department of Education.

DEADLINES

Application Submission

Whether you apply electronically or by mail, the application processor must receive your application by June 30, 2001 for the 2000-2001 school year and June 30, 2002 for the 2001-2002 school year.

THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

Apply as soon AFTER January 1, as you can. (Do not sign, date, or send your application before this date.)

STCC Office of Financial Aid has set no deadlines by which students must apply for financial aid. As soon as the student's eligibility has been determined, the Office of Financial Aid will set up a student account and credit to his/her account the amount of financial aid that the student has been awarded. If the charges are less than the amount awarded, the Business Office will issue a check for the balance to the student.

SAR Submission

Your correct, complete application information must be at STCC Office of Financial Aid by your last day of enrollment or by August 31, whichever is earlier (see your Financial Aid Administrator). If your school has not received your application information electronically, you must submit your SAR to the school by the appropriate deadline. Make sure you know your last day of enrollment -- it may be earlier than August 31.

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

Frequently Requested Telephone Numbers and Web Sites

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),
This is a toll-free number.

1-800-730-8913 TDD (for hearing impaired)

The Federal Student Aid Information Center can

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

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

The Student Guide is also available online, on the Department of Education's World Wide Web site through the Internet. The site address is www.ed.gov/prog_info/SFA/StudentGuide.

Help in completing the FAFSA is available online too. The address is www.ed.gov/offices/OPE/express.html

A list of Title IV school codes that you may need to complete the FAFSA is available at www.ed.gov/offices/OPE/t4_codes.html or write to: Deferal Student Aid Information Center, P.O. Box 84, Washington, DC 20044.

FAFSA Express/FAFSA on the Web Customer Service
1-800-801-0576

- Technical Assistance
- Web browser set-up and downloading
- Modem and printer set up
- Connectivity and access

Student Financial Assistance (SFA) Customer Support Inquiry Center

- Title IV policy questions 1-800-433-7327
- Application processing questions, e-mail: csb@ed.gov
- Help contacting ED staff, fax (202) 260-4199

FEDERAL PELL GRANTS

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

How do I qualify?

To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report SAR/ISIR contains this number and will tell you if you are eligible.

How much money can I get?

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

How will I be paid?

STCC will credit the Pell Grant funds to your school account, pay you directly (usually by check), or combine these methods.

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

Yes, if you are otherwise eligible. You will not receive as much as if you were enrolled full time, but STCC will disburse your Pell Grant funds in accordance with your enrollment status and cannot refuse you an award simply because you're enrolled less than half time.

FEDERAL STUDENT LOANS

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

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

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

If you have a subsidized loan, you will not be charged interest during the deferment. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment. If you don't pay the interest as it accrues, it will be capitalized. See the Loan Deferment Summary for the list of deferments available if your loan was first disbursed on or after July 1, 1993.

For information on deferments for loans disbursed prior to that date, Direct Stafford Loan borrowers should contact the Direct Loan Servicing Center. FFEL Stafford borrowers should contact the lender or agency holding the loans. You can not receive a deferment if your loan is in default.

If you are temporarily unable to meet your repayment schedule but are not eligible for a deferment, you may receive forbearance for a limited and specified period. During forbearance, your payments are postponed or reduced.

Whether your loans are subsidized or unsubsidized, you will be charged interest. If you don't pay the interest as it accrues, it will be capitalized.

For example, you may be granted forbearance if you are

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

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

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need - that is, students with the lowest Expected Family Contributions (EFCs) - and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

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

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students.

There is no guarantee every eligible student will be able to receive a FSEOG; students at STCC are paid based on the availability of funds, first applied, first complete basis.

How much money can I get?

STCC will award a student \$400 for the academic year.

How will I be paid?

STCC will credit your account, pay you directly (usually by check), or combine these methods.

Federal Work-Study

What is Federal Work-Study?

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

How much will I make?

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

How will I be paid?

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

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

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

Can I work as many hours as I want?

No. The amount you earn can not exceed your total Federal Work-Study award. STCC Office of Financial Aid will limit the number of hours worked to 15. When assigning work hours, STCC Office of Financial Aid will consider your class schedule and your academic progress.

STATE PROGRAMS

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

GRANTS AND SCHOLARSHIPS

Certified Educational Aide Exemption Program

The purpose of the Educational Aide Exemption Program is to encourage certain educational aides to complete full teacher certification by providing need-based tuition and mandatory fee exemptions at Texas public institutions of higher education.

Who can apply?

Individuals may apply if they:

- have applied for financial aid through the college to be attended, including filing the Free Application for Federal Student Aid through the college to be attended or by qualifying on the basis of adjusted gross income (see Coordinating Board rules).
- are residents of Texas.
- are certified as educational Aides by the Texas State Board for Educator Certification.
- have at least 2 school years' experience as certified educational aides working in a Texas public school classroom directly with students.
- are employed as certified educational aides working in the classroom directly with students in a Texas public school during the period of enrollment for which the exemption is given.
- will be enrolled in classes leading to teacher certification at the time they receive the exemption, and
- meet academic progress requirements of the college's financial aid office.

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

The purpose of the program is to provide a grant of money to enable well-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas.

Who can compete for an award?

A student who:

- is a Texas resident;
- graduated from a public or accredited private high school in Texas no earlier than fall 1998;
- completed the recommended or advanced high school curriculum or its equivalent;
- has applied for any available financial aid or assistance;
- enrolls at least 3/4 time in an undergraduate degree or certificate program; and
- has not been convicted of a felony or a crime involving a controlled substance.

Texas Public Educational Grant (TPEG)

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

Student Incentive Grant (SIG)

- For residents or nonresidents.
- For undergraduates or graduates enrolled at least half time.
- For students attending public colleges in Texas.
- Cannot be in default on a student loan.
- Cannot owe a refund on a student grant.
- If male, must meet draft registration requirement.
- Maximum award is the lesser of the student's need or \$1,250.

Scholarships for Ethnic Minorities in Nursing

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

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN, or in an associate, bachelor or graduate degree program in professional nursing.
- Student must be a member of an ethnic minority group in Texas.
- Must enroll in an LVN or professional nursing program in Texas.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN students; \$3,000 for BSN or graduate students.

General Scholarships for Nursing Students

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

- For residents only.
- For undergraduates or graduates enrolled at least half time.
- Student must be enrolled in a program leading to licensure as an LVN or in an associate, bachelor or graduate degree in professional nursing.
- For students attending a Texas public or independent non-profit institution.
- ADN and BSN student must not be licensed to practice as a licensed vocational nurse.
- Maximum award is \$1,500 for LVN students; \$2,000 for ADN, BSN or graduate nursing students.

Early High School Graduation Scholarships

- For residents only.
- For students enrolled on a full or a part-time basis.
- Student must have completed the requirements for graduation from a public high school in no more than 36 consecutive months.
- For students who have attended high school in Texas only.

Persons who believe they are eligible should contact the Texas Higher Education Coordinating Board for a copy of the form letter to be submitted to the Board by the students' high school counselor. The Board then writes to the relevant institution, certifying the students' eligibility.

Fifth-Year Accountancy Scholarship Program

- For residents and nonresidents.
- For students enrolled as fifth year accounting students on at least a half-time basis.
- Must sign a written statement confirming intent to take the written examination conducted by the Texas State Board of Public Accountancy for the purpose of granting a certificate of "certified public accountant."
- Grade point average must equal that which is required for graduation.
- Other factors to be considered: financial need, ethnic or racial minority status, and scholastic ability and performance.
- Maximum award is the lesser of the student financial need or \$3,000.

WORK-STUDY PROGRAMS

Texas College Work-Study Program

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

TUITION AND/OR FEE EXEMPTIONS

Veterans and Dependents (Hazelwood Act)

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

To be eligible:

- 180 days active service.
- Resident of Texas when entered service.
- Honorable discharge or general discharge under honorable conditions.
- Resident of Texas at time of registration.
- Limited federal education benefits.

Exemptions may also apply to children whose parent(s) died while in the Armed Forces or who died as a result of illness or injury connected with service and to children of members of the Texas National Guard and Texas Air National Guard who died since Jan. 1, 1946, while on active duty. Prior to enrollment, the student should provide proof of eligibility to registrar of college to be attended. Time should be allowed to determine eligibility at the institution for other federal education benefits.

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

- Have completed a Hazelwood application.
- Submit VA form DD214.
- Submit a non-entitlement letter from the VA.
- Submit a financial aid SAR.

For Highest Ranking High School Graduates

Exemption from tuition only for two semesters of first regular session at public colleges and universities in Texas following high school graduation. The Texas Education Agency (TEA) mails out valedictorian certificates to public school superintendents each spring to distribute to qualifying students. For more information, contact TEA at (512) 463-9637.

To be eligible:

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

Blind, Deaf Students

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

To be eligible:

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

Children of Disabled Firemen and Peace Officers

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

To be eligible:

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

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

Children of Prisoners of War, Persons Missing in Action

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

To be eligible:

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

Fire Fighters Enrolled in Fire Science Courses

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

To be eligible:

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

Foster Care Students

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

To be eligible:

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

AFDC Students

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

To be eligible:

- Must have graduated from public high school in Texas.
- During last year of high school must have received financial assistance under Chapter 31, Human Resources Code (AFDC) for not less than six months.
- Must be less than 22 years of age at the time of enrollment in college.
- Must enroll in college within 12 months of high school graduation.
- Must be a Texas resident.

The Texas Tomorrow Fund

The Texas Tomorrow Fund 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 at 1-800-445-GRAD or check with the Office of Financial Aid.

OTHER ASSISTANCE PROGRAMS

Scholarships

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

Valley Scholars

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College and are allowed to participate in a special honors curriculum. For further information, contact Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

National Hispanic Scholarship Fund

The purpose of the National Hispanic Scholarship Fund (NHSF) scholarships is to assist Hispanic American students in completing their higher education. NHSF scholarships are available on a competitive basis to undergraduate and graduate students of Hispanic background. Awards normally range from \$500 to \$1000. Dates when scholarships will be available will be posted on bulletin boards in each building and at the Office of Financial Aid.

Veteran's Educational Benefits

STCC is approved for training veterans under the provisions of the various public laws commonly called the G.I. Bill. A veteran with entitlement may receive a monthly check varying in amount with his/her course load and number of dependents. A spouse or child of a veteran may receive benefits under certain conditions. Veterans or their families who think they may be eligible for benefits should contact their local Veterans Administration Office or the STCC Veterans' Affairs Office, which is a division of the Office of Financial Aid. Students receiving V.A. educational benefits must adhere to V.A. Satisfactory Progress Standards. More information on these standards is available from the Veterans Affairs Office.

Texas Rehabilitation Commission (TRC)

The Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Texas Rehabilitation Commission.

Workforce Investment Act (WIA) -

Formerly Job Training Partnership Act (JTPA)

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

Valley Initiative for Development and Advancement (VIDA)

VIDA is a workforce development program designed to respond to the job training needs of the Rio Grande Valley's Empowerment Zones. Participants of the program will be recruited and trained to qualify for higher paying jobs available in the Valley. Long-term training (1-2 years) will be limited to targeted occupations with

identified job openings. Customized training (less than 1 year) will be made available through a contractual partnering between VIDA, Industry and local community colleges. Applications are available at VIDA satellite offices. Students needing more information on VIDA may contact the STCC Office of Financial Aid.

AmeriCorps

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

The HOPE Scholarship

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

The Lifetime Learning tax credit

This tax credit is targeted to adults who want to go back to school, change careers, or take a course or two to upgrade their skills and to college juniors, seniors, graduate and professional degree students. A family will receive a 20 percent tax credit for the first \$5,000 of tuition and required fees paid each year through 2002, and for the first \$10,000 thereafter. Just like the "HOPE Scholarship" tax credit, the Lifetime Learning tax credit is available for tuition and required fees less grants, scholarships, and other tax-free educational assistance; families may claim the credit for amounts paid on or after July 1, 1998 for college or vocational school enrollment beginning on or after July, 1998. The maximum credit is determined on a per-taxpayer (family) basis, regardless of the number of post-secondary students in the family, and is phased out at the same income levels as the "HOPE Scholarship" tax credit. Families will be able to claim the Lifetime Learning tax credit for some members of their family and the "HOPE Scholarship" tax credit for others who qualify in the same year. Students needing more information on the Lifetime Learning tax credit may contact the STCC Office of 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. Our satisfactory academic progress policy must be applied consistently to all Student Financial Aid recipients within identifiable categories of students (such as full time or part-time students).

Students are responsible for understanding and adhering to the satisfactory academic progress policy.

Satisfactory Academic Progress is measured with the following standards:

- Qualitative (cumulative Grade Point Average)
- Quantitative (Maximum Time Frame for completion) and
- Quantitative Percentage (Attempted hours/Earned hours).

The Law and regulations specify minimum standards for these measures. STCC may set stricter standards in its policy.

QUALITATIVE STANDARD

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards of the college catalog. STCC uses a 4-point scale for Grade Point Average and requires students to have a 2.0 average after each semester.

QUANTITATIVE STANDARD

The Quantitative Standards are needed to accurately measure a student's progress in a program. A student who is maintaining a high GPA by withdrawing from every course he/she attempts after the first year would meet a qualitative standard, but wouldn't be progressing towards graduation. Therefore, the satisfactory academic progress policy must also include a quantitative measure to determine the number or percentage of courses, credit hours, or clock hours completed. At STCC, students are expected to complete their degree/certificate program within a maximum time frame (150 percent) of the required number of credit hours to graduate. Maximum time frame can be expressed in credit hours attempted, and that incremental progress could be measured by the percentage of hours completed against hours attempted. See sample below.

Example 1

Maximum Time Frame Rule (Required Grad Hours X MTF%)		
Graduation Requirement Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
60 Credit Hours	150%	90
42 Credit Hours	150%	63

QUANTITATIVE PERCENTAGE STANDARD

The minimum percentage of work a student must successfully complete by the end of each semester is two-thirds or 67 percent of attempted hours. This percentage is high enough to allow a student to complete his/her program within the Maximum Time Frame. See Table below.

Table 1

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

OTHER ELEMENTS

GRADES

Grades of "A", "B", "C", "D" and "S" will be considered in determining credit hours earned. Grades of "F", "W", "NP" or "I" will not be considered as credit hours earned for the 67 percent rule and MTF rule, but, will be considered as hours attempted for the semester. Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and MTF rule.

FAILURE TO MEET THE STANDARDS OF ACADEMIC PROGRESS

- Following the first semester in which the satisfactory academic progress and/or enrollment status are not met, the student will be placed on financial aid probation for the next semester of enrollment. The student may be allowed to receive financial aid fund while on probation, but is required to earn at least a 2.0 GPA for the following semester.
- The student, who fails to meet the satisfactory academic progress policy during the semester of attendance while on probation, will be placed on financial aid suspension and denied further funding until he/she meets the 67 percent rule again.

- Students who have been reinstated from any financial aid suspension status may continue only on a probationary status for at least one term, regardless of their GPA at the time of the reinstatement.
- No probationary period will be extended after the student has exhausted his or her Maximum Time Frame.
- Exhausting the Maximum Time Frame allowed will result in financial aid suspension.
- Change of Program (for financial aid purposes): Students will be allowed to change program once. The Maximum Time Frame will be adjusted based on the new program. Changing programs due to scholastic suspension does not waive financial aid suspension.
- Student on Academic Probation or Academic Suspension will automatically be placed on Financial Aid Probation or Financial Aid Suspension.
- Students who received either an Associate of Arts or Associate of Science degree will no longer be eligible Title IV aid at South Texas Community College.
- Students placed on financial aid probation or financial aid suspension will be notified in writing of their status at the end of the semester.

APPEAL PROCESS

Students who are placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress have the right to appeal. However, during the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc.

- A Financial Aid Appeal form must be obtained and submitted to the STCC Office of Financial Aid.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved/disapproved by the Financial Aid Committee.
- All decisions made by the Financial Aid committee are final.

ADDITIONAL INFORMATION

1. Financial Aid will not be provided for:
 - Courses taken by audit
 - Credit hours earned by placement tests
 - Non-credit course work
2. Transfer credit applied to a program of study will count in the attempted hours.
3. Developmental remedial course work may receive funding up to a minimum of 30 credit hours according to federal regulations.
4. Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid received.
5. Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled if student is on financial aid suspension.

6. When South Texas Community College has a consortium agreement with a participating institution, the student must meet the satisfactory academic progress policy of the institution that is awarding aid.

PRO RATA REFUND

First time students at STCC who withdraw on or before the 60 percent point in time of the enrollment period for which they were charged will have their refunds calculated on both the pro rata policy and the refund policy. The greater of the two refunds will be returned. The pro rata refund is calculated as follows:

- Step 1: Calculate percentage of weeks attended and round down to nearest 10 percent.

$$\text{Weeks Remaining} = \frac{\text{percent of weeks rounded}}{\text{Total Weeks In Period to nearest 10 percent}}$$

- Step 2: Calculate any unpaid charges.
Total Institutional Costs minus Total Aid Paid to Institutional Cost minus Students Cash Payment

- Step 3: The refund distribution for Pro Rata Policy is the same as the Refund Policy.

REPAYMENT POLICY

A repayment is the unearned amount of a direct financial assistance disbursement to the student that must be paid back.

1. The repayment calculation involves non-institutional costs (for example, room & board, books & supplies, and other miscellaneous expenses). Based on the date of withdrawal, a student's actual time attended is calculated. This percentage is then applied to non-institutional budget items.
2. The total non-institutional costs incurred is then subtracted from the total amount of aid disbursed to the student. The difference is the amount owed by the student.
3. The repayment distribution is according to the priority rankings below:
 - Federal Pell Grant
 - Federal SEOG
 - Other Title IV Aid Programs
 - Other Federal, State, Private, or Institutional Aid
 - Federal Perkins Loan

Examples of all refund policies can be obtained from the Office of Financial Aid.

CAMPUS SECURITY

Campus Security is provided at the Pecan Campus, the Mid Valley Campus, the Starr County Campus, the Downtown Center, the Center for Applied and Advanced Technology (CAAT), and the Nursing Allied Health Center. For immediate assistance, please contact the Student Information Center for assistance (Dial 0) or the Facilities Department (956) 668.6490. To report crimes or to get emergency assistance please call 911 (9-911) and follow the established Safety & Emergency Plan Procedures available at all Student Information Centers.

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis. The following are statistics concerning numbers and types of crimes committed at all STCC centers for the period from 1997 to 1999.

CRIME	1997	1998	1999
Murder	0	1	0
Sexual Offenses	0	0	0
Robbery	0	3	0
Aggravated Assault	1	4	2
Burglary	2	17	10
Motor Vehicle Theft	5	3	0
Liquor Law Violations	2	2	1
Drug Abuse Violations	1	1	0
Weapons Possession	1	2	2

To report crimes, please call 911 (9-911 from Pecan Campus line) then follow established Safety & Emergency Plan Procedures.

CAMPUS PARKING

Campus Security monitors traffic regulations and public safety on campus. If you plan to park a motor vehicle on campus, you must register your vehicle at registration. You will receive a copy of campus traffic regulations and a valid parking sticker, which must be properly displayed on the rear bumper of the vehicle or as, otherwise directed. If you do not have a permit, you will be given a citation. If any ticket is unpaid or an appeal has not been granted, a hold will be placed on your account, which will hold you from registering for the upcoming semester.

Parking Appeals Committee

South Texas Community College members' have teamed up to create a parking appeals committee, consisting of faculty, staff, security, and student government. This committee meets on a monthly basis to review parking appeals and make recommendations on parking needs to the Facilities Department. If a student or member of STCC receives a parking citation, a parking appeals form can be filled out and turned into the Facilities Department. The Committee will review the appeal and either approve or deny the appeal. A letter will be sent to the individual stating what the committee decided on.

EMERGENCY PROCEDURES

Non-emergencies: Call the student information center and/or facilities department. They will contact appropriate authorities and provide guidance on how to proceed. If warranted, security will respond. In any event, please complete an incident report. Incident report forms are available via the web, through the facilities department, and from any security officer. Send the completed form directly to the facilities department.

Emergencies: Call 911 (9-911 from on-campus phone).

STUDENT ACTIVITIES

STUDENT ACTIVITIES BOARD POLICY & MISSION STATEMENT

A student activities program is provided along with formal instructional programs designed to provide students with a total educational experience. The Office of Student Activities (OSA) promotes lifelong individual excellence through leadership, educational, cultural and civic programs, opportunities and services which support and enhance students collegiate experience and their education outside the classroom. The Office of Student Activities (OSA) seeks to achieve its purpose by offering a variety of programs, services and opportunities designed to meet student's needs in: recreation, campus entertainment, leadership development, cultural growth, physical development, social development and intellectual growth.

STUDENT ORGANIZATIONS/CLUBS

Student organizations and clubs provide students with the opportunity to supplement classroom work with activities that meet *personal needs* for recognition, growth, companionship, civic involvement and creative effort, and promote leadership development and effective group participation. Faculty and staff serve as advisors and mentors for student organizations and clubs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Through this organization, students are given an opportunity to promote student issues and concerns and to assist in planning and managing a well-rounded program of student activities. The opportunity to expand the role of SGA in student governance at the College is dependent on the interest and initiatives of student leaders and the student body.

INTRAMURAL AND RECREATIONAL SPORT

Participation in recreational activities is designed to promote friendship, sportsmanship, and lifelong leisure, fitness and/or recreational activities. Intramural/recreational activities include basketball, flag football, softball, ping pong, and chess tournaments.

Extramural or club sports includes: soccer, golf, baseball, volleyball, and cross-country running teams. The Student Activities Office is committed to expanding services and promoting both men's and women's activities and teams.

SPECIAL EVENTS

A variety of (student) activities and special events are planned throughout the academic calendar for the purposes of enriching the lives of students and promoting student fellowship and leisure. Special events include: guest speakers, picnics, music concerts, movies, plays, workshops, and many other student led events.

WELLNESS PROGRAM

Students will have the opportunity to participate in wellness activities sponsored by the College's Institutional Wellness Program. Wellness program activities include, student (discount/corporate) memberships with community fitness/recreational facilities, health fairs/screenings, etc.

CONTACT INFORMATION

For more information contact The Office of Student Activities located at (956) 928-3530 (Pecan Campus in H-116), the web site (www.stcc.cc.tx.us/osa), or contact the site coordinator/student information center at the Starr County Campus, Mid-Valley Campus, Center for Advanced and Applied Technology (CAAT), or the Downtown Center. It is the goal of the Student Activities Office to strive to provide equitable services to all students at all campuses/centers.

STUDENT JUDICIAL AND VETERAN AFFAIRS

The Office of Student Judicial and Veteran Affairs is committed to supporting the mission of the Student Services and Development Division and STCC by providing quality student support services, center equity, and promoting an environment conducive to learning for all students.

The Office of Student Judicial and Veteran Affairs provides services in the following areas:

- * Student Complaints/Appeals
- * Student Grievances/Concerns
- * International Students Admission and Advisement
- * Veteran Affairs Service/Referrals
 Veteran Workstudy Program
- * Scholarship Opportunities and Information
- * Promotion of College Programs to Prospective Students

Students may contact this office by calling (956) 688-2180 or 1-800-742-STCC.

OMBUDSPERSON

An ombudsperson is an impartial party appointed to receive student complaints, provide general information, guidance, and assistance in problem resolution. The Ombudsperson is dedicated to assisting eligible student with concerns in any area of the college.

Some of the issues that the Ombudsperson may help with are:

1. Assistance with a problem at STCC and do not know where or how to proceed.
2. Need information about STCC policies and procedures.
3. Need someone to help resolve or mediate a dispute.
4. Feel that you have been treated unfairly.
5. Want information about grievance procedures and your rights at STCC.
6. Feel that you have been sexually harassed or discriminated against.
7. Have suggestions about how to improve the college.

For more information, contact the Office of Student Judicial and Veteran Affairs at (956) 688-2180 or the college Ombudsperson at (956) 928-3526, 1-800-742-STCC, or at TDD# 1-800-735-2988 for the hearing impaired.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STCC community. Library facilities are located on the Center for Advanced and Applied Technology, Downtown Center, Mid-Valley Campus, Nursing/Allied Health Center, Pecan Campus, and Starr County Campuses. The Pecan Campus library more than doubled its size, to over 30,000 square ft., with a building expansion completed in March 2000.

The Library holds over 30,000 catalogued items in its collection, including books, and video and audio recordings. The Library and the College have committed to increasing the collection to over 100,000 items by the summer of 2002. The Library catalogs its collections using SIRSI's *Unicorn* library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day.

The Library subscribes to over 300 print periodicals and over 20 web-based on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases allows direct retrieval of the full-text of the contents. The online databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers, and distance learning students with network dial-in access.

Library Services is a member of the Hidalgo County Library System, Amigos Library Services, and TexShare. Every member of these organizations has made inter-library loan agreements to share resources with other member libraries. Thus, the STCC community has access to the collections of several hundred academic and public libraries across the Southwestern United States. STCC Library patrons can borrow materials directly from participating TexShare libraries with their current STCC ID card and a TexShare card available from the STCC library. Participating TexShare libraries in the region include; University of Texas Pan America, University of Texas at Brownsville, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and University of San Antonio.

Student-access computers are available at all Library facilities. A Student I.D. is required.

STUDENT SUCCESS CENTERS

In the Student Success Centers, students receive assistance in most subject areas from tutors and instructors. The purpose of the Student Success Centers is to help students to achieve academic and professional success. The Student Success Centers are at the Pecan, Starr County, and Mid-Valley Campuses and the Center for Advanced and Applied Technology and Downtown Center. The Student Success Centers also provide Plato and Peachtree Courseware, Office 2000 Software, and Internet usage. In addition, the Success Centers provide students with an ideal setting to study with their friends. All Student Success Centers are open 8 A.M. - 8 P.M., M - Th; 8 A.M. - 4 P.M., F; and 9 A.M. - 1 P.M., S.

PLACEMENT OFFICE

The Placement Office is available to assist STCC students and alumni in developing the skills necessary to locate and secure employment. Assistance is available regarding resume preparation, interview skills, and writing job search letters. Throughout the year the Placement Office sponsors several activities including a career fair each April and a variety of workshops. Contact the STCC Placement Office for more information.

STCC SITES

MCALLEN:

- Center for Advanced and Applied Technology
- Downtown Center
- Nursing and Allied Health Center (Fall 2000)
- Pecan Campus
- Pecan Plaza Extension
- Ware Road Location

MID-VALLEY:

- Mid-Valley Campus, Weslaco (Fall 2000)

STARR COUNTY:

- Starr County Campus, Rio Grande City

OUTREACH DEPARTMENT

The Outreach Department provides off-site assistance to residents in our two county service area. Outreach Specialists distribute enrollment, financial aid, and program information at various career days; promote the college through presentations at schools and community agencies; and assist prospective students with their transition into the college by helping to complete enrollment and financial aid forms. Outreach Specialists maintain a unique relationship with community agency representatives, high school counselors and other school district personnel to ensure that they are providing the most efficient and effective service possible. For further information, please call (956) 618-8311 or 1-800-742-STCC.

STUDENT INFORMATION CENTERS

The Student Information Center serves as a "One-Stop Shop" for accurate and up-to-date information. There is a Student Information Center located at all STCC campus/centers throughout the college district. Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at one location.

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

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

For more information call the Student Information Center at (956) 618-8311 or 1-800-742-STCC.

ELECTRONICALLY DELIVERED DISTANCE LEARNING

Since 1996, South Texas Community College has offered a number of its courses using distance learning technologies such as Internet, two-way interactive videoconferencing, and broadcast television. Since they allow a greater degree of flexibility, these courses benefit students for whom regular classroom attendance is inconvenient. Internet-based courses can be taken from any Internet-connected computer in the world. Among those who can benefit from these courses are: military personnel, traveling salespersons, health care workers, mobility-impaired individuals, and persons who prefer to

stay home to care for young children. Broadcast TV courses, which are viewed on the local PBS affiliate, are also a flexible alternative to traditional coursework. Two-way interactive videoconferencing allows students at certain select locations throughout Hidalgo and Starr counties to attend classes without having to travel to the main campus. Among those who benefit are local high school students who are able to take college classes even before they finish high school. For more information about STCC's Distance Learning program, please call (956) 688-2334 or visit our website at: <http://www.stcc.cc.tx.us/distance>.

THE OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS

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

THE PARTNERSHIP FOR BUSINESS AND INDUSTRY TRAINING *Workforce Training Services*

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

Workforce and Continuing Education training opportunities are organized around fifteen Learning Institutes themes. These institutes include, but are not limited to, the cluster of courses listed below.

WORKFORCE TRAINING

Arts Institute

- Ceramics
- Floral Design
- Interior Design
- Music
- Photography

Building Trades Institute

- Auto CAD
- Commercial/Residential Landscaping
- Construction Technology
- Customized Construction Upgrading (i.e. Electrical, Pipefitting, Safety, etc.)
- Industrial Construction Maintenance
- Journeyman Electrician Review
- Master Electrician Review
- Roofing

Business Institute

- Bilingual Office Clerk
- Business Conferences
- Career Bank Teller
- Convenience Store Clerk
- Dry Cleaning Professionals
- Early Childhood Associate
- Hotel Front Desk
- Travel and Tourism

Culinary Arts Institute

- Cake Decorating
- Food Handling and Preparation
- Food Management Certification

Health Professionals Institute

- Activity Director and Update
- CPR/First Aid Certification
- EMS Instructor Course
- EMT Update
- Insurance Coding
- Medical Office Assistant
- Medical Terminology
- Medical Transcriptionist
- Medications Administration and Update
- Pharmacy Technician
- *Promotoras* (Community Health Outreach Workers)

Information Technology Institute

- 10-Key
- Computer Applications
- Desktop Publishing & WebPage Design
- Keyboarding

Languages Institute

- American Sign Language
- Japanese
- Spanish
- Workplace Literacy

Manufacturing and Telemarketing Institute

- Customized Training for Manufacturing (i.e. plastic technology, ISO/QS-900, Statistical Process Control, Design of Experiments, PRAP, APQP, FMEA, Supervisory Skills, Windows NT Communication Skills, Forklift Training, OSHA, CPR, Hydraulics, Pneumatics, Programmable Logic Controls)
- Job Preparation
- Pre-employment Screening and Testing
- Telecommunications
- Telemarketing

Public Safety Institute

- Firefighters
- Juvenile Corrections Officer
- Law Enforcement Upgrading
- Texas Youth Commission

Real Estate Institute

- Appraisals
- Computer Technology Upgrades
- Contracts
- Finance
- Law of Agency
- Mandatory Continuing Education
- Marketing
- Principles
- Real Estate Math
- Real Estate Review

Transportation Institute

- Professional Driver Training Program

DEPARTMENT OF CONTINUING EDUCATION

Continuing Education programs are designed for lifelong learners who want to upgrade their skills, change careers, or seek personal enrichment.

Mandatory Continuing Education units meeting licensing requirements are available for certified professionals through Continuing Education.

CONTINUING EDUCATION

Career Development Institute

- Bilingual Educators Program (Mexican Consulate)
- Business Conferences
- Classified Staff Training
- Mandatory CEU's
- Math Institute for Teachers

Workforce Institute

- Basic Work Skills
- Civil Service Exam Preparation
- College Orientation
- College Success
- Developmental Reviews
- Job Readiness/Skills Preparation
- TASP Preparation
- Workplace Language Skills

Winter Texan Institute

- Computers
- Nature Festivals
- Spanish for Travelers

Youth Institute

- STCC-SWT Summer Math Camps
- WIA - Summer Youth Programs
- Youth Blind

Please refer to the *Student Handbook* section on pages 279-299 for specific Policies and Procedures.

Curriculum

South Texas Community College

CORE CURRICULUM

The Core Curriculum at South Texas Community 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 which 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.

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

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

The *purpose* of the Core Curriculum is to provide the foundation through which STCC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking. This common body of essential knowledge and skills is taught and reinforced through courses selected in six *Core Components*: **Communication, Mathematics, Natural Sciences, Humanities and Visual and Performing Arts, Social and Behavioral Sciences, and Computer Science.**

COMMUNICATION

Composition/Written Communication

6 credits

ENGL 1301 Composition
ENGL 1302 Rhetoric

Speech

3 credits

SPCH 1311 Introduction to Speech Communication or
SPCH 1321 Business and Professional Speaking

The objective of a Composition/Written Communication and Speech Components of the Core Curriculum is to enable the student to write clear, correct prose and communicate in a style appropriate to the subject, occasion, and audience.

Through the Composition/Written Communication and Speech Components of the Core Curriculum, the competencies which the student will be able to demonstrate are to:

- demonstrate writing as a process; this includes pre-writing and invention, writing, revision, editing and proofreading;
- demonstrate the importance to specify audience and purpose and to select appropriate communication choices;
- identify and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- apply principles of writing as a process and the analysis of audience and purpose to writing assignments;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;
- apply critical analysis to a piece of literature;
- develop the ability to research and write an MLA style documented paper and give an oral presentation;
- demonstrate the speaking process through invention, organization, drafting, revision, editing, and presentation;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

MATHEMATICS

4 credits

MATH 1414 College Algebra
MATH 2413 Calculus I

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

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

- apply arithmetic, algebraic, geometric, higher order thinking, and statistical methods to modeling and solving real-world situations;
- access and evaluate basic mathematical information verbally, numerically, graphically, and symbolically;
- demonstrate mathematical reasoning skills and formal logic to develop convincing mathematical arguments;
- use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and just the reasonableness of the results;
- interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them;

- determine the limitations of mathematical and statistical models;
- develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

NATURAL SCIENCES

8 credits

BIOL	1408	General Biology I
BIOL	1409	General Biology II
CHEM	1411	General Chemistry I
CHEM	1412	General Chemistry II
PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
GEOL	1403	General Geology I
GEOL	1404	General Geology II

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

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

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

HUMANITIES AND VISUAL AND PERFORMING ARTS

Visual and Performing Arts

3 credits

ARTS	1301	Art Appreciation
ARTS	1303	Art History
ARTS	1304	Art History II
MUSI	1306	Music Appreciation
DRAM	1310	Theater Appreciation

The objective of the study of the Visual and Performing Arts Component of the Core Curriculum is to enable the student to understand and employ creative processes in the production of visual arts, the production of performing arts and to develop an aesthetic awareness and appreciation of the arts.

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

Through the Visual and Performing Arts Component of the Core Curriculum, the competencies which the student will be able to demonstrate are to:

- explain the aesthetics that govern the arts;
- explain historical developments of the arts and their roles as catalyst and transmitter of cultural values; analyze artworks;
- produce artworks or interpretive performances and comprehend the physical and intellectual demands required of the artist;
- explain the influence that literature, philosophy, and the arts have on multiculturalism.

Humanities

3 credits

ENGL	2300	Introduction to Literature
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2399	Special Topics in Literature
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2306	Ethics
PHIL	2307	Introduction to Social Philosophy
HUMA	1301	Introduction to Humanities I
SPAN	2313	Beginning Spanish I-Native Speaker

The objective of the Literature Component of the Core Curriculum is to introduce the student to the systematic study of literary texts in a context which emphasizes both critical reading and writing and introduces students to areas of study which enlarge their knowledge and appreciation of the multicultural and multiracial world in which they live.

It also expands the students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to health and survival of any society.

- identify the characteristics of major genres;
- demonstrate the critical contexts within which literature is created and evaluated; e.g., biographical, cultural and historical;
- distinguish among the genres of non-fiction, fiction, poetry and drama;
- apply literary criticisms to texts;
- explain literature works in the arts and humanities in writing;
- demonstrate knowledge of those elements and processes that create and define culture;
- define the bases of values, beliefs, and practices found in human societies;
- develop basic cross-cultural understanding, empathy and communication;
- define the responsibilities of living in a multi/cultural world;
- demonstrate knowledge of the development of language(s) and their influences on cross-cultural interactions;
- distinguish the underlying unity of diverse cultural expressions;
- develop a basis for critically examining differing view points.

SOCIAL AND BEHAVIORAL SCIENCES

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

U.S. History 6 credits

HIST 1301 U. S. History I
HIST 1302 U. S. History II

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

Through the History Component of the Core Curriculum the competencies which the student will be able to demonstrate are to:

- interpret and appraise different types of historical evidence (documentary and scientific) and differing historical points of view;
- weigh and explain reasonable criteria for the acceptability of historical evidence;
- summarize and appraise historical texts (primary and secondary) critically and synthesize them for oral and written discussion;
- appraise historical, social, political, economic, cultural, diplomatic and global forces in the area under study;

- comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, civil and human rights;
- demonstrate an understanding of the evolution and current role of the U.S.;
- demonstrate an understanding of the roles of choices and of cause and effect in history;
- assess the use and the potential misuse of historical analogies in contemporary situations; analyze, critically assess, and develop creative solutions to public policy problems.
- practice, recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy;
- appraise and identify differences and commonalities with diverse cultures.

Political Science 6 credits

GOVT 2301 American Government I
GOVT 2302 American Government II

Social and Behavioral Sciences 3 credits

PSYC 2301 General Psychology
PSYC 2314 Life Span Growth and Development
SOCI 1301 Introduction to Sociology
CRJ 1301 Introduction to Criminal Justice
SOCW 2361 Introduction to Social Work
GOVT 2304 Introduction to Political Science
GOVT 2389 Academic Cooperative in Social Science
ANTH 2301 Physical Anthropology (Human Evolution)
ANTH 2351 Cultural Anthropology

The objective of the Social and Behavioral Science Component of the Core Curriculum is to increase students' knowledge of human behavior, interaction, and the political, psychological, and sociological factors influencing both individual and social growth and development. Such knowledge should include: an understanding of the scientific methods used in studying human behavior and interaction; relationships among individuals, groups, institutions, events, and ideas; as well as the occupations and careers awaiting those who choose a major in the social and behavioral sciences.

Through the Social and Behavioral Sciences Component of the Core Curriculum the competencies which the student will be able to demonstrate are to:

- use appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition, including critical analysis of the validity and reliability of historical evidence and research concerning the various stages and types of psychological and sociological development;

- differentiate the influence of social institutions and processes across a range of historical periods, social structures, and cultures on the evolution of individuals and societies;
- identify significant differences between diverse cultural groups in our society;
- compare and contrast the strengths and weaknesses of alternative systems or theories;
- interpret alternative explanations or solutions for contemporary social and public policy issues;
- explain the influence of historical, social, political, economic, cultural, and global forces on an area of study;
- illustrate the origins, evolution, and operation of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil rights;
- explain the evolution and current role of the U.S. in the world;
- recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, engaging in public discourse, and using state-of-the-art information gathering systems to stay aware of current public policy.

COMPUTER SCIENCE

3 credits

COSC	1301	Microcomputer Applications
COSC	1309	Logic Design
COSC	1315	Fundamentals of Programming
COSC	1318	Computer Science-Programming I
BCIS	1332	COBOL Programming

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

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

- determine the appropriate choice of software and word processors, electronic spreadsheets, databases, operating systems and the Internet for workplace and educational applications;
- apply the appropriate software to produce reports, presentations, etc., by the use of analytical thinking and the integration of different software applications;
- identify and demonstrate appropriate uses of computer hardware including peripheral devices;
- explain the functions of microcomputer systems components which include memory, the CPU, hard drive, monitor, etc.;
- research computer-related topics using the Internet and the library and, by using critical thinking and technical proficiency skills, write a documented research paper.

Humanities Elective Options

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

Literature*

ENGL	2300	Intro to Literature
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2399	Special Topics in Literature

Foreign Language

SPAN	2313	Beginning Spanish I (for native speakers)
SPAN	2315	Beginning Spanish II (for native speakers)

Drama

DRAM	1310	Theater Appreciation
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Art

ARTS	1301	Arts Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II

Music

MUSI	1306	Music Appreciation
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Philosophy

PHIL	1301	Intro to Philosophy
PHIL	2303	Intro to Logic
PHIL	2306	Ethics
PHIL	2307	Intro to Social Philosophy

Humanities

HUMA	1301	Intro to Humanities I
HUMA	1302	Intro to Humanities II

* Check for prerequisites

Division of Business

Business Administration Program	72
Accounting Clerk	Certificate
Import/Export	Certificate
Business Administration - Transfer Plan	Associate of Arts
Business Administration	Associate of Applied Science
Specialization: Accounting	
Specialization: Banking	
Specialization: Business Supervision	
Specialization: E-Commerce	
Specialization: Import/Export	
 Business Computer Systems Program	 82
Business Computer Systems	Associate of Applied Science
Specialization: Computer Specialist	
Specialization: Minicomputer Specialist	
Specialization: Networking Specialist	
 Department of Computer Science	 89
Computer Information Systems	Associate of Science
Computer Science	Associate of Science
 Culinary Arts Program	 92
Commercial Cooking	Certificate
Culinary Arts	Associate of Applied Science
 Legal Assisting Program	 95
Legal Assisting	Associate of Applied Science
 Professional Office Technology Program	 97
Secretary	Certificate
Word Processing Specialist	Certificate
Administrative Assistant	Associate of Applied Science
Legal Secretary	Associate of Applied Science
 Public Service Administration Program	 102
Public Service Administration	Associate of Applied Science

Business Administration

Accounting Clerk, Certificate

The Accounting Certificate prepares students for entry-level positions with duties concentrating on Accounts Receivable, Accounts Payable, Payroll, or Accounting Clerk. The graduates of this program will have the basic knowledge to perform general office and accounting duties.

Import/Export, Certificate

The Import/Export certificate prepares student for an entry-level positions 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.

Business Administration-Transfer Plan, Associate of Arts

The Associate of Arts degree in Business Administration prepares students who plan to transfer to a four-year college or university to earn a Bachelor of Arts or 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 Arts 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. Upon completion of this degree, students will have earned up to 65 semester credit hours of college transferable coursework.

Business Administration, Associate of Applied Science Specialization: Accounting

The Associate of Applied Science degree in Accounting prepares students to enter the Accounting profession at an entry-level position. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting.

Business Administration, Associate of Applied Science Specialization: Banking

The Associate of Applied Science degree in Banking prepares students for entry into the financial services industry with many opportunities for advancement. The Banking program also offers continuing professional education for individuals already employed in the financial services industry. This program will prepare students in areas such as Money and Banking, Bank Marketing, Consumer and Commercial Lending, Law and Banking, and Principles of Bank Operations.

Business Administration, Associate of Applied Science Specialization: Business Supervision

The Associate of Applied Science degree in Business Supervision prepares students for careers in supervisory or lower management positions in business, industry, or a service field requiring skills in general supervision.

Business Administration, Associate of Applied Science Specialization: E-Commerce

This program is designed to prepare students for a career in the field of electronic commerce. The graduates of this program will have the technical knowledge, skills and preparation to move traditional businesses into electronic commerce. The program will prepare students to create web pages, tie internet forms into business data bases, capture from the internet, plan and execute an e-commerce business transaction.

Business Administration, Associate of Applied Science Specialization: Import/Export

The Associate of Applied Science degree in Import/Export prepares students for entry into the import/export business (custom brokers, freight forwarders, commercial carriers, international business). It is designed to update and expand the skills of those already working in the import/export field as well as assist individuals who are considering the import/export field as a profession by introducing fundamentals of the industry. This program will also assist individuals in starting their own import/export business. Graduates of this program will be qualified to take the custom broker exam.

ADVISORY COMMITTEE

Accounting

Mr. David Carrales

CPA, Carlos Carrales and Company

Dr. Wig Demoville

The University of Texas-Pan American, College of Business

Mr. Guillermo Garcia

CPA

Mr. Larry Gonzalez

First National Bank

Mr. Winne Gonzales

Director of Career and Technology

PSJA School District

Mr. Mario Lopez

Starr County Auditor

Mrs. Yolanda Ozuna

Ricardo Ramos Law Office

Mrs. Rosie Rincones

Department Chair for Business

Miss Diana Rodriguez

Ruben Hinojosa For Congress

Mr. Allen Sheild

President, Alamo Bank

Banking

Mr. Robert Almendarez

First Vice-President Branch Manager

Texas State Bank

Mrs. Ada Benavidez

Marketing & PR Director

Mr. Harvey Richer

Vice President

Senior Training Specialist

Mr. Craig Lewis

Executive Vice President & Chief Operations Officer

Texas State Bank

Mr. Elias Longoria, Jr.

Vice President

International Bank of Commerce

Mr. David McDaniel

Personal Financial Advisor

Barnes, Hughes, McDaniel & Associates

Mr. James Lott

Senior President & Chief Financial Officer

Alamo Bank of Texas

Business Supervision

Mr. Tony Aguirre

McAllen Bolt & Screw, Inc.

Mr. Ricardo Canuto

Texas Workforce Commission

Mrs. Ana Escobar

Copy Graphics

Mrs. Rafie Flores

Magic Valley Electronic, CO-OPINC

Ms. Elena Gomez

City of Mission

Ms. Irene Morin

Sharyland High School

Mr. Joe Vasquez

KNAPP Medical Center

E-Commerce

Dr. Anthony J. Acosta

Kennedy Media Group, Inc.

Mr. Joaquin Lopez

Texas State Bank

Mr. Russell Dowden

President, Project S.E.T.L.A.B.

Mr. Craig Lewis

Executive Vice President & Chief Operations Officer

Texas State Bank

Import/Export

Mr. John Cain

President Cain Customs Broker, Inc.

Mrs. Alida Hernandez

Owner, AAA Personnel Agency

Mr. Armando Goncalvez

Program Coordinator

United States Customs Service

Mr. Bill Schafer

Account Manager & Warehousing/Logistics

Rudolph Miles & Sons Inc. Customhouse Brokers

Mrs. Matilda Gutierrez

Financial Analyst

Vanity Fair Intimates Inc.

Mr. William H. Rich

Branch Manager

Daniel B. Hastings, Inc. Customs Brokers

ACCOUNTING CLERK CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
ENGL	1312	Business Writing	3
ITSW	1301	Introduction to Word Processing	3

SECOND SEMESTER

ACNT	1304	Introduction to Accounting II	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll & Business Tax Accounting	3
ITSW	1304	Introduction to Spreadsheets	3
HRPO	1311	Human Relations	3

THIRD SEMESTER

BMGT	2168	CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 31

IMPORT/EXPORT CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
ITSW	1301	Introduction to Word Processing	3
IBUS	1301	Principles of Imports - Exports I	3
IBUS	1305	Introduction to International Business/Trade	3

SECOND SEMESTER

BMGT	1305	Communication in Management	3
IBUS	1349	International Information Systems	3
IBUS	2345	Import Custom Regulations	3
BUSI	2301	Business Law	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

BUSINESS ADMINISTRATION - TRANSFER PLAN ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

20 Credit Hours

ACCT	2401	Principles of Financial Accounting
ACCT	2402	Principles of Managerial Accounting
ECON	2301	Principles of Economics I - MACRO
ECON	2302	Principles of Economics II - MICRO
BUSI	1301	Introduction to Business
MATH	1325	Business Calculus

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 20

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 65

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Accounting**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3

FIRST SEMESTER

		<u>Humanities Elective</u>	3
ITSW	1301	Introduction to Word Processing	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3

THIRD SEMESTER

ITSW	1304	Introduction to Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
ACCT	2401	Principles of Financial Accounting	4
ACNT	1331	Federal Income Tax: Individual	3

FOURTH SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
ACCT	2402	Principles of Managerial Accounting	4
ACNT	2309	Cost Accounting	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 61

Identifies courses to fulfill minimum 15 hour General Education Requirements

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Banking**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3

SECOND SEMESTER

		<u>Humanities Elective</u>	3
ITSW	1301	Introduction to Word Processing	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money & Banking	3
BNKG	1303	Principles of Bank Operation	3

THIRD SEMESTER

ITSW	1304	Introduction to Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BNKG	1443	Law & Banking	4
BNKG	1345	Consumer Lending	3
BNKG	1347	Bank Marketing	3

FOURTH SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1
		BNKG Directed Elective	3
		BNKG Directed Elective	3
		BNKG Directed Elective	3

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 hour General Education Requirements

Banking Electives:

BNKG	1305	Teller Training
BNKG	1349	Commercial Lending
BNKG	1351	Selling Bank Products and Services
BNKG	1356	Analyzing Financial Statements

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Business Supervision**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3

SECOND SEMESTER

		<u>Humanities Elective</u>	3
ITSW	1301	Introduction to Word Processing	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
HRPO	2301	Human Resources Management	3
BMGT	2303	Problem Solving & Decision Making	3

THIRD SEMESTER

ITSW	1304	Introduction to Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
BUSG	2309	Small Business Management	3
HRPO	1311	Human Relations	3

FOURTH SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
ITSC	1305	Introduction to PC Operating Systems	3
MRKG	1311	Principles of Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirements

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: E-Commerce**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
BUSG	1371	Introduction to E-Commerce	3
BMGT	1301	Supervision	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing	3
BMGT	1305	Communications in Management	3
ACCT	2401	Principles Financial Accounting	4
ITSW	1304	Introduction to Spreadsheets	3
BUSG	1372	Scripting for E-Commerce	3

THIRD SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
ACCT	2402	Principles Managerial Accounting	4
BUSG	1375	E – Marketing	3
BUSG	2371	Electronic Traffic Analysis	3
PBAD	2335	Ethics in the Work Place	3

FIFTH SEMESTER

<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
BUSG	2372	Advanced Scripting for E-Commerce	3
BUSG	2373	Database Integration	3
BUSG	2374	E-Customer Care	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 hour General Education Requirements

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Import/Export**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
ITSC	1309	Integrated Software Applications I	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3

SECOND SEMESTER

		<u>Humanities Elective</u>	3
ITSW	1301	Introduction to Word Processing	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
IBUS	1305	Introduction to International Business/Trade	3

THIRD SEMESTER

ITSW	1304	Introduction to Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
IBUS	1301	Principles of Imports - Exports I	3
IBUS	2345	Import Customs Regulations	3
IBUS	1354	International Marketing Management	3

FOURTH SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
IBUS	1341	International Purchasing	3
IBUS	1349	International Information Systems	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirements

Business Computer Systems

Business Computer Systems, Associate of Applied Science

Specialization: Computer Specialist

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

Business Computer Systems, Associate of Applied Science

Specialization: Minicomputer Specialist

In this program the student will learn about the IBM AS/400 computer system. Upon completion of the program, the student will have skills in RPG programming, helpdesk, AS/400 operations, groupware, etc. The student will also learn some basic networking skills and operating system theory. Employment opportunities will be available in various medium to large companies, banks, hospitals, and ISDs that use the AS/400 system.

Business Computer Systems, Associate of Applied Science

Specialization: Networking Specialist

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

ADVISORY COMMITTEE

Eloy Aguilar

Security Plastics

Diana Berger

Region I

Mike Crews

Associate Professor,

School of Business Administration,

The University of Texas-Pan American

George Herrera

McAllen ISD

Sonia Mata-Lozano

Mercedes ISD

Nick Morales

Computer Center,

The University of Texas-Pan American

Sonia Perez

Area Manager, Southwestern Bell

Tomas Perez

Administrator for IS,

McAllen ISD

Les Rydl, Ph.D.

Chairman CIS,

School of Business Administration,

The University of Texas-Pan American

Steve Wingert

The Monitor, McAllen

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Computer Specialist**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems	3
ITNW	1325	Fundamentals of Networking	3
ITSC	1301	Introduction to Computers	3

SECOND SEMESTER

<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
ITSC	1309	Integrated Software Applications I	3
ITNW	2321	Networking with TCP/IP	3
ITSC	1325	Personal Computer Hardware	3
ITNW	2301	Administering Microsoft Windows NT	3

SUMMER SESSION I

		<u>Social/Behavioral Sciences Elective</u>	3
		Computer Specialist Elective	3

THIRD SEMESTER

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

FOURTH SEMESTER

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

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirements

Credit Hours

Computer Specialist Electives:

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

Social/Behavioral Sciences Electives:

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

Humanities Electives:

Literature

ENGL	2300	Introduction to Literature	3
ENGL	2321	English Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3
ENGL	2399	Special Topics in Literature	3

Drama

DRAM	1310	Theater Appreciation	3
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Art

ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1304	Art History II	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Minicomputer Specialist**

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems	3
ITNW	1325	Fundamentals of Networking	3
ITSW	1311	AS/400 Operating Systems I	3

SECOND SEMESTER

<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
ITSC	1309	Integrated Software Applications I	3
ITNW	2321	Networking with TCP/IP	3
ITSE	1314	Introduction to RPG Programming	3
ITNW	2301	Administering Microsoft Windows NT	3

SUMMER SESSION I

		<u>Social/Behavioral Sciences Elective</u>	3
SPCH	1311	Introduction to Speech Communication	3

THIRD SEMESTER

ACNT	1303	Introduction to Accounting I	3
ITSE	1318	Introduction to COBOL Programming	3
ITSW	1310	Presentation Media Software	3
ITSE	1331	Introduction to Visual Basic Programming	3
ITNW	2335	Network Troubleshooting and Support	3

FOURTH SEMESTER

		<u>Minicomputer Elective</u>	3
		<u>Humanities Elective</u>	3
ITSW	2337	Advanced Database	3
ITSW	1302	Computer Control Language	3
ITSC	2345	Computer Center Management	3
ITSC	2164	CAPSTONE: Minicomputer Practicum	1

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hour General Education Requirements

Credit Hours

Minicomputer Specialist Electives:

ITNW	2305	Network Administration for Novell Netware	3
ITSW	1327	Multiuser Operating Systems (AS/400 Navigator)	3
ITSE	2317	Java Programming (AS/400 Visual Age)	3

Social/Behavioral Sciences Electives:

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

Humanities Electives:

Literature

ENGL	2300	Introduction to Literature	3
ENGL	2321	English Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3
ENGL	2399	Special Topics in Literature	3

Drama

DRAM	1310	Theater Appreciation	3
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Art

ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1304	Art History II	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Networking Specialist**

TASP Eligible

Credit Hours

FIRST SEMESTER

SPCH	1311	Introduction to Speech Communication	3
COSC	1301	<u>Microcomputer Applications</u>	3
ENGL	1301	<u>Composition</u>	3
ITSC	1305	Introduction to PC Operating Systems	3
ITNW	1325	Fundamentals of Networking	3

SECOND SEMESTER

MATH	1414	<u>College Algebra</u>	4
ITSC	1309	Integrated Software Applications I	3
ITNW	2321	Networking with TCP/IP	3
ITNW	2305	Network Administration for Novell Netware	3
ITNW	2301	Administering Microsoft Windows NT	3

SUMMER SESSION I

		<u>Social/Behavioral Sciences Elective</u>	3
		Networking Specialist Elective	3

THIRD SEMESTER

ACNT	1303	Introduction to Accounting I	3
ITSC	1313	Internet/Web Page Development	3
ITSW	1310	Presentation Media Software	3
ITNW	2335	Network Troubleshooting and Support	3
ITNW	2317	Network Security	3

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
ITSE	2309	Introduction to Database Programming	3
ITNW	2343	Advanced Network for Novell Intra-Netware	3
ITSC	2345	Computer Center Management	3
ITNW	2164	CAPSTONE: Network Practicum	1

Total Credit Hours: 65

Identifies courses to fulfill minimum 15 hour General Education Requirements

Credit Hours

Networking Specialist Electives:

ITSW	2334	Advanced Spreadsheets	3
ITNW	2354	Internet/Intranet Server	3

Social/Behavioral Sciences Electives:

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

Humanities Electives:

Literature

ENGL	2300	Introduction to Literature	3
ENGL	2321	English Literature	3
ENGL	2326	American Literature	3
ENGL	2331	World Literature	3
ENGL	2399	Special Topics in Literature	3

Drama

DRAM	1310	Theater Appreciation	3
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Art

ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1304	Art History II	3

Computer Science

Computer Information Systems, Associate of Science

This program is designed for students who plan to specialize in Business Computer Applications at a four-year college or university. In addition to completing the General Education requirements as outlined in this catalog, students take business classes in accounting, economics and business programming languages which will fulfill the Computer Information Systems degree. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC 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 STCC departmental faculty and the four-year college faculty in determining transferability of courses.

Computer Science, Associate of Science

This program is designed for students who plan to specialize in Computer Software Engineering and Computer Science at a four-year college or university. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC 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 STCC departmental faculty and the four-year college faculty in determining transferability of courses.

Career Opportunities:

The Bureau of Labor Statistics estimates that from 1994 to 2005, computer-related employment will increase by 60 percent nationally. Software and computers are a significant part of business, therefore, the demand for professionals with computer skills has increased. With the pace of growth in high-tech fields, companies are struggling to find technical talent to fill their needs.

The Computer Science Department prepares the student for transfer to a four-year institution where they can specialize in such disciplines as Software Engineers, Programmer-Analyst, System Analyst, Systems Programmer, Information Security Coordinator.

Academic Advisement:

Students are assigned to an advisor in the department upon declaring a major in Computer Science. Students should also consult their advisor for approval of academic matters such as choice of electives, course substitutions, course overloads, and adding and dropping courses.

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

19 Credit Hours

COSC	1315	Fundamentals of Programming
COSC	1430	Variable Topic Programming Language
BCIS	1332	Cobol Programming
BCIS	2332	Advanced Cobol Programming

The student is required to take a minimum of 6 hours from the following list of courses:

ECON	2301	Principles of Economics I - MACRO
ECON	2302	Principles of Economics II - MICRO
ACCT	2401	Principles of Financial Accounting
ACCT	2402	Principles of Managerial Accounting

STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 19

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 64

COMPUTER SCIENCE ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

19 Credit Hours

COSC	1309	Logic Design
COSC	1318	Computer Science - Programming I
COSC	1420	C Programming
COSC	2315	Data Structures
COSC	2330	Advanced Computer Science Programming
COSC	2325	Computer Organization & Machine Language

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 19

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 64

Culinary Arts

Commercial Cooking, Certificate

This certificate prepares students to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers.

Culinary Arts, Associate of Applied Science

The program will prepare students through lecture and lab courses in culinary arts, nutrition, supervision, a practicum, and general education courses. This degree leads to careers in restaurants, catering, hotels and resorts, and other commercial food services. Graduates take positions as sous-chefs, professional assistants to chefs or culinary managers, supervisors of food production and service, stewards, banquet managers, purchasing agents, or restaurant supervisors.

ADVISORY COMMITTEE

Joe Conley

Manager, Red Lobster

Rick Cuellar

Manager, Luby's

Armando Dominguez

The University of Texas-Pan American, Biology Dept.

Diane Shea

Chef, Shea Cafe & Catering

Rick Guerra

Manager, TGI Friday's/Tony Roma's

Cynthia Hyche

Owner, City Cafe

Gabe Lara

Chef, City Cafe

Alex Edionwe

The University of Texas Pan American,
Biology/Dietetics Dept.

Bob Faraji

The University of Texas Pan American, Biology Dept.

Joe Marines

Manager, Bonanza Restaurant

Madelyn Parks

McAllen ISD Food Services

COMMERCIAL COOKING CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CULA	1305	Safety and Sanitation	3
CULA	1301	Basic Food Preparation	3
PSTR	1301	Fundamentals of Baking	3
BIOL	1322	Nutrition and Diet Therapy	3

SECOND SEMESTER

RSTO	2307	Catering	3
RSTO	2301	Principles of Food & Beverage Controls	3
CULA	1345	International Cuisine	3
CULA	1264	CAPSTONE: Practicum I	2

Total Credit Hours: 23

CULINARY ARTS ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

CULA	1305	Safety and Sanitation	3
CULA	1301	Basic Food Preparation	3
PSTR	1301	Fundamentals of Baking	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

RSTO	2307	Catering	3
RSTO	2301	Principles of Food & Beverage Controls	3
CULA	1345	International Cuisine	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ACNT	1303	Introduction to Accounting I Or MRKG 1311	3

THIRD SEMESTER

		<u>Humanities Elective</u>	3
<u>SOCI</u>	<u>1301</u>	<u>Introduction to Sociology</u>	3
PSTR	2331	Advanced Pastry Shop	3
CULA	2301	Intermediate Food Preparation	3
RSTO	1301	Beverage Management	3

FOURTH SEMESTER

HAMG	1324	Hospitality Human Resources Management	3
<u>BIOL</u>	<u>2320</u>	<u>Microbiology for Food Service</u>	3
BUSG	2309	Small Business Management	3
CULA	2331	Advanced Food Preparation I	3
CULA	2264	CAPSTONE: Practicum II	2

Total Credit Hours: 62

Identifies courses to fulfill minimum 15 hour General Education Requirements

Legal Assisting

Legal Assisting

Associate of Applied Science

The Legal Assisting program is designed to provide the skills and knowledge necessary for entry-level employment as a Legal Assistant. This program is intended to serve adults currently employed who wish to upgrade their skills, recent high school students, unemployed and underemployed adults wishing to advance their education so as to enter this field of employment. This program will also serve as a means for those employed as Legal Assistants to formalize and/or update their skills. STCC is committed to providing the latest technology in computer software management and research. Our students will not only be able to do case management and legal research manually, but will also have extensive training in the latest computer software programs that are actually being utilized in the workplace today. Our Legal Assisting program is a sustaining member in the Legal Assistants Division of the State Bar of Texas. We are presently working on attaining ABA approval of our program.

ADVISORY COMMITTEE

Micaela Alvarez

Attorney, Law Office of Hole and Alvarez, McAllen

Frederick J. Biel

Attorney, Atlas & Hall, L.L.P., McAllen

Luanna Castellano

Legal Assistant

Steven M. Gonzalez and Associates, P.C.

Diane Hargrove

Legal Assistant, Atlas & Hall, L.L.P., McAllen

Preston Hendrichson

Law Office of Preston Hendrichson, P.C.

Sidney Meadows

Law Office of Sidney Meadows

Mary Ellen Stocker

Legal Assistant*

Corcoran & McLain, L.L.P., McAllen

**Board Certified Legal Assistant Personal Injury Trial
Law Texas Board of Legal Specialization*

A. Peter Thaddeus

Adv. Comm. Vice President

Law Office of Peter Thaddeus, L.C., McAllen

LEGAL ASSISTING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

LGLA	1311	Introduction to Law	3
PHIL	2303	Introduction to Logic	3
ITSW	1301	Introduction to Word Processing	3
COSC	1301	Microcomputer Applications	3
ITSC	1305	Introduction to PC Operating Systems	3

SECOND SEMESTER

LGLA	1346	Civil Litigation I	3
LGLA	1355	Family Law	3
LGLA	2307	Law Office Management	3
ITSW	2331	Advanced Word Processing	3
ENGL	1301	Composition	3

SUMMER SESSION

ITSW	1307	Introduction to Database	3
SPCH	1311	Introduction to Speech Communication	3

THIRD SEMESTER

LGLA	1347	Civil Litigation II	3
LGLA	1353	Wills, Trusts & Probate Administration	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	1301	Legal Research & Writing	3
MATH	1414	College Algebra	4

FOURTH SEMESTER

LGLA	2309	Real Property	3
LGLA	1341	Administrative Law	3
LGLA	1391	Survey of Individual Rights under Federal Law	3
LGLA	2311	Business Organization	3
GOVT	2301	American Government I	3

SUMMER SESSION

LGLA	2380	CAPSTONE: Coop. - Legal Assistant	3
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Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

Professional Office Technology

Secretary, Certificate

The Secretarial Certificate builds entry skills for men and women seeking private and public business rewards through 21st market place expertise. This one-year track certificate program prepares students to assume secretarial and clerical responsibilities. The program develops computer expertise in word and professional acumen. Additionally, this one-year certificate will prepare interested students for matriculation into either the administrative assistant or a legal secretary associate of applied science degree.

Word Processing Specialist, Certificate

The Word Processing Specialist Certificate builds mastery of computer application skills for men and women seeking private and public business professional rewards through 21st market place expertise. This one-year certificate program prepares students to acquire computer application skills in word processing, spreadsheets, presentation media, desktop publishing, Internet, and database. Additionally, this one-year certificate will prepare interested students for matriculation into either the administrative assistant or a legal secretary associate of applied science degree.

Administrative Assistant, Associate of Applied Science

The Administrative Assistant Associate of Applied Science Degree builds mastery skills for men and women seeking private and public business professional rewards through 21st market place expertise. This two-year career track degree program prepares students to assume administrative assistance responsibilities for a chief executive officer (CEO), vice president, and directors of businesses, agencies, and institutions. This professional career track also develops computer application expertise in word processing, spreadsheets, presentation media, and the Internet, as well as professional business acumen.

Legal Secretary, Associate of Applied Science

The Legal Secretary Associate of Applied Science Degree builds mastery skills for men and women seeking paraprofessional rewards through 21st market place expertise in the legal profession. This two-year career track degree program prepares men and women to assume legal secretarial responsibilities to sole practitioners, specialized firms, and to small and large firms. Also,

this professional career track develops legal secretary expertise in office procedure, legal terminology, legal documentation processing and legal research as well as computer application expertise in word processing, spreadsheets, presentation media, and Internet.

ADVISORY COMMITTEE

Jose Barrios

Computer Applications Svc. Inc., Owner

Pat Blum

Events by Pat Blum

Fred De Barrio

McDonalds, Owner

Bob Elliott

Boggus Ford, CEO

Toni Flores

Instructor, Office Administration/Co-op Education,
Mercedes High School

Aracely Garcia

Nikki Rowe High School, Instructor

Robert V. Garcia

Career & Technology Education Coordinator,
Donna ISD

Dr. Richard Irizarry

Assistant Superintendent, Rio Grande City CISD

Martha Myatt

Workforce Development Specialist,
Texas Workforce Commission

Buck Pettitt

Attorney, Flores, Casso, Romero, and Pettitt

Nancy Schultz

Senior Vice President, Texas State Bank

David Smith

President, McAllen National Bank

Reveriano Torres III

Legal Assistant, Texas Rural Legal Aid

Leticia Vacek

Secretary, City of McAllen

SECRETARY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFT	1302	Business Communications I	3
POFT	1321	Business Math	3
POFT	1329	Keyboarding and Document Formatting	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing	3
POFI	1345	Integrated Software Applications II	3
POFT	1309	Administrative Office Procedures I	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3

SUMMER SESSION I

ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

WORD PROCESSING SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Keyboarding and Document Formatting	3

SECOND SEMESTER

ITSW	1301	Introduction to Word Processing	3
ITSC	1313	Internet / Web Page Development	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	1310	Presentation Media Software	3

SUMMER SESSION I

ITSW	2331	Advanced Word Processing	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 32

ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFT	1302	Business Communications I	3
POFT	1309	Administrative Office Procedures I	3
POFT	1329	Keyboarding and Document Formatting	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

POFT	1349	Administrative Office Procedures II	3
POFT	2301	Document Formatting and Skillbuilding	3
POFT	2312	Business Communications II	3
ITSW	1301	Introduction to Word Processing	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

THIRD SEMESTER

POFI	2331	Desktop Publishing for the Office	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	1307	Introduction to Database	3
ITSW	2331	Advanced Word Processing	3
<u>SPAN</u>	<u>2313</u>	<u>Beginning Spanish I (for Native Speakers)</u>	3

FOURTH SEMESTER

ITSW	1310	Presentation Media Software	3
ACNT	1303	Introduction to Accounting I	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
POFT	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 hour General Education Requirements

LEGAL SECRETARY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I	3
POFL	1305	Legal Terminology	3
POFT	1302	Business Communications I	3
POFT	1329	Keyboarding and Document Formatting	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

POFL	1303	Legal Office Procedures I	3
POFL	2301	Legal Document Processing	3
ITSW	1301	Introduction to Word Processing	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>SPAN</u>	<u>2313</u>	<u>Beginning Spanish I (for Native Speakers)</u>	3

THIRD SEMESTER

POFL	1355	Legal Issues for Medical Documents	3
POFL	1359	Legal Transcription	3
POFL	2371	Legal Office Procedures II	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	2331	Advanced Word Processing	3

FOURTH SEMESTER

ITSW	1307	Introduction to Database	3
ACNT	1303	Introduction to Accounting I	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
POFL	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

Identifies courses to fulfill minimum 15 hour General Education Requirements

Public Service Administration

Public Service Administration, Associate of Applied Science

The Public Service Administration program is designed to prepare students for careers in the government/public sector. The program will prepare students in areas such as public sector planning and budgeting, supervision, personnel management and intergovernmental public relations. Graduates of this program will have the technical knowledge, skills, and preparation for employment in governmental agencies at the federal, state, regional, and local levels.

ADVISORY COMMITTEE

Rosie Cavazos

Director, Texas Workforce Commission

Dr. Jose Hinojosa

Professor of Public Policy & Administration,
The University of Texas-Pan American

Yvonne "Bonnie" Gonzalez

Chief Executive Officer,
Rio Grande Valley Empowerment Zone Corp.

Dr. Eva Hughes

Educational Support Services,
McAllen Independent School District

Antonio Ocana

Area Manager, Texas Rehabilitation Commission

Mike Perez

City Manager, City of McAllen

Ernest Silva

Assistant City Manager, City of Pharr

Sheila Pankratz

Assistant Director,
Tech Prep of the Rio Grande Valley Inc.

Julianne Rankin

Director of Planning, City of McAllen

Rigoberto Villarreal

Director of Operations, Quality Therapy

Dr. Roberto Zamora

Superintendent of Schools,
La Joya Independent School District

PUBLIC SERVICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
PBAD	1321	Public Administration	3
PBAD	2311	Public Sector Supervision	3

SECOND SEMESTER

SPCH	1321	Business & Prof. Speaking	3
		<u>Humanities Elective</u>	3
PBAD	2305	Public Sector Management	3
PBAD	1341	Governmental Agencies	3
PBAD	2301	Public Rel. in the Public Sector	3

SUMMER SESSION

HIST	1301	United States History I	3
ITSW	1301	Intro. to Word Processing	3

THIRD SEMESTER

ACNT	1303	Introduction to Accounting I	3
GOVT	2301	American Government I	3
ITSW	1304	Introduction to Spreadsheets	3
PBAD	2335	Ethics in the Work Place	3
PBAD	2339	Human Resources Management in the Public Sector	3

FOURTH SEMESTER

GOVT	2302	American Government II	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
PBAD	2331	Budgeting in the Public Sector	3
PBAD	2347	Urban Planning	3

SUMMER SESSION

PBAD	2264	CAPSTONE: Practicum in Admin. Tech.	2
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Total Credit Hours: 66

Identifies courses to fulfill minimum 15 hour General Education Requirements

Division of Communications, Fine Arts and Humanities

Department of Fine Arts	105
Fine Arts with Visual Arts Concentration	Associate of Arts
Fine Arts with Music Concentration	Associate of Arts
Department of Liberal Arts	107
Liberal Arts	Associate of Arts
Department of 2+2 Teacher Preparation	109
2+2 Teacher Preparation - Elementary Education	Associate of Arts
2+2 Teacher Preparation - Secondary Education	Associate of Arts

Fine Arts

Fine Arts with Visual Arts Concentration Associate of Arts

The Associate of Arts in Fine Arts is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

Fine Arts with Music Concentration Associate of Arts

The Associate of Arts with Music Concentration will focus in establishing a solid music foundation in music theory, music literature, applied instrumental lessons and participation in various music ensembles in preparation for the completion of the Bachelor of Fine Arts Degree. It is intended for transferability to higher education institutions by the serious music student wishing to continue his study of music while completing the core curriculum course work. Music ensembles are open for participation to the general student body.

FINE ARTS with Visual Arts Concentration ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

24 Credit Hours

Fine Arts Foundation (12 credits)

ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II

2-D Studio (3 credits)

The student is required to take a minimum of 3 hours from the following list of courses:

ARTS 2316 Painting I
ARTS 2333 Printmaking I

3-D Studio (3 credits)

The student is required to take a minimum of 3 hours from the following list of courses:

ARTS 2326 Sculpture I
ARTS 2346 Ceramics I

Free Elective Studio (6 credits)

The student is required to take a minimum of 6 hours from the following list of courses:
These courses must not duplicate courses taken to fulfill 2-D Studio or 3-D Studio.

ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2323 Drawing III
ARTS 2324 Drawing IV
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 69

FINE ARTS

with Music Concentration

ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

24 Credit Hours

Musical Arts Foundation (12 Credits)

- MUSI 1311 Music Theory I
- MUSI 1312 Music Theory II
- MUSI 2311 Music Theory III
- MUSI 2312 Music Theory IV

Free Electives (12 Credits)

The student is required to take a minimum of 12 hours from the following list of courses:

Piano Class

- MUSI 1181 Piano Class I
- MUSI 1182 Piano Class II
- MUSI 2181 Piano Class III
- MUSI 2182 Piano Class IV

Voice Class

- MUSI 1183 Voice Class I
- MUSI 1184 Voice Class II
- MUSI 2183 Voice Class III
- MUSI 2184 Voice Class IV

Music Theory/Literature

- MUSI 1301 Fundamentals of Music
- MUSI 1308 Music Literature I
- MUSI 1309 Music Literature II

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 69

Music Applied Instruments

- | | | |
|--------------------|-----------|---------------------|
| <u>BRASS:</u> | MUSI 1236 | Applied Trumpet |
| | MUSI 1243 | Applied French Horn |
| | MUSI 1245 | Applied Trombone |
| | MUSI 1249 | Applied Baritone |
| | MUSI 1253 | Applied Tuba |
| <u>PERCUSSION:</u> | MUSI 1257 | Applied Percussion |
| <u>KEYBOARD:</u> | MUSI 1269 | Applied Piano |
| <u>STRING:</u> | MUSI 1201 | Applied Violin |
| | MUSI 1205 | Applied Viola |
| | MUSI 1210 | Applied Cello |
| | MUSI 1213 | Applied Double Bass |
| | MUSI 1261 | Applied Guitar |
| <u>VOICE:</u> | MUSI 1281 | Applied Voice |
| <u>WOODWINDS :</u> | MUSI 1224 | Applied Flute |
| | MUSI 1221 | Applied Oboe |
| | MUSI 1231 | Applied Clarinet |
| | MUSI 1225 | Applied Bassoon |
| | MUSI 1233 | Applied Saxophone |

Music Ensembles

- MUSI 1227 Band Ensemble
- MUSI 1241 Choir Ensemble
- MUSI 1237 Mariachi Ensemble

Liberal Arts

Liberal Arts, Associate of Arts

The Liberal Arts program provides the majority of “basics” needed to fulfill the core, General Education Requirements for The University of Texas-Pan American and other Texas four-year institutions. The Liberal Arts program provides a broad-based education that includes course selections in art, history, communications, literature, philosophy, drama, music, and languages. Liberal Arts promotes self-confidence, trains students to analyze and think clearly on any subject, and cultivates communication skills necessary in the larger community and in the global economy.

LIBERAL ARTS ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

18 Credit Hours

The student must select 18 hours of electives from the following list. One course must be taken in each of the 5 areas (15 hours). The remaining course (3 hours) may be chosen from any academic area. Courses taken in the Field of Study must not duplicate courses taken to fulfill the STCC Core Curriculum requirements.

Fine Arts

ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
ARTS	1311	Design I
ARTS	1316	Drawing I
ARTS	2316	Painting I
ARTS	2326	Sculpture I
ARTS	2333	Printmaking I
DRAM	1310	Theater Appreciation
DRAM	1351	Acting I
MUSI	1192	Guitar Class I
MUSI	1193	Guitar Class II
MUSI	1181	Piano Class I
MUSI	1182	Piano Class II
MUSI	1306	Music Appreciation

English

ENGL	2300	Introduction to Literature
ENGL	2307	Creative Writing I
ENGL	2308	Creative Writing II

ENGL	2311	Technical Writing
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2399	Special Topics in Literature
COMM	2311	News Gathering & Writing I
COMM	2315	News Gathering & Writing II

Humanities

HIST	2311	Western Civilization I
HIST	2312	Western Civilization II
HIST	2321	World Civilizations I
HIST	2322	World Civilizations II
HIST	2380	Mexican American History
HUMA	1301	Intro. to the Humanities I
HUMA	1302	Intro. to the Humanities II
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2306	Ethics
PHIL	2307	Intro. to Social Philosophy

Modern Languages

SPAN	1311	Beginning Spanish I
SPAN	1312	Beginning Spanish II
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SPAN	2313	Beginning Spanish I (Native Speakers)
SPAN	2315	Beginning Spanish II (Native Speakers)

Oral Communication

SPCH	1311	Intro. to Speech Communication
SPCH	1315	Public Speaking
SPCH	1318	Interpersonal Communication
SPCH	1321	Business & Professional Speaking
SPCH	2333	Discussion & Small Group Communication
SPCH	2335	Argumentation and Debate

STCC CORE CURRICULUM**45 Credit Hours**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 18**STCC CORE CURRICULUM: 45****TOTAL CREDIT HOURS: 63**

2+2 Teacher Preparation

2+2 Teacher Preparation, Associate of Arts

The Associate of Arts Degree in 2+2 Teacher Preparation gives students the opportunity to take general education courses at STCC and then transfer into a four year university's School of Education.

2 + 2 TEACHER PREPARATION ASSOCIATE OF ARTS Elementary Education

TASP Eligible

FIELD OF STUDY

EDUC	1301	Introduction to Education				27 Credit Hours
SPAN	2313	Beginning Spanish I-Native Speaker (or SPAN 1311 – Non-Native Speakers)	GEOG	1301	Principles of Physical Geography	
SPAN	2315	Spanish II-Native Speaker (or SPAN 1312- Non-Native Speakers)	SOCI	1301	Introduction to Sociology	
ENGL	2326	American Literature	MATH	1335	Math for Elementary Teachers I	
			MATH	1336	Math for Elementary Teachers II	
			KINE		Any three credits	

Note: TEP majors must take a minimum of 6 academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:

Speech (3 credits)

SPCH 1311 Intro. to Speech Communication

Visual and Performing Arts (3 credits)

ARTS 1301 Art Appreciation

Humanities (3 credits)

ENGL 2300 Introduction to Literature

Natural Sciences (8 credits)

BIOL 1408 General Biology I

*BIOL 1409 General Biology II

Social and Behavioral Sciences (3 credits)

PSYC 2301 General Psychology

**Note: Special Education and Physical Education Majors must take the following course in place of Biology 1409 - General Biology II: BIOL 2401 Anatomy & Physiology I*

FIELD OF STUDY: 27

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 72

2 + 2 TEACHER PREPARATION ASSOCIATE OF ARTS Secondary Education

TASP Eligible

FIELD OF STUDY

	22 Credit Hours
EDUC 1301 Introduction to Education	ENGL 2326 American Literature
SPAN 2313 Beginning Spanish I-Native Speaker (or SPAN 1311- Non-Native Speakers)	PSYC 2301 General Psychology
SPAN 2315 Spanish II-Native Speaker (or SPAN 1312- Non-Native Speakers)	SOCI 1301 Introduction to Sociology
	KINE Any four credits

Note: TEP majors must take a minimum of six academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:

Speech (3 credits)

SPCH 1311 Intro. to Speech Communication

Visual and Performing Arts (3 credits)

ARTS 1301 Art Appreciation

Humanities (3 credits)

ENGL 2300 Introduction to Literature

Natural Sciences (3 credits)

BIOL 1408 General Biology I

BIOL 1409 General Biology II

**Note: Special Education and Physical Education Majors must take the following course in place of Biology 1409 - General Biology II: BIOL 2401 Anatomy & Physiology I*

FIELD OF STUDY: 22

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 67

Division of Math and Sciences

Biology	112
Biology..... Associate of Science	
Chemistry	113
Chemistry..... Associate of Science	
Engineering	114
Engineering..... Associate of Science	
Mathematics	115
Mathematics..... Associate of Science	
Physics	116
Physics	Associate of Science

Biology

Biology, Associate of Science

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

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

BIOLOGY ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

26 Credit Hours

The student is required to take a minimum of 26 hours from the following list of courses:

BIOL	1411	General Botany	BIOL	2389	Academic Cooperative in the Biological Life Sciences
BIOL	1413	General Zoology	BIOL	2421	Microbiology
BIOL	1424	Systematic Botany	BIOL	2428	Comparative Vertebrate Anatomy
BIOL	2306	Environmental Biology	BIOL	2416	Genetics
BIOL	2401	Anatomy & Physiology I			
BIOL	2402	Anatomy & Physiology II			
CHEM	1411	General Chemistry I			
CHEM	1412	General Chemistry II			

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 26

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 71

Chemistry

Chemistry, Associate of Science

The Associate of Science degree 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:

- Plastics manufacturing
- Medical Technology
- Biochemistry
- Oil Refining
- Forensic Science
- Water Treatment
- Mineral Processing
- Civil Engineering
- Chemical Engineering
- Pharmacy
- Molecular Biology
- Education, secondary and post-secondary
- Environmental Science
- Petroleum Engineering

Chemistry ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
MATH 1342 Statistics

19 Credit Hours

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 of the catalog. Chemistry majors must take PHYS 1401 (College Physics I) and PHYS 1402 (College Physics II) in order to satisfy the natural sciences requirements of the core curriculum.

FIELD OF STUDY: 19

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 64

Engineering

Engineering, Associate of Science

The Associate of Science Degree in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis in Engineering. At the present time, over two-thirds of all the technical and a large percentage of the managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in such disciplines as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Science Engineering
- Electrical Engineering
- Forest Engineering
- Industrial Engineering
- Mechanical Engineering
- Nuclear Engineering
- Ocean Engineering
- Petroleum Engineering
- Radiological Health Engineering

ENGINEERING ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

23 Credit Hours

The student is required to take a minimum of 23 credits from the following list of courses. The student must complete PHYS 2425 and ENGR 2301 and complete either ENGR 2302 or PHYS 2426.

MATH	1342	Statistics
MATH	2412	Precalculus Algebra & Trigonometry
MATH	2413	Calculus I
MATH	2414	Calculus II
ENGR	1101	Introduction to Engineering
ENGR	1204	Engineering Graphics
ENGR	2301	Statics
ENGR	2302	Dynamics
PHYS	2425	University Physics I
PHYS	2426	University Physics II

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 of the catalog. Engineering majors may take any pair of the following courses to fulfill the Natural Sciences component of the Core Curriculum: BIOL 1408 & BIOL 1409, CHEM 1411 & CHEM 1412, PHYS 1401 & PHYS 1402, or GEOL 1403 and GEOL 1404.

FIELD OF STUDY: 23

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 68

Mathematics

Mathematics, Associate of Science

The Associate of Science Degree 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
- Statistician
- Teacher
- Consultant
- Operations Researcher

MATHEMATICS ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

22 Credit Hours

The student is required to take the following 4 courses (16 credits):

MATH 2412 Precalculus Algebra & Trigonometry
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

The student is required to take a minimum of 2 courses (6 credits) from the following list:

MATH 1342 Statistics
MATH 2318 Linear Algebra
MATH 2320 Differential Equations

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 of the catalog.

FIELD OF STUDY: 22

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 67

Physics

Physics, Associate of Science

The Associate of Science Degree 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, or Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

PHYSICS ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

24 Credit Hours

The student is required to take a minimum of 24 hours from the following list of courses:

PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II
MATH	2412	Precalculus Algebra and Trigonometry
MATH	2413	Calculus I

STCC CORE CURRICULUM

45 Credit Hours

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the Catalog. PHYS 1415 and PHYS 1417 must be taken to fulfill the natural sciences components of the core curriculum.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 69

Division of Nursing and Allied Health

Associate Degree Nursing Program	118
Associate Degree Nursing	Associate of Applied Science
Nursing (LVN-ADN Transition Option)	Associate of Applied Science
Emergency Medical Technology Program	121
EMT-Basic	Certificate
EMT-Intermediate	Certificate
EMT-Paramedic	Certificate
EMT-Paramedic	Associate of Applied Science
Health Information Technology Program	127
Health Information Technology	Associate of Applied Science
Health Unit Coordination Technology Program	129
Health Unit Coordination Technology	Certificate
Medical Information Program	131
Medical Information Specialist	Certificate
Medical Transcriptionist	Certificate
Occupational Therapy Assistant Program	134
Occupational Therapy Assistant	Associate of Applied Science
Patient Care Assistant Program	136
Patient Care Assistant	Certificate
Physical Therapist Assistant Program	138
Physical Therapist Assistant	Associate of Applied Science
Radiologic Technology Program	141
Radiologic Technology	Associate of Applied Science
Vocational Nursing Program	143
Vocational Nursing	Certificate

Associate Degree Nursing

The Associate Degree Nursing (ADN) program has been given initial approval by the Board of Nurse Examiners for the State of Texas (BNE). Upon completion of the two year, five semester program the graduate will be able to sit for the National Council License Examination for Registered Nurses (NCLEX-RN) administered by the Board of Nurse Examiners (BNE) for the State of Texas. After successful completion of this exam, the individual will be a Registered Nurse.

The two-year program prepares the graduate to begin practice as a staff nurse in a hospital or other health care setting. Through assessment of an individual, the nurse graduate plans, implements and evaluates direct nursing care for individuals and/or groups and is able to monitor and direct peers and ancillary workers in technical aspects of nursing care.

Students seeking entry in the Associate Degree Nursing Program (ADN) must attend an advisement, complete the *Introduction to Nursing* with a grade of "B" or better, write an essay and complete an application for consideration for the program. Students must be TASP complete for entry into the *Introduction to Nursing*, and have a GPA score of 2.5 or higher.

Program Admission Requirements

- Apply for admission to the College.
- Pass all three sections of TASP.
- Achieve a minimum composite score on the ACT of 18, and scores of 17 on the Math, Reading and English, and 19 on Science. Scores must be within the past five years.
- Maintain a minimum 2.5 GPA in all courses applicable to the ADN program.
- Complete all prerequisite courses as listed in the degree plan.
- Complete a specific program application and additional admission procedures as required.

Selection Criteria

The ADN selection criteria will be based first upon a point system (number of support courses completed multiplied by the grade point average of the degree plan courses). Applicants will complete a written essay.

Due to the limited number of program slots, a number of applicants who meet the program requirements will not be admitted to the program. Prospective students must reapply each year if they wish to be considered for enrollment by the first Friday in June.

Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must maintain a minimum grade point average of 2.0 in all nursing courses and achieve a minimum grade of "C" in all academic/support courses in the degree plan. Students must achieve a minimum score of 75 percent to pass all nursing courses.

Licensures of Persons with Criminal Convictions

According to the Nurse Practice Act (Section 301.253), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see an ADN Faculty advisor or the Director of Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Dalia Aguayo, BSN, RN

Education Coordinator,
Briarcliff Nursing and Rehabilitation Center

Maggie Barreiro, MSN, RN, CNE

Chief Nursing Executive, Edinburg Regional Hospital

Patricia Bland, M.A., R.N., A.N.C.

Assistant Nursing Chief, McAllen Medical Center

Diane LaGrange, MSN, RN

ADN Program Director, UT-Pan American

Elma Lopez, RN

Starr County Memorial Hospital

Raymond Morris,

Assistant Superintendent, Edinburg C.I.S.D.

Jesse Reyna, BSN, RN

Education Director,

Columbia Rio Grande Regional Hospital

Sally Roach, MSN, RN

Faculty, UTB/TSC

Elva Rodriguez, RNC

Knapp Medical Center

Gilda Rodriguez, RN

Mission Hospital

Belinda Valencia, BSN, RN

Maternal Child Health Services, McAllen

ASSOCIATE DEGREE NURSING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST YEAR

Prerequisites:

BIOL	1408	General Biology I	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
COSC	1301	Microcomputer Applications	3
PSYC	2314	Life Span Growth & Development	3
RNSG	1209	Introduction to Nursing	2

FALL SEMESTER

BIOL	2401	Anatomy & Physiology I	4
RNSG	1423	Introduction to Professional Nursing	4
RNSG	1362	Clinical I	3
RNSG	1205	Nursing Skills I	2
RNSG	1201	Pharmacology for Professional Nursing	2

SPRING SEMESTER

BIOL	2402	Anatomy & Physiology II	4
RNSG	2404	Care of the Client with Common Health Care Needs	4
RNSG	1463	Clinical II	4
RNSG	1244	Nursing Skills II	2

SECOND YEAR - SUMMER SESSION

BIOL	2421	Microbiology	4
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FALL SEMESTER

RNSG	2514	Care of the Client with Complex Health Care Needs	5
RNSG	2462	Clinical III	4
<u>SPCH</u>	<u>1311</u>	<u>Intro to Speech Communication</u>	3

SPRING SEMESTER

		<u>*Humanities Elective</u>	3
RNSG	2535	Integrated Client Care Management	5
RNSG	2163	Clinical IV	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 hour General Education Requirements

*HUMANITIES ELECTIVE: Students may choose from the Philosophy, Literature or foreign language courses on the approved Humanities Elective list.

ASSOCIATE DEGREE NURSING LVN - ADN Transition Option ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-ADN Transition nursing courses of RNSG 1244, RNSG 1227 and RNSG 1162.

Prerequisites:

+BIOL	1408	General Biology I or equivalent	4
<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
BIOL	2402	Anatomy & Physiology II	4
BIOL	2421	Microbiology	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth & Development</u>	3

SECOND YEAR

SUMMER SESSION

RNSG	1244	Nursing Skills II	2
RNSG	1227	Transition from Vocational to Prof. Nursing	2
RNSG	1162	Transition Clinical	1

FALL SEMESTER

RNSG	2514	Care of the Client w/ Complex Health Care Needs	5
RNSG	2462	Clinical III	4
** <u>SPCH</u>	<u>1311</u>	<u>Intro to Speech Communication</u>	3

SPRING SEMESTER

		<u>^**Humanities Elective</u>	3
RNSG	2535	Integrated Client Care Management	5
RNSG	2163	Clinical IV	1
RNSG	2363	CAPSTONE: Clinical V	3

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 hour General Education Requirements

+ This requirement is met by current licensure as LVN and completion of science requirement in the VN curriculum.

** Courses that may be taken prior to acceptance into the LVN-ADN program.

^ Humanities Elective: Student may choose from the Philosophy, Literature or foreign language courses on the approved Humanities Elective list.

NOTE: Upon successful completion of the transition courses, RNSG 1227, 1244 and 1162, the student earns 17 semester credit hours.

Emergency Medical Technology

Emergency Medical Technology

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic. Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

Instruction at the **EMT 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.

At the **EMT Intermediate** level the student 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.

The highest level that an EMT can achieve is the level of **EMT Paramedic** where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment. The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support. Students are prepared for both the written and practical Texas Department of Health State Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health.

Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

Students may complete the certificate in two and four semesters. Courses taken for the certificate program may be applied towards completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology.

Program Entry Requirements

1. Admission to the College
2. Passage of college placement test with minimum scores or completion of developmental classes for course placement as follows:
 - Reading: Eligibility for English 81
 - Writing: Eligibility for Writing 81
 - Math: Eligibility for Math 85
3. Satisfy program specific requirements:
 - Completion of Health and Physical Exam
 - Immunizations, including TB test within past 5 months
 - CPR certification for Adult, Child and Infant
 - Professional liability insurance
 - Medical insurance

NOTE: See department for additional information regarding above requirements.

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

Sally Carpenter, RN

Rio Grande Regional Hospital

Horacio Cantu, Administrator

EMS Director, Preferred Ambulance

Jaime Cuellar

Training Officer, Weslaco Fire Department/EMS

Dan Diaz, EMT-P

Administrator, MTS Ambulance

Lee Garcia, EMT-P

Director, Valley EMS

Noel Garcia, EMT-P

EMS Director, Starr County EMS

Roberto M. Gonzalez, MD

EMT Program Starr County Medical Director,
Private Practice

Dennis Hebner, EMT-P

Training Officer, Harlingen EMS

Randy McGarger, EMT-P

Director, Medicare Ambulance

Fred Moreno, RN

ICU Dept. Manager, Mission Hospital

Natica Perez,

Director, Emcare Ambulance

Terry Posluszny, MD, FACC

EMT Program Medical Director, Private Practice

Arturo Rodriguez, RRT, RN, EMT-P

Director, City of Brownsville EMS

Noemi Sanchez, EMT-I

TDH EMS Program Director

Kathy Sekula, RN

ER Director, McAllen Medical Center

Carlos Tello, LP

TDH EMS Specialist

Rick Vaiz, EMT-P

CEO, A.C.T. Ambulance

EMERGENCY MEDICAL TECHNOLOGY

Basic - CERTIFICATE

TASP Waived

			Credit Hours
FALL SEMESTER			
EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

Total Credit Hours: 15

EMERGENCY MEDICAL TECHNOLOGY

Intermediate - CERTIFICATE

TASP Waived

Credit Hours

FALL SEMESTER

EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

SPRING SEMESTER

EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment & 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

Total Credit Hours: 27

EMERGENCY MEDICAL TECHNOLOGY

Paramedic - CERTIFICATE

TASP Eligible

Credit Hours

FIRST YEAR - FALL SEMESTER

EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

SPRING SEMESTER

EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment & Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT –Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1
BIOL	1408	General Biology I	4

Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate

SUMMER SESSION I

BIOL	2401	Anatomy & Physiology I	4
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SECOND YEAR - FALL SEMESTER

EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
BIOL	2402	Anatomy & Physiology II	4

SPRING SEMESTER

EMSP	2434	Medical Emergencies	4
EMSP	2330	Special Populations	3
EMSP	2161	Paramedic Clinical II	1

SUMMER SESSION II

EMSP	2243	Assessment Based Management	2
EMSP	2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam - Paramedic Level

Total Credit Hours: 59

EMERGENCY MEDICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST YEAR - FALL SEMESTER

EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

SPRING SEMESTER

EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment & Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT-Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4

Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate

SUMMER SESSION I

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
BIOL	2401	Anatomy & Physiology I	4

SECOND YEAR - FALL SEMESTER

EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
<u>BIOL</u>	<u>2402</u>	<u>Anatomy & Physiology II</u>	4

SPRING SEMESTER

EMSP	2434	Medical Emergencies	4
EMSP	2330	Special Populations	3
EMSP	2161	Paramedic Clinical II	1
		<u>Humanities Elective</u>	3

SUMMER SESSION II

EMSP	2243	Assessment Based Management	2
EMSP	2266	CAPSTONE: Paramedic Practicum	2
BMGT	1301	Supervision	3

Eligible for Texas Department of Health State Certificate Exam - Paramedic Level

Total Credit Hours: 71

Health Information Technology

Health Information Technology, Associate of Applied Science

Health information technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the medical record 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 enabling them to gain real world experience.

**The program has been accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) 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).*

Graduation Requirements

To earn 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 degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Juliana Alvarez, LVN

Health Information Management Supervisor,
Cornerstone Regional Hospital

Daniel Cantu, RPh

Hidalgo High School

Gordon B. Daniels

Director of Operations,
Davila & Associates, Inc.

Gloria Gutierrez

Business Supervisor,
Business and Health Information Department,
South Texas Cancer Center

Minerva Lamar Martinez, RHIA

Director, Health Information Department
Starr County Hospital

Beth Peters, RHIA

Area Assistant Director of HIM
McAllen Medical Center

Delia Saeta, RHIT

Director, Health Information Department
Mission Hospital

Margie Salinas, RHIT, CCS

Coder, Health Information Department
McAllen Medical Center

Mary E. Sanchez, RHIA

Area Director of HIM
McAllen Medical Center

Toni Vavra, RHIT

Director, Health Information Department
Knapp Medical Center

HEALTH INFORMATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST YEAR - SUMMER SESSION

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
HITT	1301	Health Data Content and Structure	3
HITT	1305	Medical Terminology	3
ITSC	130 5	Introduction to PC Operating Systems	3

SECOND SEMESTER

<u>BIOL</u>	<u>2402</u>	<u>Anatomy & Physiology II</u>	4
HPRS	2301	Pathophysiology	3
HITT	1253	Legal and Ethical Aspects of Health Information	2
HITT	1341	Coding & Classification Systems	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

THIRD SEMESTER

HITT	2166	Practicum I	1
HITT	1349	Pharmacology for Health Information	3
HITT	2335	Coding and Reimbursement Methodologies	3
HITT	1345	Health Care Delivery Systems	3
SPCH	1321	Business & Professional Speaking	3
MATH	1414	College Algebra	4

FOURTH SEMESTER

HITT	2371	Current Procedural Terminology Coding-CPT4	3
		<u>*Humanities Elective</u>	3
HITT	1255	Health Care Statistics	2
HITT	2343	Quality Assessment and Performance Improvement	3
HITT	2339	Health Information Organization & Supervision	3
HITT	2167	CAPSTONE: Practicum II	1

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

***Recommended Humanities Electives**

PHIL	2306	Ethics	
PHIL	2303	Introduction to Logic	
HUMA	1301	Introduction to Humanities	

Health Unit Coordination Technology

Health Unit Coordination Technology, Certificate

Health Unit Coordinators (HUC) coordinate patient services in health care facilities. They function under the supervision of an RN responsible for the management of a nursing unit. The HUC is crucial to the communications of a health care unit. They initiate records for new patients, record information from nursing records and other department records, use medical terminology, abbreviations and symbols appropriately, transcribe physicians' orders, perform clerical functions for admission, discharge and transfer of patients, maintain unit supplies, and communicate with other departments by way of telephone, intercom, pagers and computers. This program consists of courses in HUC practices and clinical experiences, medical terminology, health concepts, information management skills and general education. The graduate is awarded a certificate and is eligible to write the National Examination for Certification as a Health Unit Coordination. The role of the HUC is well established in our health care delivery system. They are employed by hospitals, nursing homes, clinics, and other health care settings.

Graduation Requirements

To earn the Health Unit Coordination Technology Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Maggie Barreiro RN, MSN

Nursing Department,
Edinburg Regional Medical Center

Emma Corkill RN, ADN

Nursing Department,
Edinburg Regional Medical Center

Janie Gonzales, CHUC

Nursing Department,
Edinburg Regional Medical Center

Elma Longoria, HUC

Nursing Department,
Edinburg Regional Medical Center

Antonio Nieto Jr. (Trainer)

Transportation Department,
Edinburg Consolidated Independent School District

Betty Nieto, LVN

Nursing Director,
Dias Felices Adult Day Care, Alamo

Dolores Ramirez, CHUC

Nursing Department,
Universal Rehabilitation Pavillion

Virginia Rial RN, MSN

Education Department,
Knapp Medical Center

Irma Rodriguez, RRA

Health Information Technology Instructor,
South Texas Community College

HEALTH UNIT COORDINATION TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

NURA	1407	Nurse Aide for Health Organizations II or VNSG 1420	4
HITT	1301	Health Data Content and Structure	3
HITT	1305	Medical Terminology	3
HUWC	1301	Introduction to Health Unit Coordination	3
ENGL	1312	Business Writing	3

SECOND SEMESTER

HUWC	1341	Health Unit Coordination Procedures	3
HUWC	2231	Health Unit Coordination Procedures - Lab	2
TECM	1371	Mathematics for Allied Health	3
ITSC	1309	Integrated Software Applications I	3
HUWC	1266	CAPSTONE: Health Unit Coordination Practicum	2

Total Credit Hours: 29

Medical Information

Medical Information Specialist, Certificate

The Medical Information Specialist program 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 management system and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office. Medical information specialists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by the department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

Medical Transcriptionist Specialist, Certificate

The Medical Transcriptionist Certificate prepares students to type physician dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctor's offices, private transcription agencies and home offices offer various employment settings for medical transcriptionists. Transcriptionists may pursue a certified medical transcriptionist rating by passing the national certification examination administered by the American Association of Medical Transcriptionists. Medical transcriptionists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

Graduation Requirements

To earn the Medical Information Specialist Certificate or the Medical Transcriptionist Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Mary Lou Cavazos

Office Manager, Jose E. Igoa, MD, PA

Eulalio Elizondo

Transcriptionist, McAllen Heart Hospital

Irasema Gonzalez

Office Manager, Child Guidance Center

Dora Martinez

Transcription Supervisor, McAllen Medical Center

Juan Navarro

Medical Records Department,
Starr County Memorial Hospital

Dora Nieto, CHUC

Health Unit Coordination Technology Instructor, STCC

Irma Rodriguez, RHIA, CCS

Health Information Technology Instructor, STCC

Delinda Segovia,

Billing Specialist & Insurance

Dr. Landrum & Dr. Chester, OB-GYN

MEDICAL INFORMATION SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
HITT	1301	Health Data Content & Structure	3
NURA	1407	Nurse Aid for Health Organizations II or VNSG 1420	4
MRMT	1203	Medical Office Procedures	2
ENGL	1312	Business Writing	3

SECOND SEMESTER

MRMT	1211	Computers in Health Care	2
HPRS	2301	Pathophysiology	3
HITT	1341	Coding and Classification Systems	3
HITT	2371	Current Procedural Term. Coding-CPT4	3
TECM	1371	Mathematics for Allied Health	3
ITSC	1309	Integrated Software Applications I	3

THIRD SEMESTER

MRMT	1307	Medical Transcription Fundamentals	3
HRPO	1311	Human Relations (or PSYC 2301)	3
MRMT	2166	CAPSTONE: Practicum	1

Total Credit Hours: 39

MEDICAL TRANSCRIPTIONIST SPECIALIST CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HITT	1305	Medical Terminology	3
HITT	1301	Health Data Content & Structure	3
NURA	1407	Nurse Aide for Health Organizations II or VNSG 1420	4
MRMT	1307	Medical Transcription Fundamentals	3
ENGL	1312	Business Writing	3

SECOND SEMESTER

MRMT	2333	Advanced Medical Transcription I	3
HPRS	2301	Pathophysiology	3
HITT	1349	Pharmacology for Health Information	3
HITT	2331	Advanced Medical Terminology	3
TECM	1371	Mathematics for Allied Health	3

THIRD SEMESTER

MRMT	2371	Advanced Medical Transcription II	3
HRPO	1311	Human Relations (or PSYC 2301)	3
MRMT	1203	Medical Office Procedures	2
MRMT	2166	CAPSTONE: Practicum	1

Total Credit Hours: 40

Occupational Therapy Assistant

Occupational Therapy Assistant, Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Texas requires licensure in order to practice. Regular licenses are issued after the successful completion of the NBCOT Certification Examination.

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders.

Students seeking entry to the OTA Program must complete a program specific application for consideration.

Program Admission Requirements

All OTA program applicants must meet the general admission requirements of the College. In addition to those requirements, the OTA Program requires the following from the applicants:

- Meet the score requirement on the TASP test (all three sections) for entrance into college level courses. TASP exemptions are granted only for those students with a Bachelor's degree or higher.
- A minimum GPA of 2.5 for all college courses completed;
- Documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of an OTR;
- Completion of prerequisite courses as listed in the degree plan;
- Completion of a specific program application before the deadline date (3rd Friday in May)
- Individual student advisement with OTA faculty.

Selection Criteria

The OTA Program selection criteria will be based upon a point system (number of support courses completed multiplied by the grade point average of degree plan courses). Due to a limited number of program slots, the applicants may be required to complete an interview process with a professional committee of therapists and faculty. Fifteen students are admitted to the program every Fall semester.

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

Long-Term Care, McAllen

Sonia Finley, OTR

Owner, Out-Patient Hand Therapy Clinic, McAllen

Ruth Garza, COTA

Owner, School-Based Services, Harlingen

Cecilia Hoffmann, OTR

Mental Health, McAllen

Patty Sheinberg, PT

Acute Care, McAllen

OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the underlined general education courses may 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.

Credit Hours

Pre-requisites:

BIOL	1408	General Biology I	4
HITT	1305	Medical Terminology	3
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

FIRST SEMESTER

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
OTHA	1305	Principles of Occupational Therapy	3
OTHA	1309	Human Structure and Function in OT	3
OTHA	1315	Therapeutic Media I in OT	3

SECOND SEMESTER

BIOL	2402	Anatomy and Physiology II	4
OTHA	1341	Life Skills Performance of Childhood in OT	3
OTHA	2301	Pathophysiology in OT	3
OTHA	2309	Mental Health in Occupational Therapy	3

THIRD SEMESTER - SUMMER SESSION I

OTHA	1166	Practicum – OTA (A)	1
OTHA	1167	Practicum – OTA (B)	1

FOURTH SEMESTER

		<u>Humanities Elective</u>	3
OTHA	1349	Life Skills Performance of Maturity in OT	3
OTHA	1419	Therapeutic Modalities I in OT	4
OTHA	2335	Health Care Management in OT	3

FIFTH SEMESTER

OTHA	2371	CAPSTONE: OT Seminar	3
OTHA	2460	CAPSTONE: Clinical – OTA (A)	4
OTHA	2461	CAPSTONE: Clinical – OTA (B)	4

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hour General Education Requirements

Patient Care Assistant

Patient Care Assistant, Certificate

This is an 18 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, mothers and newborns, children and the elderly. The primary role of the graduate of the patient care assistant program is to assist vocational and professional nurses in providing nursing care for patients in a variety of health care settings. Upon successful completion of the first semester, students are qualified to take the state competency exam as a certified long-term care nursing assistant. Completion of the second semester courses and certificate requirements prepares the students to work in acute hospitals, psychiatric settings, nursing homes, hospices, doctor's offices, clinics, and home health care.

Program Entry Requirements

1. High School diploma or GED.
2. Admission to STCC.
3. Pass college placement tests with minimum scores or Completion of developmental classes for course placement as follows:
 - Reading = Eligibility for Reading 80
 - Writing = Eligibility for English 81
 - Math = Eligibility for Math 85
4. Satisfy program specific requirements:
 - Completion of Health and Physical Exam
 - Immunizations, including TB test within past 5 months
 - CPR health care provider certification for Adult, Child, and Infant
 - Professional liability insurance
 - Medical insurance

NOTE: See departmental chair for additional information regarding above requirements.

Graduation Requirements:

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Angela Davis

Education Coordinator,
McAllen Medical Center

Virginia Garcia

Education Coordinator,
Edinburg Regional Medical Center

Andrea Lerma

Director of Nursing,
MHMR

Carl Lueg

Administrator (owner),
Twinbrooke South Nursing Center

Lilly Molina

Administrator, Edinburg Retama Manor

Kathleen Mowery

Education Coordinator,
Mission Hospital

Frank Saldivar

Vocational Counselor,
Edcouch Elsa Career and Technology Center

PATIENT CARE ASSISTANT CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

NURA	1401	Nurse Aide for Health Organizations I	4
NURA	1160	Clinical I	1
NURA	1407	Nurse Aide for Health Organizations II or VNSG 1420	4

SECOND SEMESTER

NURA	1571	Patient Care	5
NURA	1461	Clinical II	4

Total Credit Hours: 18

Physical Therapist Assistant

Physical Therapist Assistant, Associate of Applied Science

The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association has granted "Initial Accreditation" status to the physical therapist assistant education program at South Texas Community College. Additional information regarding accreditation may be obtained from the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax Street, Alexandria, VA 22314-1488, (703) 684-2782.

Physical Therapist Assistants, PTAs, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families. PTAs administer a variety of services such as a therapeutic modalities (for example: heat, cold, ultrasound), wound care, gait training, therapeutic exercise, and training for activities of daily living.

The State of Texas requires licensure in order to practice as a PTA. After successful completion of this program, graduates are eligible to sit for the licensure examination.

Students seeking entry in the two-year Associate of Applied Science Physical Therapist Assistant Program must file a specific program application form and complete additional admission procedures as required. (See application for specific criteria/procedures).

Program Admission Requirements

Admission is limited to a maximum of 14 students and is therefore, very competitive. To be considered for admission to the PTA program, students must meet the following requirements:

1. Complete the general admission requirements of STCC, and all state requirements.
2. Demonstrate evidence of High School graduation or GED Equivalent.
3. Be TASP complete
4. Earn a composite score of 19 or better on the ACT. Scores must be current within the last five years. No exceptions.

5. Demonstrate a minimum cumulative G.P.A. of 2.5.
6. Present documentation of a minimum of fifty (50) hours of volunteer or work experience under the direction of a PT or PTA.
7. Attend an Information and Orientation session or student advisement session with PTA faculty.
8. Complete the following prerequisite courses or equivalent with a grade of "C" or better:
BIOL 1408 General Biology I
MIPR 1301 Medical Terminology I
COSC 1301 Microcomputer Applications
ENGL 1301 Composition
9. Complete a specific program application and additional admission procedures as required.

Additional Support and General Education Requirements (not considered prerequisites) for the PTA Program are:

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- Humanities Elective*
- PSYC 2314 Life Span Growth & Development

** Departmental approval required.*

Selection Process

The PTA Program selection process will be conducted by practicing therapists from area facilities, and the program faculty. Initial selection criteria will utilize a point system in which ranked points are earned by the applicant based on academic scores for degree plan courses and "Experience Form" scores. The top 25-30 applicants will then complete a selection process which includes a written assignment, group activity, and personal interview with a professional committee of therapists and faculty prior to the final selection of students to be admitted every Fall semester.

Applicants with the highest total scores will be admitted to the program. The number of slots may be reduced based on available resources.

Applications will be available to students meeting admission requirements. The deadline for submission of completed applications is the third Friday in May. Applicants will be notified of their status by mid-July.

Graduation Requirements

To earn an Associate of Applied Science Degree in Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Kilo Alaniz, PTA

Knapp Medical Center

Gloria Garza, PTA, RN

Donna I.S.D.

Fortino Gonzalez, PT

Puig Physical Therapy Services

Jennifer Griffith, OTR

Aptus Health Care

Efrain Guzman, PT

Valley Baptist Medical Center -

Rehabilitation Services

Roger W. Long, PT

Retired, Ex-Officio Member

Bertha Puig, PT

Valley Therapeutics and Rehabilitation

Javier Rocha, PT

Life Care Hospital

Sylvia Rodriguez, PTA

Aptus Health Care

PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

PRE-REQUISITES

<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>HITT</u>	<u>1305</u>	<u>Medical Terminology</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

FIRST YEAR - FIRST SEMESTER

BIOL	2401	Anatomy and Physiology I	4
PTHA	1405	Basic Patient Care Skills	4
PTHA	1409	Introduction to Physical Therapy	4
PTHA	1513	Functional Anatomy	5

SECOND SEMESTER

BIOL	2402	Anatomy and Physiology II	4
PTHA	1321	(Clinical) Pathophysiology	3
PTHA	1531	Physical Agents	5
PTHA	2201	Assessment Skills	2

THIRD SEMESTER - SUMMER SESSION I

PTHA	1266	Practicum I	2
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3
		* <u>Humanities Elective</u>	3

SECOND YEAR - FOURTH SEMESTER

PTHA	2509	Therapeutic Exercise	5
PTHA	2431	Management of Neurological Disorders	4
PTHA	2435	Rehabilitation Techniques	4

FIFTH SEMESTER

PTHA	2266	Practicum II (8 weeks)	2
PTHA	2267	Practicum III (8 weeks)	2

SIXTH SEMESTER - SUMMER SESSION II

PTHA	2339	CAPSTONE: Professional Issues	3
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Total Credit Hours: 72

Identifies courses to fulfill minimum 15 hour General Education Requirements

*Humanities Elective: Departmental Approval Required

Radiologic Technology

Radiologic Technology, Associate of Applied Science

South Texas Community College has received approval from the Texas Higher Education Coordinating Board and submitted accreditation approval to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Upon completion of the program graduates are eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, you will be a certified Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer). Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and treat injury. The radiographer is trained in the use of specialized equipment; radiographic positioning for the diagnosis of broken bones, ulcers, tumors, disease, and malfunction of organs, and the development and critique of radiographs.

Program Admission Requirements

- Apply for admission to the College.
- Pass all areas of TASP.
Scores must be within the last three years.
- Achieve a minimum composite score of 19 on the ACT.
Scores must be within the last two years.
- Maintain a GPA of 2.5 in college courses completed.
- Be within three months of 18 years of age or older (Bureau of Radiologic Health & Safety Regulation).
- Complete a specific program application and additional admission procedures as required.
- All scores for TASP, ACT and college hours **must** be available by the application deadline without exception.

Selection Criteria

RADT program selection criteria will be based on a point system (number of support courses completed times grade point average of degree plan courses).

Graduation Criteria

To earn an Associate of Applied Science Degree in Radiologic Technology, 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

Rafael Cesar Acosta, Ph.D.

Physicist

McAllen Medical Center Cancer Institute

Luiz DeLeon, R.T. (R)

Director of Radiology,

McAllen Heart Hospital

Phyllis Griggs

McAllen Mayor Pro Term

Joe Martinez, B.S., R.T. (R)

Director of Radiology

Rio Grande Regional Hospital

Richard Mendez, R.N., B.S.N.

Nursing Supervisor

Cornerstone Regional Hospital

Carlos Peña, B.S., R.T. (R)

Assistant Director of Radiology

McAllen Medical Center

Tony Romero, M.B.A., R.T. (R)

Chief Operating Officer

McAllen Heart Surgery/RGV Cardiac Support Services

Sonada Sanchez, B.S.N.

School Nurse

Rio Grande City High School

Rachel Sarabia

Manager

Texas Attorney General's Office

Juan Carlos Silva, R.T. (R)

Director of Radiology

Edinburg Regional Medical Center

NOTE:

Pending four additional advisory board members.

RADIOLOGIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

PRE-REQUISITES

<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>HITT</u>	<u>1305</u>	<u>Medical Terminology</u>	3

FIRST YEAR - FALL SEMESTER

<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
<u>RADR</u>	<u>1409</u>	<u>Introduction to Radiography & Patient Care</u>	4
<u>RADR</u>	<u>1311</u>	<u>Basic Radiographic Procedures</u>	3
<u>RADR</u>	<u>1360</u>	<u>Clinical</u>	3

SPRING SEMESTER

<u>BIOL</u>	<u>2402</u>	<u>Anatomy & Physiology II</u>	4
<u>RADR</u>	<u>1313</u>	<u>Principles of Radiographic Imaging I</u>	3
<u>RADR</u>	<u>2301</u>	<u>Intermediate Radiographic Procedures</u>	3
<u>RADR</u>	<u>1266</u>	<u>Practicum I</u>	2

SUMMER SESSION I

<u>RADR</u>	<u>2305</u>	<u>Principles of Radiographic Imaging II</u>	3
<u>RADR</u>	<u>1267</u>	<u>Practicum II</u>	2

SECOND YEAR - FALL SEMESTER

<u>RADR</u>	<u>2331</u>	<u>Advanced Radiographic Procedures</u>	3
<u>RADR</u>	<u>2309</u>	<u>Radiographic Imaging Equipment</u>	3
<u>RADR</u>	<u>2213</u>	<u>Radiation Biology & Protection</u>	2
<u>RADR</u>	<u>2266</u>	<u>Practicum III</u>	2

SPRING SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
		<u>*Humanities Elective</u>	3
<u>RADR</u>	<u>2217</u>	<u>Radiographic Pathology</u>	2
<u>RADR</u>	<u>2267</u>	<u>Practicum IV</u>	2

SUMMER SESSION II

<u>RADR</u>	<u>2235</u>	<u>CAPSTONE: Radiologic Technology Seminar</u>	2
<u>RADR</u>	<u>2166</u>	<u>CAPSTONE: Practicum V</u>	1

Total Credit Hours: 71

Identifies courses to fulfill minimum 15 hour General Education Requirements

***Humanities Elective:**

PHIL 2306 Ethics PHIL 2303 Introduction to Logic HUMA 1301 Introduction to Humanities

Vocational Nursing

Vocational Nursing Certificate

This intensive one-year 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 VNs typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a specific program application form and complete additional admission procedures as required (see application for specific criteria, courses and procedures).

Program Admission Requirements

1. Admission to the College.
2. High school graduate or complete GED.
3. Pass college placement tests with minimum scores or completion of developmental classes for course placement as follows:
 - Reading = eligibility for Reading 90
 - Writing = eligibility for English 91
 - Math = eligibility for Math 90

NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted.
4. Completion of specific program application form and additional admission procedures as required.

Applications are available from a VN Faculty Advisor. Please call the Nursing and Allied Health office for an appointment with a VN Faculty Advisor.

Selection Process:

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field. Due to the limited number of program slots available, ranking of students with the same scores will be in the following priority:

- First priority: Alternates to previous year's applicant pool.
- Second priority: Date application submitted.
- Third priority: Number of courses completed.

Application must be received by the Office of Admissions and Records by the ***fourth Friday in May*** to be considered for the fall class. The vocational nursing program admits one class of students each fall semester.

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 Vocational Nurse Practice Act (Rule 239.12), a person who has been convicted of a felony shall be disqualified from obtaining licensure as a licensed vocational nurse. Students having questions about this rule should see a VN Faculty advisor or the Director for Nursing and Allied Health. All consultations are confidential.

ADVISORY COMMITTEE

Maggie Barriero, RN

Assistant Director of Nursing
McAllen Medical Center

Dina Garza, LVN

PTCA Instructor
South Texas Community College

Carl Lueg

President/Owner
Twinbrooke South Nursing Home

Guadalupe Luna, RN

Administrator/Owner
Melody Home Care

Betty Martinez, LVN

Staff Nurse, McAllen Medical Center

Kathleen Mowery, RN

Director of Education
Mission Hospital

Thalia Muñoz, RN

Administrator
Starr County Memorial Hospital

VOCATIONAL NURSING CERTIFICATE

TASP Waived

Credit Hours

FALL SEMESTER

VNSG	1420	Anatomy and Physiology for Allied Health	4
HITT	1305	Medical Terminology	3
VNSG	1116	Nutrition	1
VNSG	1115	Disease Control and Prevention	1
VNSG	1226	Gerontology	2
VNSG	1323	Basic Nursing Skills	3
VNSG	1133	Growth and Development	1
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1260	Clinical I	2

SPRING SEMESTER

VNSG	1331	Pharmacology For Vocational Nursing	3
VNSG	1330	Maternal-Neonatal Nursing	3
VNSG	1334	Pediatrics	3
VNSG	1429	Medical-Surgical Nursing I	4
VNSG	2331	Advanced Nursing Skills	3
VNSG	1361	Clinical II	3

SUMMER SESSION

VNSG	1136	Mental Health	1
VNSG	1138	Mental Illness	1
VNSG	1432	Medical-Surgical Nursing II	4
VNSG	1362	Clinical III	3

CAPSTONE: Successfully pass mock National Council Licensing Exam-PN

Total Credit Hours: 46

Division of Social and Behavioral Sciences

Child Care and Development Program	146
Child Care and Development	Certificate
Specialization: Infant and Toddler	
Specialization: Pre-school	
Child Care and Development	Associate of Applied Science
Department of Criminal Justice	150
Criminal Justice	Associate of Science
Health and Human Services Program	151
Health and Human Services	Associate of Applied Science
Hospitality and Tourism Program	153
Hotel/Motel Operations	Certificate
Travel and Tourism	Certificate
Kinesiology.....	156
Social and Behavioral Sciences Program.....	157
Social and Behavioral Sciences	Associate of Arts
Women's Studies Program.....	158
Women's Studies	Associate of Arts

Child Care and Development

Child Care and Development, Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Care and Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to five years of age. Emphasis is placed on the importance and need for early childhood education and quality care of children.

ADVISORY COMMITTEE

Dana L. Anthony

Texas Department of Human Services, Edinburg

Raquel Oliva

Director, Avance, McAllen

Cynthia Peña

Child Care and Development student, STCC

Gloria M. Ramos

Child Care Management Services,
Texas Migrant Council Inc., McAllen

Dalinda Rodriguez

Chair, Early Childhood Education, UT-Pan American

Veronica Rodriguez

Coordinator, Child Care Training Program,
Texas Migrant Council Inc., McAllen

Sheree Sieg

Owner/Director, The Children's House, McAllen

Nora Silva-Muñoz

Director, Education Services,
Hidalgo County Head Start

CHILD CARE AND DEVELOPMENT
Specialization: Infant and Toddler
CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CDEC	1317	Child Development Associate I	3
CDEC	1166	Field Study I*	1
TECA	1311	Introduction to Early Childhood	3
TECA	1318	Nutrition, Health, & Safety	3

SECOND SEMESTER

CDEC	1167	CAPSTONE: Field Study II	1
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	2421	The Infant & Toddler	4
CDEC	2326	Administration of Programs for Children I	3

Total Credit Hours: 21

* By arrangement, all Field Study courses will be conducted at a pre-approved site.

** Proof of negative TB test required.

CHILD CARE AND DEVELOPMENT
Specialization: Preschool
CERTIFICATE

TASP Waived

			Credit Hours
FIRST SEMESTER			
CDEC	1317	Child Development Associate I	3
CDEC	1166	Field Study I*	1
TECA	1311	Introduction to Early Childhood	3
TECA	1318	Nutrition, Health, & Safety	3
CDEC	2341	The School-Age Child	3
SECOND SEMESTER			
CDEC	2166	CAPSTONE: Field Study III	1
CDEC	2322	Child Development Associate II	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
Total Credit Hours:			23

* By arrangement, all Field Study courses will be conducted at a pre-approved site.

** Proof of negative TB test required.

CHILD CARE AND DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

TECA	1354	Child Growth and Development	3
TECA	1311	Introduction to Early Childhood	3
CDEC	1317	Child Development Associate Training I	3
CDEC	1166	Field Study I*	1
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

SECOND SEMESTER

CDEC	2421	The Infant and Toddler	4
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1167	Field Study II*	1
		<u>Humanities Elective</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

CDEC	1456	Emergent Literacy for Early Childhood	4
CDEC	2341	The School Age Child	3
TECA	1318	Nutrition, Health, and Safety	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2166	Field Study III*	1
		<u>Math/Natural Science Elective</u>	3

FOURTH SEMESTER

TECA	1303	The Family and the Community	3
CDEC	1494	Influences of Culture and Environments	4
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2167	CAPSTONE: Field Study IV*	1

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 hour General Education Requirements

* *By arrangement, all Field Study courses will be conducted at a pre-approved site.*

** *Proof of negative TB test required.*

Criminal Justice

Criminal Justice, Associate of Science

The need for college-level training in the field of law enforcement has grown dramatically. Agencies in law enforcement, the judicial process, corrections, probation and parole programs have

recognized the value of college training for their employees. Individuals completing these programs are prepared to enter any public safety agency at the federal, state, and local levels, as well as the private sectors of insurance and security technology.

CRIMINAL JUSTICE ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

21 Credit Hours

CRIJ	1301	Intro. to Criminal Justice
CRIJ	1306	The Courts and Criminal Procedure
CRIJ	1307	Crime in America
CRIJ	1310	Fundamentals of Criminal Law
SOCI	2339	Criminology – Juvenile Delinquency
PSYC	2317	Statistical Methods in Psychology
SOCI	2301	Marriage & the Family

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 21

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 66

Health and Human Services

Health and Human Services, Associate of Applied Science

Health and Human Services is a two-year program of study for individuals who want to work in agencies or organizations which offer social services to individuals, families or special populations. This degree program is also ideal for human service workers who wish to make themselves more proficient in currently held employment. After completion of this degree program, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers, as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

In addition to instruction in the skills needed for human service work, including the interview process, case documentation, and interaction with clients, the program includes courses which examine the historical evolution of social services, the development of social welfare policies and programs, and the dynamics of agencies and organizations through which services are offered. Two introductory courses focusing on the special populations of the elderly and people with chemical addictions are also included in the program. In the last semester of the program, students are required to take a practicum course designed to integrate what the student has learned with actual practice in a social service setting. This degree program also offers two introductory courses in social work and social welfare which may be transferable to an undergraduate social work education program in a four-year institution.

ADVISORY COMMITTEE

Mario Garza

Mission Health Network, Mission

Javier Gonzalez

Texas Department of Human Services, Edinburg

Sonia Hernandez K.

Rio Grande State Center MHMR, Harlingen

Lee de Hoyos

Department of Social Work, UTPA, Edinburg

Miguel Lopez

Tropical Texas MHMR, Edinburg

J.D. Margo

Laredo State Center MHMR, Rio Grande City

Francisco Martinez

Texas Rehabilitation Commission, McAllen

Eddie Olivarez

R.G.V. Council on Alcohol and Drug Abuse, Edinburg

Blas Ortiz, Jr.

Rio Grande State Center MHMR, Harlingen

Deborah A. Paganelli

Easter Seal Society of RGV, McAllen

San Juanita Riojas

Texas Workforce Commission, McAllen

Tom Shefcik

College of Health Sciences and Human Services,
Rehabilitative Services Program at UT-Pan American

Sharon Wilkes

McAllen Independent School District,
Coordinator, Student Assistance

HEALTH AND HUMAN SERVICES ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
SPCH	1311	Intro to Speech Communication	3
SCWK	1371	Introduction to Human Services	3

SECOND SEMESTER

ENGL	1302	Rhetoric	3
SOCW	2361	Intro to Social Work	3
SOCW	2362	Social Welfare as a Social Institution	3
SCWK	1309	Interview and Counseling	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

THIRD SEMESTER

BIOL	2401	Anatomy & Physiology I	4
SOCI	1301	Intro to Sociology	3
SCWK	2301	Assessment and Case Management	3
SCWK	1321	Orientation to Social Services	3
CMSW	1301	Introduction to Social Services	3
PSYC	2314	Life Span Growth and Development	3

FOURTH SEMESTER

<u>SPAN</u>	<u>2313</u>	<u>Beginning Spanish I – (For Native Speakers)</u>	3
GERS	1301	Introduction to Gerontology	3
DAAC	1319	Introduction To Alcohol and Other Drug Addictions	3
SCWK	2371	Organizational Workplace	3
SCWK	2164	CAPSTONE: Social Work Practicum	1

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 hour General Education Requirements

Hospitality and Tourism

Hotel/Motel Operations, Certificate

The Hotel Front Desk Operations Certificate trains students for entry-level positions in the lodging sector, including hotels, motels, and resorts. In addition to their STCC Certificate, students will have the opportunity to take external examinations and earn an internationally recognized Rooms Division Management certificate from the Educational Institute of the American Hotel Motel Association.

Travel and Tourism, Certificate

The Travel and Tourism Certificate prepares students for entry-level positions with travel industry entities such as retail travel agencies; corporate travel departments; tour operations; airlines; cruise lines; auto rental agencies; and tourist information bureaus. In addition to their STCC Certificate, students will have the opportunity to take external examinations for an Institute of Certified Travel Agents certificate.

ADVISORY COMMITTEE

Joe Aleman III

Owner, Aleman Auto Rental Inc.

Joe Colunga

General Manager, Embassy Suites, McAllen

Rachel Davis

Manager, American Airlines

Mike Ferniuk

Golf Professional, Seven Oaks Country Club
and Resorts

Francisco Marin

Director, Pharr Parks and Recreation

Nancy Millar

Director, McAllen Convention and Visitors' Bureau

Dee Montalvo

Owner, Cruises by Dee

Jim Stiles

Owner, Microtel Inn

Noe Tamez

Manager, Travel Experts

HOTEL/MOTEL OPERATIONS CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I or COSC 1301	3
TRVM	1300	Introduction to Travel & Tourism	3
HAMG	1313	Front Office Procedures	3
HAMG	1342	Guest Room Maintenance	3

SECOND SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1321	3
TRVM	1371	Travel Tourism Destinations - Valley	3
TRVM	1345	Travel & Tourism Sales & Marketing Techniques	3
HAMG	1324	Hospitality Human Resources Management	3
HAMG	1166	CAPSTONE: Hospitality, Administration & Management Practicum	1

Total Credit Hours: 25

TRAVEL AND TOURISM CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ITSC	1309	Integrated Software Applications I or COSC 1301	3
TRVM	1300	Introduction to Travel & Tourism	3
TRVM	1308	Travel Destinations I — Western Hemisphere	3
TRVM	1349	Travel Operations I	3
TRVM	1323	Group Tour Operations	3
HAMG	1313	Front Office Procedures	3

SECOND SEMESTER

SPCH	1311	Introduction to Speech Communication or SPCH 1321	3
TRVM	1327	Hospitality & Special Events	3
TRVM	1371	Travel Tourism Destinations - Valley	3
TRVM	1345	Travel & Tourism Sales & Marketing Techniques	3
TRVM	2437	Travel Industry Operations II	4
TRVM	1166	CAPSTONE: Travel & Tourism Practicum	1

Total Credit Hours: 35

Kinesiology

The philosophy of the Kinesiology program is to encourage student participation in a variety of activities, especially those involving new skills. Activities are designed for beginners, unless otherwise described.

The Kinesiology Program advocates emphasis on individual sports and fitness programs that have carry-over value beyond the student's school years. Physical education courses are offered as sports and non-sports classes.

Majors in the Associate of Arts - Social and Behavioral Sciences are required to take 3 credits in KINE.

Majors in the Associate of Arts - Teacher Preparation program are required to take 4 credits in KINE. Transfer students will find that most four-year degrees require 4 credits of KINE.

The student with a physical disability who wishes to have the physical education requirement waived must arrange for an interview with the Kinesiology Program Chair. Many students with a disability participate in physical education. The Physical Education Department Facilitator can arrange for an adapted program or advise the student on KINE courses.

NOTE:

- Physical Education Special Activity Fee approved for the 2000-2001 calendar is \$45.00 per course.
- KINE 1113 & 1114 (Golf) have a \$75.00 course fee.
- KINE 1109 & 1110 (Bowling) have a \$75.00 course fee.

Physical Activities: 4 credits from this group of courses may be awarded to a degree plan

KINE 1101	CARDIOVASCULAR TRAINING & CONDITIONING I
KINE 1102	CARDIOVASCULAR TRAINING & CONDITIONING II
KINE 1103	WEIGHT TRAINING & CONDITIONING I
KINE 1104	WEIGHT TRAINING & CONDITIONING II
KINE 1107	BASKETBALL I
KINE 1108	BASKETBALL II
KINE 1109	BOWLING I
KINE 1110	BOWLING II
KINE 1111	FLAG FOOTBALL I
KINE 1112	FLAG FOOTBALL II
KINE 1113	GOLF I
KINE 1114	GOLF II
KINE 1115	KARATE I
KINE 1116	KARATE II
KINE 1117	ORIENTEERING I
KINE 1118	ORIENTEERING II
KINE 1119	RACQUETBALL I
KINE 1120	RACQUETBALL II
KINE 1121	SOCCER I

KINE 1122	SOCCER II
KINE 1123	SOFTBALL I
KINE 1124	SOFTBALL II
KINE 1125	SWIMMING I
KINE 1126	SWIMMING II
KINE 1127	TENNIS I
KINE 1128	TENNIS II
KINE 1129	VOLLEYBALL I
KINE 1130	VOLLEYBALL II
KINE 1131	YOGA & FLEXIBILITY TRAINING
KINE 1132	SELF DEFENSE & PERSONAL SAFETY
KINE 1133	OUTDOOR ADVENTURE TRAINING
KINE 1191	TEAM SPORTS I
KINE 1192	TEAM SPORTS II
KINE 1193	TEAM SPORTS III
KINE 1194	TEAM SPORTS IV
KINE 2101	LIFEGUARD TRAINING

Advanced Aquatic Activities:

KINE 2255	WATER SAFETY INSTRUCTOR
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Aerobic Dance:

KINE 1210	AEROBIC DANCE I
KINE 1211	AEROBIC DANCE II

Dance, Performing Arts:

DANC 1245	MODERN DANCE
DANC 1241	BALLET
DANC 1253	SPANISH/MEXICAN FOLKLORIC DANCE

Concepts of Physical Fitness: 2 credits from this group may be awarded to a degree.

KINE 1230	PERSONAL TRAINER
KINE 1232	HEALTH AND FITNESS INSTRUCTOR
KINE 1233	ADVANCED PERSONAL TRAINER
KINE 1234	MASTER FITNESS TRAINER
KINE 1236	ADVANCED MASTER FITNESS TRAINER
KINE 1237	CONCEPTS OF PHYSICAL FITNESS

First Aid: 3 credits from this group may be awarded to a degree.

KINE 1166	BASIC LIFE SUPPORT (CPR)
KINE 1206	STANDARD FIRST AID & BASIC LIFE SUPPORT (CPR)
KINE 1306	COMMUNITY FIRST AID & SAFETY

Lecture Courses:

KINE 1301	INTRODUCTION TO KINESIOLOGY
KINE 1304	PERSONAL HEALTH & WELLNESS
KINE 1305	COMMUNITY & ENVIRONMENTAL HEALTH
KINE 1346	DRUG USE & ABUSE IN SOCIETY

Social and Behavioral Sciences

Social and Behavioral Sciences, Associate of Arts

The Social and Behavioral Sciences are concerned with the development and activity of humanity - both individual and collective. Disciplines such as psychology, sociology, anthropology and political science (government) are included in the broad area of the social sciences.

The Associate of Arts in the Social and Behavioral Sciences is an excellent transfer program since it parallels the first two years of most four year social science degrees. Most graduates are able to transfer with full credit and complete their Bachelors Degree with only two years of additional study. Many social science majors pursue graduate work in psychology, sociology, human services and other social science programs.

SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

15 Credit Hours

6 Credits

SOCI 1301 Introduction to Sociology
(If this course is chosen to fulfill a Core Curriculum requirement, any other SOCI course may be chosen.)

PSYC 2301 General Psychology
(If this course is chosen to fulfill a Core Curriculum requirement, any other PSYC course may be chosen.)

3 Credits

Choose another course from the Division of Social and Behavioral Sciences that does not duplicate a course taken to fulfill a Core Curriculum requirement including: ANTH, CRIJ, GEOG, GOVT, PSYC, SOCW, SOCI.

3 Credits

Choose any 3 credit hours in Kinesiology: KINE.

3 Credits

Choose one course from the following list not previously taken for credit towards the Core Curriculum or the field of study:

PSYC 2340 Current Issues in Psychology

GOVT 2389 Academic Cooperative
in Social Science

SOCI 2399 Current Issues in Sociology

CRIJ 1301 Introduction to Criminal Justice

ANTH 2301 Physical Anthropology
(Human Evolution)

ANTH 2351 Cultural Anthropology

SOCW 2361 Introduction to Social Work

SOCW 2362 Social Welfare as a Social Institution

STCC CORE CURRICULUM

45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

Women's Studies

Women's Studies, Associate of Arts

An Associate of Arts in Women's Studies is an interdisciplinary Associate of Arts degree containing a total of sixty credit hours. Students who obtain a degree in this area will have the opportunity of taking transferable courses in government, psychology, and sociology. A total of 18 Field of Study credit hours is required for this major. This series of courses is designed to equip the student with a broad based understanding of the social, political, cultural, and economic realities that confront contemporary women.

Issues in this degree program focus on the emerging role of women, not only in the Rio Grande Valley - but throughout the United States and adjoining cultures.

In addition to the Field of Study, students who pursue this degree will complete 45 credit hours of core curriculum requirements. This makes for an excellent platform of transferable courses. By carefully selecting courses a student can complete a subsequent baccalaureate degree with two additional years of college/university course work.

WOMEN'S STUDIES ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY 18 Credit Hours

3 Credits

The following course is required of all Women's Studies degree majors.

WMNS 2310 Introduction to Women's Studies*

15 Credits

Students may elect from the following courses:

SOCI 2301 Marriage and the Family
SOCI 2306 Contemporary Social Problems
PSYC 2319 Social Psychology
PSYC 2306 Human Sexuality
PSYC 2307 Adolescent Psychology

Students may also elect the following courses if the course is designated as having a Women's Studies emphasis:

CDEC 1303 Family and the Community
PSYC 2301 Introduction to Psychology
SOCI 1301 Introduction to Sociology
GOVT 2389 Academic Cooperative
 in Government
ANTH 2351 Cultural Anthropology
KINE 1304 Personal Health

STCC CORE CURRICULUM 45 Credit Hours

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 67-70 in the catalog.

FIELD OF STUDY: 18
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 63

* This course is pending approval from the Texas Higher Education Coordinating Board.

Division of Technology

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Automotive Technology	Associate of Applied Science
Automotive Technology GM-ASEP	Associate of Applied Science
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Diesel Technology	Certificate
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Electronic Equipment and Computer Maintenance Technology.....	Certificate
Specialization: Communication Servicing Technology	Certificate
Specialization: Computer Maintenance Technology	Certificate
Specialization: Electronic Servicing Technology	Certificate
Specialization: Wave Solder Operator	Certificate
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Specialization: Biomedical Equipment Technology.....	Associate of Applied Science
Specialization: Communication Servicing Technology	Associate of Applied Science
Specialization: Computer Maintenance Technology	Associate of Applied Science
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Precision Manufacturing Technology.....	Associate of Applied Science
Precision Manufacturing Technology.....	Tech Prep Enhanced Skills Certificate

Automotive Technology

Automotive Technology, Certificate and Associate of Applied Science

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

What is GM ASEP?

ASEP is an educational partnership between South Texas Community College and General Motors Corporation. It is a GM-specific program designed to upgrade the technical competency and professional level of the entry level GM dealership technician. The curriculum reflects current GM technology.

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

ADVISORY COMMITTEE

Xavier Contreras

Service Manager, Burns Motors

Rick Dube

Owner, Dube Auto Parts & Service, McAllen

Larry Emanuel

Shop Foreman, Boggus Ford

Michael Fox

Service Manager, Frank Smith Toyota, McAllen

Armando Garza

Automotive Instructor, La Joya High School

Trinidad Garza

Owner, Auto Center of McAllen

Joe Ochoa

Service Manager, Charles Clark Chevrolet, McAllen

Bill Seawell

Equipment Specialist, Snap-On

Carl Wiesehan

Equipment Specialist, Hunter

AUTOMOTIVE TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

AUMT	1419	Automotive Engine Repair	4
AUMT	2437	Automotive Electronics	4
AUMT	1345	Automotive Heating & Air Conditioning	3
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

AUMT	2313	Manual Drive Train & Axles	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2417	Engine Performance Analysis I	4

THIRD SEMESTER

AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension & Steering	4
AUMT	2434	Engine Performance Analysis II	4

CAPSTONE: Pass two (2) of the eight (8) National Institute Service Excellence Exams for Automotive

Total Credit Hours: 41

AUTOMOTIVE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	1419	Automotive Engine Repair	4
AUMT	2437	Automotive Electronics	4
AUMT	1345	Automotive Heating & Air Conditioning	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

AUMT	2313	Manual Drive Train & Axles	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2417	Engine Performance Analysis I	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

THIRD SEMESTER

AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension & Steering	4
AUMT	2434	Engine Performance Analysis II	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

CSIR	1355	Industry Certifications	3
AUMT	2301	Automotive Management	3
AUMT	2421	Automotive Electrical Lighting & Accessories	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
AUMT	1266	CAPSTONE: Practicum I	2

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

AUTOMOTIVE TECHNOLOGY GM-ASEP ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	1305	Introduction to Automotive Technology	3
AUMT	1345	Automotive Heating & Air Conditioning	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

AUMT	1407	Automotive Electrical Systems	4
AUMT	1419	Automotive Engine Repair	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
AUMT	1266	Practicum I	2

SUMMER SESSION I

AUMT	2417	Engine Performance Analysis I	4
AUMT	2421	Automotive Electrical Lighting & Accessories	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
AUMT	1267	Practicum II	2

THIRD SEMESTER

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

FOURTH SEMESTER

AUMT	1410	Automotive Brake Systems	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
		<u>Humanities Elective</u>	3
AUMT	2267	CAPSTONE: Practicum IV	2

SUMMER SESSION II

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

Total Credit Hours: 72

Identifies courses to fulfill minimum 15 hour General Education Requirements

Computer Aided Drafting and Design

Computer Aided Drafting and Design, Certificate

CAD technicians are trained to develop drawings used for the production and construction of buildings, houses, roads, bridges as well as manufactured products. In this program, the student will utilize computer-aided drafting systems and specialized software to graphically communicate and solve design challenges. The architectural and civil fields are two areas of specialization a student may pursue. The architectural drafter draws architectural and structural features of buildings such as homes, schools, office buildings and other public structures. The civil drafter prepares drawings related to topography and relief maps used by highway projects, bridges, pipelines, flood control projects, and water and sewage systems as well as subdivisions. The CAD technician will serve as a member of an architectural, engineering or surveying team.

Training will concentrate on the following:

- Application of technical drafting skills
- Layout and design of residential and commercial facilities
- Terminology and application of basic, intermediate and advanced CAD
- Application and theory of topographical basics
- Theory and application of structural drafting basics
- Application of solid modeling and design to architectural drafting
- Mathematical, written, oral and communication skills

Prior to completion of the Certificate program, the student is expected to have completed 320 hours of an external field experience designed for the student to demonstrate competencies of the skills learned.

ADVISORY COMMITTEE

Hugo Avila,
Genesis Engineering Corp.
Jesus Bustos, AIA
IDE*A Group, Inc.
Ruben Chapa,
Melden & Hunt Engineering
John Martinez,
Tri-City Steel, Inc.
Andres Mata,
IDE*A Group, Inc.
George Mendoza,
Diocese of Brownsville
Dora Vela,
UTPA Program Coordinator

COMPUTER AIDED DRAFTING AND DESIGN CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

ENGL	1312	Business Writing	3
TECM	1303	Technical Mathematics	3
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer Aided-Drafting	3

SECOND SEMESTER

DFTG	1317	Architectural Drafting - Residential	3
DFTG	1352	Intermediate Computer-Aided Drafting	3
DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1356	Descriptive Geometry	3

SUMMER SESSION

DFTG	1380	Cooperative Education	3
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THIRD SEMESTER

DFTG	1348	Topographical Drafting	3
DFTG	2332	CAPSTONE: Advanced Computer-Aided Drafting	3
DFTG	2352	Mechanical and Electrical Systems	3
		Program Elective	3

Total Credit Hours: 42

PROGRAM ELECTIVES:

DFTG	1321	Architectural Illustration
DFTG	1391	Construction Materials & Specifications
DFTG	2310	Structural Drafting
DFTG	2340	Solid Modeling / Design

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

Jim Brown

Owner, JC Brown Inc., San Juan

Brian R. Bunton

Service Manager
Ruch Truck Center, Pharr

Danny Cuellar, Jr.

Service Manager
Valley Truck Center, Pharr

Rick Dube

Dube Auto Parts and Service, McAllen

Uvense Valdez

Service Manager
Holt Company of Texas, Weslaco

John Watkins

Vice President,
Weaks Martin Implement Co, Inc., Mission

DIESEL TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics	4
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing & Repair I	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1405	Basic Electrical Systems	4
COSC	1301	Microcomputer Applications	3

THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	1442	Power Train Applications I	4
DEMR	2432	Electronic Controls	4
DEMR	1230	Steering & Suspension I	2

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours: 42

DIESEL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

AUMT	2437	Automotive Electronics	4
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing & Repair I	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
		<u>Social/Behavioral Sciences Elective</u>	3

SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1230	Steering & Suspension I	2
DEMR	1405	Basic Electrical Systems	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	1442	Power Train Applications I	4
DEMR	2432	Electronic Controls	4
DEMR	1229	Preventative Maintenance 1	2
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3

FOURTH SEMESTER

DEMR	1449	Diesel Engines II	4
DEMR	2442	Automatic Power Shift & Hydrostatic Transmissions I	4
DEMR	2448	Failure Analysis	4
<u>ENGL</u>	<u>1301</u>	<u>Composition or ENGL 1312</u>	3
		<u>Humanities Elective</u>	3

CAPSTONE: Successful completion of a departmental exit exam

Total Credit Hours: 69

Identifies courses to fulfill minimum 15 hour General Education Requirements

Electronic Equipment and Computer Maintenance Technology

Electronic Equipment and Computer Maintenance Technology,

Certificate and Associate of Applied Science

The Electronic Equipment & Computer Maintenance Technology program covers a wide range of subjects from basic to advanced electronics, to computer software and hardware operations. The classes are based on lecture and laboratory work, giving each student “hands-on” experience in practical electronic circuits and the use of different types of electronic test equipment. Graduates of the Electronic Equipment and Computer Maintenance Technology programs may be placed in jobs such as electronic bench technicians with companies such as electronics service centers, telecommunication companies, cable/satellite companies, office equipment, security companies, computer servicing companies, manufacturing companies and biomedical equipment companies.

This program offers an Associate of Applied Science with specializations in the following areas:

- Communication Servicing Technology
- Computer Maintenance Technology
- Electronic Equipment and Computer Maintenance Technology
- Electronic Servicing Technology
- Biomedical Equipment Technology
- Semiconductor Technology

This program offers Certificates with specializations in the following areas:

- Communication Servicing Technology
- Computer Maintenance Technology
- Electronic Equipment and Computer Maintenance Technology
- Electronic Servicing Technology
- Wave Solder Operator

ADVISORY COMMITTEE

Marvin Anderson

Owner, Electronic Clinic, Pharr

Rudy Cerda

Rudy's TV/VCR Servicing, McAllen

Victor Deleon

Intellical Man., Inc.

Hugo De Leon

Weslaco ISD

Leo Longoria

Richard's Electronics

Juan Lopez

Electronics Technician, Sprint Communications
McAllen

Rosie Mendiola

McAllen Medical Center, McAllen

Jeroham Ramos

G.E. Clinical Services, Inc.

Hector Reyna

Sharyland ISD

Javier Salinas

IKON Office Supplies, Inc., McAllen

Reyes Valdez

Technician, Century Cellunet, McAllen

Mark Villarreal

Call Me Communication, McAllen

Richard Walters

Computer Maintenance Services, McAllen

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4

THIRD SEMESTER

CETT	1353	Basic TV/CRT Systems	3
CPMT	1445	Computer Systems Maintenance	4
ELMT	2335	Certified Electronics Technician Training	3
CETT	2439	Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 42

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Communication Servicing Technology
CERTIFICATE**

TASP Waived

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4

THIRD SEMESTER

CSIR	1344	General Communication Circuits I	3
CSIR	2234	Pager Testing Procedures	2
CETT	1357	Linear Integrated Circuits	3
CETT	2439	Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 40

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Computer Maintenance Technology
CERTIFICATE**

TASP Waived

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4

THIRD SEMESTER

CPMT	1445	Computer Systems Maintenance	4
CPMT	1349	Computer Networking Technology	3
CPMT	1347	Computer System Peripherals	3
ELMT	2335	Certified Electronics Technician Training	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 41

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Electronic Servicing Technology
CERTIFICATE**

TASP Waived

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
TECM	1303	Technical Mathematics	3

SECOND SEMESTER

LOTT	1301	Introduction to Fiber Optics	3
CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
CETT	1405	AC Circuits	4

THIRD SEMESTER

RBTC	1347	Electro-Mechanical Devices	3
CETT	1353	Basic TV/CRT Systems	3
CETT	1357	Linear Integrated Circuits	3
CETT	2439	Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 41

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Wave Solder Operator
CERTIFICATE**

TASP Waived

Credit Hours

FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
CPMT	1407	Electronic & Computer Skills	4
INTC	1307	Electronic Test Equipment	3
CETT	1321	Electronic Fabrication	3
TECM	1303	Technical Mathematics	3

CAPSTONE: Wave Solder Skills Exit Exam

Total Credit Hours: 16

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

CETT	1353	Basic TV/CRT Systems	3
CPMT	1445	Computer Systems Maintenance	4
ELMT	2335	Certified Electronics Technician Training	3
CETT	2439	Amplifier Analysis	4
		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

EECT	2439	Communications Circuits	4
ELMT	2337	Electronic Troubleshooting, Service & Repair	3
CPMT	2433	Computer Integration	4
INTC	1357	AC/DC Motor Control	3
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Biomedical Equipment Technology
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

CETT	2439	Amplifier Analysis	4
BIOM	1309	Applied Biomedical Equipment Technology	3
BIOM	2341	General Medical Equipment I	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology/Soci 1301</u>	3

FOURTH SEMESTER

BIOM	2343	General Medical Equipment II	3
BIOM	2335	Physiological Instruments I	3
BIOM	2349	Basic X-Rays & Medical Imaging Systems	3
<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
		<u>Humanities Elective</u>	3
BIOM	2388	Internship - Biomedical Engineering	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 68

Identifies courses to fulfill minimum 15 hour General Education Requirements

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specilization: Communication Servicing Technology
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

CSIR	1344	General Communication Circuits I	3
CSIR	2234	Pager Testing Procedures	2
CETT	1357	Linear Integrated Circuits	3
CETT	2439	Amplifier Analysis	4
		<u>Social/Behavioral Sciences Elective</u>	3

FOURTH SEMESTER

CSIR	1347	General Communication Circuits II	3
CSIR	1359	Digital Data Communication	3
EECT	2439	Communications Circuits	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
		<u>Humanities Elective</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 hour General Education Requirements

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Computer Maintenance Technology
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

CPMT	1445	Computer Systems Maintenance	4
CPMT	1349	Computer Networking Technology	3
CPMT	1347	Computer System Peripherals	3
ELMT	2335	Certified Electronics Technician Training	3
		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

CPMT	2349	Advanced Computer Networking Technology	3
CPMT	2345	Computer System Troubleshooting	3
CPMT	2433	Computer Integration	4
CPMT	1280	CO-OP — Computer Maintenance Technology	2
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 67

Identifies courses to fulfill minimum 15 hour General Education Requirements

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Electronic Servicing Technology
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST SEMESTER

CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SECOND SEMESTER

LOTT	1301	Introduction to Fiber Optics	3
CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

THIRD SEMESTER

RBTC	1347	Electro-Mechanical Devices	3
CETT	1353	Basic TV/CRT Systems	3
CETT	1357	Linear Integrated Circuits	3
CETT	2439	Amplifier Analysis	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

FOURTH SEMESTER

*ELMT	2337	Electronic Troubleshooting, Service & Repair	3
INTC	1357	AC/DC Motor Control	3
RBTC	2331	Rotary Devices	3
		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 64

Identifies courses to fulfill minimum 15 hour General Education Requirements

**ELECTRONIC EQUIPMENT AND
COMPUTER MAINTENANCE TECHNOLOGY
Specialization: Semiconductor Technology
ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

Credit Hours

FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
COSC	1301	<u>Microcomputer Applications</u>	3
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
MATH	1414	<u>College Algebra</u>	4

SECOND SEMESTER

DEMR	1416	Basic Hydraulics	4
CETT	1341	Solid State Circuits	3
CHEM	1411	<u>General Chemistry I</u>	4
CETT	1405	AC Circuits	4
ENGL	1301	<u>Composition</u>	3

THIRD SEMESTER

CETT	2439	Amplifier Analysis	4
QCTC	1303	Quality Control	3
RBTC	1347	Electro-Mechanical Devices	3
SMFT	1343	Semiconductor Manufacturing Technology I	3
CHEM	1412	<u>General Chemistry II</u>	4
		<u>Humanities Elective</u>	3

FOURTH SEMESTER

		<u>Social/Behavioral Sciences Elective</u>	3
SMFT	2343	Semiconductor Manufacturing Technology II	3
SMFT	2231	RF Power Systems	2
SMFT	2335	Vacuum Technology	3
INMT	2380	CAPSTONE: Cooperative Education	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

Heating, Ventilation and Air Conditioning Technology

Heating, Ventilation and Air Conditioning Technology, Certificate and Associate of Applied Science

In the past fifty years, the Heating, Ventilation and Air Conditioning (HVAC) 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 residential, commercial and industrial systems. Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling/heating systems, duct design, fabrication and residential/commercial heat gained/loss calculations.

Some of the opportunities for employment in refrigeration and air conditioning include: Engineers, technicians, test technicians, sales engineers, application engineers, installers, testers, maintenance technicians, service persons, repair specialists, wholesalers, operating engineers and sheet metal experts.

ADVISORY COMMITTEE

Conrado Alvarez Jr. - *President*

Insco Distributing, Inc., McAllen

Rolando A. Ayala - *Vice President*

TexAir Company, Inc., McAllen

George Castañeda - *Secretary*

McAllen Sheet Metal, McAllen

Rodolfo Cantu - *Member*

Johnson Supply Co., Inc., McAllen

Mark Chapa - *Member*

Pameco Company, Inc., McAllen

Rene Garza - *Member*

All American Heating and Cooling, Mission

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

HART	1407	Refrigeration Principles	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
HART	1401	Electricity Principles	4

SECOND SEMESTER

HART	1442	Commercial Refrigeration	4
MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1445	Gas & Electrical Heating	4
TECM	1303	Technical Mathematics	3

THIRD SEMESTER

HART	2438	Air Conditioning Installation/Service	4
HART	2436	Troubleshooting	4
HART	2445	Air Conditioning Systems Design	4
COSC	1301	Microcomputer Applications	3

CAPSTONE: Technician Refrigerant Certification Exam

Total Credit Hours: 42

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FIRST SEMESTER

HART	1401	Electricity Principles	4
HART	1407	Refrigeration Principles	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1442	Commercial Refrigeration	4
HART	1445	Gas & Electrical Heating	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

HART	2445	Air Conditioning Systems Design	4
HART	2438	Air Conditioning Installation/Service	4
HART	2441	Commercial Air Conditioning	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3

FOURTH SEMESTER

HART	2436	Troubleshooting	4
HART	2443	Industrial Air Conditioning	4
		<u>Humanities Elective</u>	3
		<u>Social/Behavioral Sciences Elective</u>	3

- CAPSTONE:* 1. Technician Refrigerant Certificate Exam
2. ARI-Air Condition Refrigeration Institute Competency Exam

Total Credit Hours: 63

Identifies courses to fulfill minimum 15 hour General Education Requirements

Manufacturing Technology

The Precision Manufacturing and Industrial Systems Maintenance Technology programs provide an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers, read and use industrial prints, and gain technical skills.

Industrial Systems Maintenance Technology, Certificate

This Certificate program includes studies in industrial electricity, electrical motor controls, fluid power, and safety. This program will help prepare students to work with engineers to install industrial controls, troubleshoot hydraulic equipment problems, and reduce manufacturing downtime. This course will help prepare graduates to take leadership roles and progress into higher levels of employment opportunities.

Precision Manufacturing Technology, Certificate

This Certificate program includes studies to enable the student to specialize in machining, precision measurement, tool and die, and manufacturing processes. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

Precision Manufacturing Technology, Associate of Applied Science

This degree program provides an environment to develop technical skills. All courses are set up to simulate a working environment.

Technical coursework includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork, and workplace communication. Specialty coursework includes quality control, tool, die, mold and fixture design, and advanced machine tooling.

Precision Manufacturing Technology, Tech Prep Enhanced Skills Certificate

The Tech Prep Enhanced Skills Certificate offers students additional classes in mold design, gauge design, supervision and quality control.

ADVISORY COMMITTEE

Gerry Bower ~ Chairman

General Manager, ATS Precision Components, McAllen

Glen Butters

Plant Manager, Rio Grande Plastics, Alamo

Peter Limones

Production Manager, GE Engine Services, McAllen

Dan Hausbeck

Project Designer, Alps Automotive, McAllen

Martha V. Hinojosa

Owner, International Temporary Services

Jesus Mariscal

Production Manager, Reynolds International, McAllen

Jerry Nunez

Owner, Nu-Co Tools Inc., Alamo

Keith Patridge

Vice-President, McAllen Economic Development Corporation, McAllen

Davis Smith

General Manager, Johns Town Wire

Frank Bickers

Vice President & General Manager, Autech Systems

Del Abnet

Vice President, L.H. Carbide

Jim Terry

HR Manager, Weyerhaeuser

David H. Bazan

Plans Manager, EMU Plastics

Tom Fish

Controls Enginner, Southwest AMT

Jan Schooley

General Manager, Windsor Mold

Tom Osterholt

Operations Manager, L.H. Carbide

John Montgomery

General Manager, Security Plastics, West

**INDUSTRIAL SYSTEMS
MAINTENANCE TECHNOLOGY
CERTIFICATE**

TASP Waived

Credit Hours

FIRST SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
TECM	1303	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
HART	1401	Electricity Principles	4

SECOND SEMESTER

QCTC	1305	Teaming	3
ENGL	1312	Business Writing	3
DEMR	1301	Shop Safety & Procedures	3
IEIR	1310	Motor Controls	3
DEMR	1416	Basic Hydraulics	4

THIRD SEMESTER

MCHN	1382	CAPSTONE: Cooperative Education I	3
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Total Credit Hours: 36

PRECISION MANUFACTURING TECHNOLOGY CERTIFICATE

TASP Waived

Credit Hours

FIRST SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
TECM	1303	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
ENGL	1312	Business Writing	3
MCHN	1320	Precision Tools and Measurement	3

SECOND SEMESTER

QCTC	1305	Teaming	3
DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
COSC	1301	Microcomputer Applications	3

SUMMER SESSION

MCHN	1382	CAPSTONE: Cooperative Education I	3
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Total Credit Hours: 36

PRECISION MANUFACTURING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

Credit Hours

FALL SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
MCHN	1438	Basic Machine Shop I	4
<u>ENGL</u>	<u>1312</u>	<u>Business Writing</u>	3
TECM	1303	Technical Mathematics	3
MCHN	1320	Precision Tools and Measurements	3

SPRING SEMESTER

DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
QCTC	1305	Teaming	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

SUMMER SESSION

MCHN	1382	CAPSTONE: Cooperative Education I	3
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FALL SEMESTER

INMT	1445	Computer Numerical Controls	4
WLDG	1337	Introduction to Metallurgy	3
MCHN	2341	Advanced Machining Operations I	3
		<u>Social/Behavioral Science Elective</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

SPRING SEMESTER

MCHN	2547	Specialized Tools and Fixtures	5
		<u>Humanities Elective</u>	3
		Program Elective	3
MATH	1316	Plane Trigonometry	3

SUMMER SESSION

MCHN	2382	CAPSTONE: Cooperative Education II	3
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Total Credit Hours: 70

Identifies courses to fulfill minimum 15 hour General Education Requirements

Program Electives:

MCHN	2345	Advanced Machining Operations II
MCHN	1293	Cost Estimating
PLTC	1445	Plastics Processing I

**PRECISION MANUFACTURING TECHNOLOGY
TECH PREP ENHANCED SKILLS CERTIFICATE**

Credit Hours

Choose three (3) out of the five (5) courses

DFTG	2340	Solid Modeling/Design	3
MCHN	2470	Advanced Tool & Fixture Design	4
QTC	1446	Testing and Inspection Systems	4
MCHN	1230	Statistical Process Control for Machinist	2
BMGT	1301	Supervision	3

Total Credit Hours: 8-11

Course Descriptions

*** DENOTES COLLEGE TRANSFERABLE COURSES.**

Accounting

***ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.

Prerequisite: ACNT 1303 or MATH 85 or equivalent.

***ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.

Prerequisite: ACCT 2401.

ACNT 1303 INTRODUCTION TO ACCOUNTING I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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 reconciliations, and payroll.

Prerequisite: READ 80 and MATH 80 or equivalent.

ACNT 1304 INTRODUCTION TO ACCOUNTING II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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 INTRO TO COMPUTERIZED ACCOUNTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303, ITSC 1309 or COSC 1301.

ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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: 3 LEC HRS: 2 LAB HRS: 2

This course includes basic instruction in the tax law as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

Prerequisite: ACNT 1303.

ACNT 2309 COST ACCOUNTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a study of budgeting and cost control systems, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

Prerequisite: ACNT 1303.

Anthropology

***ANTH 2301 PHYSICAL ANTHROPOLOGY (HUMAN EVOLUTION)**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 00

This course introduces the field of archaeology. It emphasizes methods of data collection, and a world review of major events in the development of past human civilizations.

Prerequisite: None.

***ANTH 2346 GENERAL ANTHROPOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

Prerequisite: None.

***ANTH 2351 CULTURAL ANTHROPOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

Prerequisite: None.

Art

***ARTS 1301 ART APPRECIATION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.

Prerequisite: READ 80 or equivalent.

***ARTS 1303 ART HISTORY I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an examination of painting, sculpture, architecture, and other arts from prehistory through the middle ages.

Prerequisite: READ 80 or equivalent.

***ARTS 1304 ART HISTORY II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an examination of painting, sculpture, architecture, and other arts from the middle ages to the present day.

Prerequisite: READ 90 or equivalent.

***ARTS 1311 DESIGN I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: None.

***ARTS 1312 DESIGN II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: ARTS 1311 or approval of the instructor.

***ARTS 1316 DRAWING I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: None.

***ARTS 1317 DRAWING II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.

Prerequisite: ARTS 1316 or approval of instructor.

***ARTS 2316 PAINTING I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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: 3 LEC HRS: 2 LAB HRS: 4

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of the instructor.

***ARTS 2323 DRAWING III**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 1317 or approval of the instructor.

***ARTS 2324 DRAWING IV**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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: 3 LEC HRS: 2 LAB HRS: 4

This studio course explores the potential of three-dimensional form in a variety of media.

Prerequisite: None.

***ARTS 2327 SCULPTURE II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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: 3 LEC HRS: 2 LAB HRS: 4

This studio course explores the use of basic printmaking media and techniques.

Prerequisite: None.

***ARTS 2334 PRINTMAKING II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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 2346 CERAMICS I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This studio course explores the preparation and manipulation of clay for the creation of ceramics.

Prerequisite: None.

***ARTS 2347 CERAMICS II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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.

Associate Degree Nursing

RNSG 1162 TRANSITIONAL CLINICAL

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 4

This course provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Admission to ADN Transition Option Track with an unencumbered LVN license.

RNSG 1201 PHARMACOLOGY FOR PROFESSIONAL NURSING

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics

include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

Prerequisite: Admission to the ADN Program and RNSG 1209.

RNSG 1205 NURSING SKILLS I

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This course is a study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisite: Admission to the ADN Program and RNSG 1209.

RNSG 1209 INTRODUCTION TO NURSING

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course offers an overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. The topics that will be covered include knowledge, judgment, skills and professional values with a legal/ethical framework.

Prerequisite: TASP completion.

RNSG 1227 TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

Topics covered in this course include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgement skills and professional values within a legal/ethical framework throughout the life span.

Prerequisite: Admission to the ADN Transition Option Track with unencumbered LVN license.

RNSG 1244 NURSING SKILLS II

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgement, skills and professional values within a legal/ethical framework.

Prerequisite: RNSG 1423, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201, or administrative approval.

RNSG 1362 CLINICAL I**CRT HRS: 3 LEC HRS: 0 OFF CAMPUS LAB HRS: 12**

This course provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1423 INTRODUCTION TO PROFESSIONAL NURSING**CRT HRS: 4 LEC HRS: 4 LAB HRS: 1**

This course is an introduction to the profession of nursing, including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span. Content includes applicable competencies in knowledge, judgement, skills and professional values within a legal/ethical framework.

Prerequisite: Admission to ADN Program and RNSG 1209.

RNSG 1463 CLINICAL II**CRT HRS: 4 LEC HRS: 0 OFF CAMPUS LAB HRS: 16**

This course provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: RNSG 1423, RNSG 1362, RNSG 1205, BIOL 2401, RNSG1201.

RNSG 2163 CLINICAL IV**CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 6**

This course utilizes a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: RNSG 2514, RNSG 2462, SPCH 1311.

RNSG 2363 CAPSTONE: CLINICAL V**CRT HRS: 3 LEC HRS: 0 OFF CAMPUS LAB HRS: 10**

This course utilizes a method of instruction providing detailed education, training, and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: RNSG 2514, RNSG 2163.

RNSG 2404 CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS**CRT HRS: 4 LEC HRS: 4 LAB HRS: 1**

In this course the student uses the application of a systematic problem-solving process and critical-thinking skills to provide

nursing care to diverse clients/families across the life span with common health care needs. The student will also have opportunities for collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework.

Prerequisite: RNSG 1423, RNSG 1205, RNSG 1362, BIOL 2401, RNSG 1201.

RNSG 2462 CLINICAL III**CRT HRS: 4 LEC HRS: 0 OFF CAMPUS LAB HRS: 16**

This course provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Transitional LVN to ADN RNSG 1227, RNSG 1162, RNSG 2404, RNSG 1463, RNSG 1244.

RNSG 2514 CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS**CRT HRS: 5 LEC HRS: 5 LAB HRS: 0**

This course is designed to build on the knowledge and skills acquired in previous courses. Application of the nursing process utilizes critical thinking skills to provide wholistic nursing care to diverse clients across the lifespan with complex alterations in health. There is an emphasis on health promotion, prevention, and maintenance. Concurrent clinical placement is required for students to utilize nursing theory to provide and coordinate care as an Associate Degree Registered Nurse.

Prerequisite: Transitional LVN to ADN RNSG 1227, RNSG 1162, RNSG 2404, RNSG 1463, RNSG 1244, BIOL 2421, BIOL 2402.

RNSG 2535 INTEGRATED CLIENT CARE MANAGEMENT**CRT HRS: 5 LEC HRS: 5 LAB HRS: 0**

This course provides the opportunity to apply client assessment skills, critical thinking and independent nursing interventions to care for diverse client/families throughout the life span whose health care needs may be difficult to predict. Emphasis will be placed on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and healthcare, and applicable knowledge, judgement, skills, and professional values within a legal/ethical framework.

Prerequisite: RNSG 2514, RNSG 2462, SPCH 1311.

Automotive Technology

AUMT 1266 PRACTICUM I

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course provides practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: Permission from the department.

AUMT 1267 PRACTICUM II

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course provides practical training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: Permission from the department

AUMT 1305 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the automobile industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automobile maintenance.

Prerequisite: None

AUMT 1345 AUTOMOTIVE HEATING & AIR CONDITIONING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course covers the theory of automotive air conditioning and heating systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

Prerequisite: Completion of or concurrent enrollment in AUMT 2437.

AUMT 1391 ADVANCED ENGINE PERFORMANCE III

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course consists of in-depth study in general powertrain diagnosis and computerized engine controls diagnosis. Emphasis will be placed on diagnosis and correcting driveability problems using state-of-the-art equipment.

Prerequisite: AUMT 2417, AUMT 2434

AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

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. Emphasis is placed on electrical schematic diagrams and service manuals.

Prerequisite: AUMT 2437.

AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 8

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: AUMT 2437, AUMT 2417.

AUMT 1416 SUSPENSION & STEERING

CRT HRS: 4 LEC HRS: 2 LAB HRS: 8

This course covers the theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.

Prerequisite: AUMT 2437, MATH 80 or equivalent.

AUMT 1419 AUTOMOTIVE ENGINE REPAIR

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

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: MATH 80 or equivalent.

AUMT 2266 PRACTICUM III

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course provides practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: Permission from the department.

AUMT 2267 PRACTICUM IV

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course provides practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan

relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: Permission from the department

AUMT 2301 AUTOMOTIVE MANAGEMENT
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.

Prerequisite: SPCH 1311. AUMT 2301 may only be taken in final semester of program.

AUMT 2313 MANUAL DRIVE TRAIN & AXLES
CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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, MATH 80 or equivalent.

AUMT 2417 ENGINE PERFORMANCE ANALYSIS I
CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery system. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 1419, AUMT 2437, concurrent enrollment in AUMT 1407.

AUMT 2421 AUTOMOTIVE ELECTRICAL LIGHTING & ACCESSORIES

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

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 2437, AUMT 1407.

AUMT 2425 AUTOMATIC TRANSMISSION & TRANSAXLE

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course is a study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

Prerequisite: AUMT 2437, Math 80 or equivalent.

AUMT 2434 ENGINE PERFORMANCE ANALYSIS II

CRT HRS: 4 LEC HRS: 2 LAB HRS: 8

This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel system; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

AUMT 2437 AUTOMOTIVE ELECTRONICS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

Topics in this course address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology.

Prerequisite: MATH 80 or equivalent.

WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course provides an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

Prerequisite: MATH 80 or equivalent.

Banking

BNKG 1301 MONEY & BANKING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course surveys the role of monetary policy and related effects upon financial intermediaries, including an overview of financial markets, regulatory functions, and structures. Descriptions of investments and funds management are also covered.

Prerequisite: None.

BNKG 1303 PRINCIPLES OF BANK OPERATION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1305 TELLER TRAINING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the application of the functions related to negotiable instruments, cash control, handling money, and

balancing is covered in this course. Explanation of compliance and regulation issues affecting bank tellers is also included.

Prerequisite: None.

BNKG 1345 CONSUMER LENDING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a study of different types of consumer loans. The course identifies the federal regulations and state laws pertaining to collection and serving of a consumer loan and relate consumer credit to the lending process.

Prerequisite: BNKG 1303.

BNKG 1347 BANK MARKETING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: BNKG 1303.

BNKG 1349 COMMERCIAL LENDING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: BNKG 1303.

BNKG 1351 SELLING BANK PRODUCTS & SERVICES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the characteristics and benefits of bank products and services, with an emphasis on the personal selling process and quality customer service. The application of personal selling, cross-selling, and related products benefit to individual customer needs is also covered.

Prerequisite: BNKG 1303.

BNKG 1356 ANALYZING FINANCIAL STATEMENTS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of the process of evaluating financial statement, cash flow, and ration analysis of individuals and business. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: ACNT 1303.

BNKG 1443 LAW & BANKING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

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.

Biology

***BIOL 1322 NUTRITION AND DIET THERAPY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

***BIOL 1408 GENERAL BIOLOGY I**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and evolution.

Prerequisite: Passage the reading section of the TASP test or completion of Reading 90 with a grade of «C» or better.

***BIOL 1409 GENERAL BIOLOGY II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course is a continuation of Biology 1408. Topics include bio-diversity, animal structures, plant structures, ecology and animal behavior.

Prerequisite: BIOL 1408 with a grade of «C» or better.

***BIOL 1411 GENERAL BOTANY**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: BIOL 1408 and BIOL 1409 with a grade of «C» or better.

***BIOL 1413 GENERAL ZOOLOGY**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

Prerequisite: BIOL 1408 and BIOL 1409 with a grade of «C» or better.

***BIOL 1424 SYSTEMATIC BOTANY**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is an introduction to the identification, classification and evolutionary relationships of vascular plants with emphasis on flowering plants. It includes the importance of herbaria, collection techniques and the construction and use of taxonomic keys.

Prerequisite: None.

***BIOL 2306 ENVIRONMENTAL BIOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: BIOL 1408 and BIOL 1409 with a grade of «C» or better.

***BIOL 2320 MICROBIOLOGY FOR THE FOOD SERVICES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the consideration of metazoa, protozoa, fungi, bacteria and viruses in intoxication and the transmission of diseases by food and beverage; the role of microorganisms in the quality and control of microbial populations. Production of foods by microbial fermentations; laws, regulations and performances standards; microorganisms as food is also covered. This course is designed for hotel restaurant management, merchandising and hospitality management, and health education majors.

Prerequisite: None.

***BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***BIOL 2401 ANATOMY & PHYSIOLOGY I**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

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: BIOL 1408 or VNSG 1420 with a grade of «C» or better.

***BIOL 2402 ANATOMY & PHYSIOLOGY II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2401 with a grade of «C» or better.

***BIOL 2416 GENETICS**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 and CHEM 1411 with a grade of «C» or better.

***BIOL 2421 MICROBIOLOGY**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2401 and BIOL 2402 with a grade of «C» or better.

Recommended: CHEM 1411 and CHEM 1412.

***BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.

Prerequisite: BIOL 1408 and BIOL 1409 with a grade of «C» or better.

Business

BUSG 2309 SMALL BUSINESS MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Prerequisite: None.

***BUSI 1301 INTRODUCTION TO BUSINESS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course surveys the elements of business and industry such as production and distribution systems, finance, accounting, statistics, capital, labor, marketing, taxes, and governmental regulations. It includes the history, structure, function, and contribution of business and industry to our society.

Prerequisite: None.

***BUSI 2301 BUSINESS LAW**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers principles of laws which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies. (Transfers only as an elective)

Prerequisite: None.

MRKG1311 PRINCIPLES OF MARKETING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

Prerequisite: None.

Business Computer Systems

ITNW 1325 FUNDAMENTALS OF NETWORKING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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 2164 CAPSTONE: NETWORK PRACTICUM

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: ITNW 2335 and ITNW 2317.

ITNW 2301 ADMINISTERING MICROSOFT WINDOWS NT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course, the student will develop the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network.

Prerequisite: ITNW 1325.

ITNW 2305 NETWORK ADMINISTRATION FOR NOVELL NETWORK

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course prepares the student to effectively manage a Novell NetWare network. Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

Prerequisite: ITNW 1325.

ITNW 2317 NETWORK SECURITY

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses.

Prerequisite: ITNW 2321.

ITNW 2321 NETWORKING WITH TCP/IP

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operation systems.

Prerequisite: ITNW 1325.

ITNW 2335 NETWORK TROUBLESHOOTING AND SUPPORT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student is provided instruction in the techniques used to troubleshoot and support networks with

emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.

Prerequisite: ITNW 2321 and either ITNW 2305 or ITNW 2301.

**ITNW 2343 ADVANCED NETWORK FOR NOVELL
INTRA-NETWARE**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will be taught skill development in advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. Instruction will also be provided in preparation to oversee a complex network environment, including partitioning and replication and time synchronization strategies.

Prerequisite: ITNW 2317.

ITNW 2354 INTERNET / INTRANET SERVER

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server.

Prerequisite: ITNW 2321.

ITSC 1301 INTRODUCTION TO COMPUTERS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an overview of computer information systems. Computer hardware, software, procedures, and human resources will be introduced. The student will also explore integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Applications and software relating to a specific curricular area will also be examined.

Prerequisite: None.

**ITSC 1305 INTRODUCTION TO PC
OPERATING SYSTEMS**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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 1309 INTEGRATED SOFTWARE
APPLICATIONS I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: None.

ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development.

Prerequisite: ITSC 1309.

ITSC 1325 PERSONAL COMPUTER HARDWARE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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: MINICOMPUTER
PRACTICUM**

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: ITSW 1318 and ITSW 1314.

**ITSC 2165 CAPSTONE: SYSTEMS ADMINISTRATION
PRACTICUM**

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: ITSC 2335.

ITSC 2331 INTEGRATED SOFTWARE APPLICATIONS III

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

Prerequisite: ITNW 1309.

ITSC 2339 PERSONAL COMPUTER HELP DESK

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk Lab or in short-term assignments for local business.

Prerequisite: ITNW 2335.

ITSC 2345 COMPUTER CENTER MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.

Prerequisite: ITNW 2335.

ITSE 1314 INTRODUCTION TO RPG PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming using RPG. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Language syntax, data and file structures, input/output devices, and files are also included.

Prerequisite: ITSW 1311.

ITSE 1318 INTRODUCTION TO COBOL PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming using COBOL. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will include language syntax, data and file structures, input/output devices and files.

Prerequisite: ITSW 1311.

ITSE 1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming using Visual BASIC. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will also include language syntax, data and file structures, input/output devices, and files.

Prerequisite: COSC 1301.

ITSE 2309 INTRODUCTION TO DATABASE PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will learn application development using database programming techniques emphasizing database structures, modeling, and database access.

Prerequisite: ITSE 1331 or ITSC 1309.

ITSE 2317 JAVA PROGRAMMING (AS/400 VISUAL AGE)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to JAVA programming with object-orientation. Emphasis is placed on the fundamental syntax and semantics of JAVA for applications and web applets.

Prerequisite: ITSW 1311.

ITSW 1302 COMPUTER CONTROL LANGUAGE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will develop skills in the use of system control language on mid-range/mainframe computers. Topics will include command formats, file management, job scheduling, resource management, and utilities.

Prerequisite: ITSW 1311.

ITSW 1304 INTRODUCTION TO SPREADSHEETS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides the student with instruction in the concepts, procedures, and importance of electronic spreadsheets.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1307 INTRODUCTION TO DATABASE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to database theory and the practical applications of a database.

Prerequisite: ITSC 1309 or COSC 1301.

ITSW 1310 PRESENTATION MEDIA SOFTWARE**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite: COSC 1301 or ITSC 1309.

ITSW 1311 AS/400 OPERATING SYSTEM I**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is a study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics will include introductory system management concepts and file management.

Prerequisite: None.

**ITSW 1327 MULTIUSER OPERATING SYSTEMS
(AS/400 NAVIGATOR)****CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a summary of multi-user operating systems including a contrast of single user and multi-user systems. The student will investigate a variety of multi-user operating systems, similarities, and differences.

Prerequisite: ITSW 1311.

ITSW 2334 ADVANCED SPREADSHEETS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is designed to provide the student with an understanding of advanced functionality of electronic spreadsheets.

Prerequisite: ITSW 1309.

ITSW 2337 ADVANCED DATABASE**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is designed to provide the student with an understanding of advanced functionality of databases.

Prerequisite: ITSW 1318 and ITSW 1314.

Business Computer Information Systems

BCIS 1332 COBOL PROGRAMMING*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the

student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business-oriented problems.

Prerequisite: COSC 1430 with a grade of «C» or better.

BCIS 2332 ADVANCED COBOL PROGRAMMING*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is an advanced study of the COBOL programming language. Topics covered include binary table searches, variable length record techniques, hashing, ordered lists, file structures, pointers and linkages, directories, memory management, data access methods and different COBOL platforms, I.E. AS 400, PC, VAX and DOS.

Prerequisite: BCIS 1332 with a grade of «C» or better.

Business Management

BMGT 1301 SUPERVISION**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: 3 LEC HRS: 3 LAB HRS: 0**

This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.

Prerequisite: ITSC 1309 or COSC 1301.

**BMGT 2168 CAPSTONE: BUSINESS ADMINISTRATION
PRACTICUM****CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 10**

This course provides practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Approval of Practicum Coordinator.

**BMGT 2303 PROBLEM SOLVING &
DECISION MAKING**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

Chemistry

***CHEM 1411 GENERAL CHEMISTRY I**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

In this course, basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.

Prerequisite: Pass the reading section of the TASP test or completion of READ 90, pass the MATH section of the TASP test or completion of MATH 90 with grade of «C» or better.

***CHEM 1412 GENERAL CHEMISTRY II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course is a continuation of CHEM 1411 covering ionic equilibria, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411 with a grade of «C» or better.

***CHEM 2423 ORGANIC CHEMISTRY I**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412 with a grade of «C» or better.

***CHEM 2425 ORGANIC CHEMISTRY II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423 with a grade of «C» or better.

Child Care and Development

CDEC 1166 FIELD STUDY I

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 9

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in CDEC 1317.

CDEC 1167 FIELD STUDY II

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 9

This course provides practical general training and experiences in working with infants and toddlers. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: CDEC 1166.

**CDEC 1313 CURRICULUM RESOURCES FOR
EARLY CHILDHOOD PROGRAMS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

Prerequisite: None

**CDEC 1317 CHILD DEVELOPMENT ASSOCIATE
TRAINING I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Topics include CDA overview, general observation skills, and child growth and development overview.

Prerequisite: Concurrent enrollment in CDEC 1166.

CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

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 1494 INFLUENCES OF CULTURE & ENVIRONMENTS

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course studies anti-bias, multi-cultural issues. Students will develop an understanding of the importance of curriculum that celebrates and values cultural diversity in all young children.

Prerequisite: None.

CDEC 2166 FIELD STUDY III

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 9

This course provides practical general training and experiences in the workplace as a classroom teacher. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: CDEC 1166.

CDEC 2167 CAPSTONE: FIELD STUDY IV

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 9

This course provides practical general training and experiences in the workplace in order to learn management of a child care facility. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: CDEC 2166.

CDEC 2322 CHILD DEVELOPMENT ASSOCIATE TRAINING II

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

Prerequisite: CDEC 1317.

CDEC 2324 CHILD DEVELOPMENT ASSOCIATE TRAINING III

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication.

Prerequisite: CDEC 2322.

CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

CDEC 2341 THE SCHOOL AGE CHILD

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: None.

CDEC 2421 THE INFANT AND TODDLER

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.

Prerequisite: None.

***TECA1311 INTRODUCTION TO EARLY CHILDHOOD**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

***TECA1318 NUTRITION, HEALTH AND SAFETY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

***TECA1303 THE FAMILY AND THE COMMUNITY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

***TECA1354 CHILD GROWTH AND DEVELOPMENT**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a study of the principles of normal child growth and development from conception to adolescence. This course focuses on physical, cognitive, social, and emotional domains of development.

Prerequisite: None.

College Success

ORIN 0101 COLLEGE SUCCESS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 3

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

Prerequisite: None.

Communications

***COMM 2311 NEWS GATHERING & WRITING I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: READ 90 or ENGL 91 or equivalent.

***COMM 2315 NEWS GATHERING & WRITING II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

Prerequisite: COMM 2311.

Computer Aided Drafting

DFTG 1305 TECHNICAL DRAFTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: Concurrent enrollment in DFTG 1309.

DFTG 1309 BASIC COMPUTER-AIDED DRAFTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

Prerequisite: Completion of or concurrent enrollment in DFTG 1305.

DFTG 1313 DRAFTING FOR SPECIFIC OCCUPATIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

Prerequisite: DFTG 1325.

**DFTG 1317 ARCHITECTURAL DRAFTING-
RESIDENTIAL**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of architectural drafting procedures, practices, and symbols, including basic house design, design considerations, room planning, foundation plan design, roof design, elevations, new products, material and trade work specifications and preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 1321 ARCHITECTURAL ILLUSTRATION

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course covers architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media, to include computer generated developments of students' graphical expression, including an introduction to various reproduction methods.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

DFTG 1325 BLUEPRINT READING AND SKETCHING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students use sketching techniques to create pictorial and multiple-view drawings of manufactured parts.

Prerequisite: None.

DFTG 1348 TOPOGRAPHICAL DRAFTING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This is a course in map drafting, map scales, map feature, and civil measurements. Emphasis is given to plotting of surveyors' field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses, line assignments and the utilization of CAD system in the development of various civil engineering related projects.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1352 INTERMEDIATE COMPUTER-
AIDED DRAFTING**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing creation of symbol libraries, batched files, scripted files, model space viewpoints, introduction to rendering customized program menus, and extracted attributes. This course provides an introduction to three-dimensional drafting and solid modeling. A portfolio to be submitted for evaluation will be required.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1354 ARCHITECTURAL DRAFTING-
COMMERCIAL**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 1356 DESCRIPTIVE GEOMETRY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an examination of the graphical solution to problems involving points, lines, and planes in space in addition to the study of various applications common to the construction industry including surveying math, reading scales, measurements and area calculations, conversion, and construction material calculations.

Prerequisite: Completion of or concurrent enrollment in TECM1303.

DFTG 1380 COOPERATIVE EDUCATION

CRT HRS: 3 LEC HRS: 1

OFF CAMPUS LAB HRS: 20

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 1352, DFTG 1354, DFTG 1356.

**DFTG 1391 CONSTRUCTION MATERIALS
& SPECIFICATIONS**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study in the utilization of various industry standard reference materials to include building code manuals, life safety manuals, architectural graphic standards, and manufacturing resources manuals as related to the production of construction documentation for architectural and commercial projects.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 1354.

DFTG 2310 STRUCTURAL DRAFTING**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a discussion of detailed drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Drawings and specifications will be designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

DFTG 2332 CAPSTONE: ADVANCED**COMPUTER-AIDED DRAFTING****CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is an exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphical data in. Advanced rendering techniques and an introduction to AutoLISP will also be discussed.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 1352, DFTG 1354.

DFTG 2340 SOLID MODELING/DESIGN**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographics drawings. The application of rendering and animation techniques in design work will also be discussed.

Prerequisite: DFTG 1309, DFTG 1352.

DFTG 2352 MECHANICAL AND ELECTRICAL SYSTEMS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course covers the properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 1354.

Computer Maintenance Technology

**CPMT 1280 COOPERATIVE EDUCATION -
COMPUTER MAINTENANCE
TECHNOLOGY/TECHNICIAN****CRT HRS: 2 LEC HRS: 1****OFF CAMPUS LAB HRS: 8**

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 paid work experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: CPMT 1303, CPMT 1445.

**CPMT 1303 INTRODUCTION TO
COMPUTER TECHNOLOGY****CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

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: CETT 1449 and CPMT 1407 and
concurrent enrollment in LOTT 1301.*

CPMT 1347 COMPUTER SYSTEM PERIPHERALS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course covers principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment.

*Prerequisite: CPMT 1303, concurrent enrollment
in CPMT 1445.*

**CPMT 1349 COMPUTER NETWORKING
TECHNOLOGY****CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This is the beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations are included.

Prerequisite: CPMT 1303, CETT 1341.

CPMT 1407 ELECTRONIC AND COMPUTER SKILLS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course covers the study of modern electronic construction techniques including the application of the most common hand tools used in disassembly, repair, and reassembly of electronics and computer components.

Prerequisite: Math 80 or equivalent.

CPMT 1445 COMPUTER SYSTEMS MAINTENANCE**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.

Prerequisite: CPMT 1303, LOTT 1301.

CPMT 2345 COMPUTER SYSTEM TROUBLESHOOTING**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

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 1349.

CPMT 2349 ADVANCED COMPUTER NETWORKING TECHNOLOGY**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Prerequisite: CPMT 1445, CPMT 1349.

CPMT 2433 COMPUTER INTEGRATION**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering multi-media or data acquisition is covered.

Prerequisite: CPMT 1303, CPMT 1445.

Computer Science

COSC 1301 MICROCOMPUTER APPLICATIONS*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers

history, number systems, computer hardware, software, procedures, systems and human resources, and explores their integration and application in business and other segments in society. It also includes an introduction to modular program design and flowcharts. Emphasis is placed on using computer software packages including a word processor to process textual information, an electronic spreadsheet for numerical information, a database management system, internet, a programming language and Windows operating system. Using these, a student shall be able to select a correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: Reading 70 or equivalent.

COSC 1309 LOGIC DESIGN*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This is a discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussions will include methods for testing, evaluation, number bases; logic and Boolean algebra; switching circuits and basic logic gates, computer architecture, software engineering, social and ethical issues of a computerized society, and topics in probability and statistics.

Prerequisite: COSC 1301, MATH 1414 with a grade of «C» or better.

COSC 1315 FUNDAMENTALS OF PROGRAMMING*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This is a survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems software, programming and application software. This course is designed for the student that will have to make decisions about hardware and software selection.

Prerequisite: COSC 1301 with a grade of «C» or better.

COSC 1318 COMPUTER SCIENCE - PROGRAMMING I*CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This is a first course which emphasizes algorithm development and problem solving methodology for computer programming. The fundamentals of the Pascal programming language will be introduced. How to design, code, debug, and document programs using techniques of top-down design and stepwise refinement will be stressed throughout the course. A blocked structured programming language will be used for programming solutions. Extensive interaction with computers will be expected.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90 or completion of equivalent, or permission from the department.

***COSC 1420 C PROGRAMMING**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is an introduction to fundamental high-level programming using C Programming Language. Topics include algorithm development and problem solving methodology for computer programming. How to design, code, debug and document programs using techniques of top-down design and stepwise refinement language will be stressed throughout the course. A blocked structured programming language will be used for programming solutions.

Prerequisite: COSC 1301, concurrent enrollment in MATH 0090 or completion of equivalent.

***COSC1430 VARIABLE TOPIC PROGRAMMING LANGUAGE**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is an introduction to computer programming. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, and elementary file processing.

Prerequisite: COSC 1301 with a grade of «C» or better.

***COSC2315 DATA STRUCTURES**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This is a second programming course using more advanced features of high-level programming language. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Programming problems requiring the implementation of elementary data structures and associated algorithm development and analysis will be stressed. Topics include linked lists, stacks, queues, trees, graphs, recursion, sorting, and searching.

Prerequisite: COSC 1309, COSC 1420 with a grade of «C» or better.

***COSC2325 COMPUTER ORGANIZATION & MACHINE LANGUAGE**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This is an introduction to computer organization, machine language programming and use of assembly language programming systems. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, MACRO commands, MACRO programming techniques and subroutines.

Prerequisite: COSC 2330.

COSC 2330 ADVANCED COMPUTER SCIENCE PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course, students will become familiar with the concepts of object-orientation using the Java language. Students will understand and explore concepts such as encapsulation, classification, and inheritance. This course presents the syntax of Java to help the student grasp these concepts and others typically found in object-based, class-based, and object-orientated (OO) languages. Primary emphasis in on PC and AS/400 environments with secondary emphasis on UNIX operating system environments. Application areas include linked structure, file structures, text handling, and object-orientated technology.

Prerequisite: COSC 2315.

Criminal Justice

***CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***CRIJ 1306 THE COURTS & CRIMINAL PROCEDURE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***CRIJ 1307 CRIME IN AMERICA**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: None.

CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: None.

Culinary Arts

CULA 1264 CAPSTONE: PRACTICUM I**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 14**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

CULA 1301 BASIC FOOD PREPARATION**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

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.

CULA 1305 SANITATION & SAFETY**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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.

CULA 1345 INTERNATIONAL CUISINE**CRT HRS: 3 LEC HRS: 2 LAB HRS: 2**

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics will include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: None.

CULA 2264 CAPSTONE: PRACTICUM II**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 14**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Fourth semester standing in Associate of Applied Science Culinary Arts.

CULA 2301 INTERMEDIATE FOOD PREPARATION**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is a continuation of CULA 1301, Basic Food Preparation. Topics will include the concept of pre-cooked food items as well as scratch preparation. This course covers full range of food preparation techniques.

Prerequisite: None.

CULA 2331 ADVANCED FOOD PREPARATION**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course reinforces the course material of Intermediate Food Preparation. Topics will include the concept of pre-cooked food items and the preparation of canapes, hors d'oeuvres, and breakfast items.

Prerequisite: None.

PSTR 1301 FUNDAMENTALS OF BAKING**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. There is also instruction in flours, fillings, and ingredients. Topics will include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours.

Prerequisite: None.

PSTR 2331 ADVANCED PASTRY SHOP**CRT HRS: 3 LEC HRS: 2 LAB HRS: 02**

This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

Prerequisite: None.

RSTO 1301 BEVERAGE MANAGEMENT**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic

beverages. Topics will include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Prerequisite: None.

RSTO 2301 PRINCIPLES OF FOOD & BEVERAGE CONTROLS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 2 LAB HRS: 4

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: CULA 1301.

Dance

***DANC 1241 BALLET**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of classical dance, especially ballet. Students are introduced to ballet dance history, terminology, attire, theory, criticism, techniques, individual skills, movement fundamentals, choreography, music selection, etc. Posture, hand positioning, feet positions, barre exercises, center work, and pas de deux are stressed. 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: None.

***DANC 1245 MODERN DANCE**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This introductory dance (physical activity) course focuses on fundamental knowledge, skills, and applications of modern dance. Students are introduced to modern dance history, terminology, theory, criticism, techniques, individual skills,

movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***DANC 1253 SPANISH/MEXICAN FOLKLORIC DANCE**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

Diesel Technology

DEM1229 PREVENTATIVE MAINTENANCE

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Prerequisite: DEMR 1410, DEMR 1317.

DEM1230 STEERING & SUSPENSION I

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components.

Prerequisite: MATH 80 or equivalent.

DEM1317 BASIC BRAKE SYSTEMS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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: MATH 80 or equivalent.

DEMR1405 BASIC ELECTRICAL SYSTEMS**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators.

Prerequisite: AUMT 2437.

DEMR1410 DIESEL ENGINE TESTING & REPAIR I**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

Prerequisite: MATH 80 or equivalent.

DEMR1416 BASIC HYDRAULICS**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course covers the fundamentals of hydraulics including components and related systems.

Prerequisite: MATH 80 or equivalent.

DEMR1442 POWER TRAIN APPLICATIONS I**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

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: MATH 80 or equivalent.

DEMR1449 DIESEL ENGINES II**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course provides in-depth coverage of disassembly, repair, identification, evaluation, and re-assembly of diesel engines.

Prerequisite: DEMR 1410.

DEMR2432 ELECTRONIC CONTROLS**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course covers advanced skills in diagnostic and programming techniques of electronic control system.

Prerequisite: DEMR 1410, AUMT 2437.

DEMR2442 AUTOMATIC POWER SHIFT & HYDROSTATIC TRANSMISSIONS I**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmission.

Prerequisite: DEMR 1442.

DEMR2448 FAILURE ANALYSIS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 2**

This is an advanced course designed for analysis of typical part failure on equipment.

Prerequisite: DEMR 1410, DEMR 1317, DEMR 1442.

Drama

DRAM 1310 THEATER APPRECIATION*CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This course introduces the theater and develops an appreciation and understanding of the various factors that make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

Prerequisite: None.

DRAM 1351 ACTING I*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.

Prerequisite: None.

E-Commerce

BUSG 1371 Introduction to E-Commerce**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course introduces E-Commerce concepts and vocabulary. Topics include E-Commerce relationships with marketing, operations, logistics and accounting. Emphasis is placed on interfaces between E-Commerce and other major areas of business and ethical and legal concerns in relations to the Internet.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 1372 Scripting for E-Commerce**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course introduces the basis for major scripting languages. Topics include pages, hierarchies, layouts, design, scripting implementations, and server site techniques. Emphasis is placed on server security (encryption) techniques.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 1375 E-Marketing**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course covers the basic electronic marketing concepts. Topics include target markets, electronic traffic, consumer behavior, and analysis of Internet marketing research. Emphasis is placed on on-line marketing techniques.

Prerequisite: BUSG 1371 or concurrent enrollment and ITSC 1309 or concurrent enrollment.

BUSG 2371 Electronic Traffic Analysis**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is an introduction to interpretation of web site traffic patterns. Topics include log file analysis, reaction and response to trends, advertising values and potential revenue. The student will also learn how to generate reports from log files analysis and interpret results.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 2372 Advanced Scripting for E-Commerce**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is a continuation of the development of skills in scripting languages. Emphasis is placed on integrating scripting languages with other technologies for data capture. The student will learn how to build a basic E-Commerce site.

Prerequisite: BUSG 1372.

BUSG 2373 Database Integration**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course covers the database integration issues in E-Commerce. Efficiency and effectiveness of E-Commerce applications are emphasized through direct integration of the Internet systems with internal database systems. Emphasis is placed on security issues, firewalls, and Intranets.

Prerequisites: BUSG 1372, ITSC 1309 or concurrent enrollment.

BUSG 2374 E-Customer Care**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is an introduction to electronic customer care. Topics include effective communication skills, telephone etiquette, handling customer complaints and tracking order response time. The student will learn how to follow up with customer issues and successfully resolve customer issues.

Prerequisite: BUSG 1372 or concurrent enrollment, ITSC 1309 or concurrent enrollment.

Economics

ECON 2301 PRINCIPLES OF ECONOMICS I - MACRO*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: BNKG 1301 or MATH 1414.

ECON 2302 PRINCIPLES OF ECONOMICS II - MICRO*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course introduces basic microeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: MATH 85 or satisfactory score on placement test.

Education

EDUC 1301 INTRODUCTION TO EDUCATION*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is an introduction to different teaching programs, teaching fields and employment opportunities. This is a field-based course. Significant time will be spent in local school district classrooms completing detailed observation.

Prerequisite: None.

Electronics

BIOM 1305 SOLDERING SKILLS & SHOP SAFETY**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course includes preparation for selection of soldering equipment and application of safety practices at work. Laboratory development of proficiency in soldering and desoldering electronic components is stressed.

Prerequisite: ENGL 71 or equivalent and concurrent enrollment in INTC 1307.

BIOM 1309 APPLIED BIOMEDICAL EQUIPMENT TECHNOLOGY

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to biomedical instrumentation as related to anatomy and physiology. Detailed coverage of anatomical system that use medical equipment for monitoring, diagnosis, and treatment is also included.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2439.

BIOM 2335 PHYSIOLOGICAL INSTRUMENTS I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to electrocardiographics equipment. Emphasis is placed on the theory of operation, circuit analysis, and troubleshooting techniques including physiology of the cardiovascular system.

Prerequisite: BIOM 1309, BIOM 2341.

BIOM 2341 GENERAL MEDICAL EQUIPMENT I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course emphasizes the extraction of selected current paths from a larger schematic with requirements to redraw into the proper configuration. Discussion of motors and disassembly and re-assembly of equipment is also included.

Prerequisite: CPMT 1303, LOTT 1301.

BIOM 2343 GENERAL MEDICAL EQUIPMENT II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is the study of the theory and principles of operation of a variety of basic electromechanical equipment with emphasis on repair and services of actual medical equipment.

Prerequisite: BIOM 1309, BIOM 2341.

BIOM 2349 BASIC X-RAYS & MEDICAL IMAGING SYSTEMS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a study of radiation theory and safety hazards, fundamental circuits and application of X-rays system including circuits analysis, troubleshooting, and isolation of system malfunctions.

Prerequisite: BIOM 1309, BIOM 2341.

BIOM 2388 INTERNSHIP - BIOMEDICAL ENGINEERING

CRT HRS: 3 LEC HRS: 0

OFF CAMPUS LAB HRS: 18

This course is an external experience to the college for an advanced student in a specialization field involving a written

agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student archives objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Concurrent enrollment in BIOM 2343, BIOM 2335, BIOM 2349.

CETT 1321 ELECTRONIC FABRICATION

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

Prerequisite: Concurrent enrollment in TECM 1303.

CETT 1341 SOLID STATE CIRCUITS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.

Prerequisite: Concurrent enrollment in CETT 1405, CETT 1403.

CETT 1353 BASIC TV/CRT SYSTEMS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to television theory and CRT display systems including TV applications, maintenance, FCC broadcast standards and frequency allocations. Practical hands-on training and TV circuit testing is provided.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2439.

CETT 1357 LINEAR INTEGRATED CIRCUITS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.

Prerequisite: CETT 1341.

CETT 1403 DC CIRCUITS

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

Prerequisite: Math 80 or equivalent.

CETT 1405 AC CIRCUITS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

CETT 1449 DIGITAL SYSTEMS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This is a course in electronics covering digital systems. Emphasis is placed on application and troubleshooting digital systems using counters, registers code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits.

Prerequisite: Math 80 or equivalent.

CETT 2335 ADVANCED MICROPROCESSORS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This is an advanced course utilizing the microprocessor in control systems and interfacing. Emphasis is placed on microprocessor hardware and implementation of peripheral interfacing.

Prerequisite: CPMT 2433.

CETT 2439 AMPLIFIER ANALYSIS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.

Prerequisite: CETT 1405 and CETT 1341.

CSIR 1344 GENERAL COMMUNICATION CIRCUITS I**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course includes the basic theory of operation and troubleshooting of communication circuits used in radio communication electronics systems.

Prerequisite: CETT 1403, CETT 1405 and concurrent enrollment in CETT 2439.

CSIR 1347 GENERAL COMMUNICATION CIRCUITS II**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a continuation of General Communication Circuits I including advanced circuits found in radio communication systems.

Prerequisite: CSIR 1344.

CSIR 1355 INDUSTRY CERTIFICATIONS**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course prepares the student for the certifications required by industry.

Prerequisite: None.

CSIR 1359 DIGITAL DATA COMMUNICATION**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is an introduction to the theory and troubleshooting skills needed in the digital data communication field.

Prerequisite: Concurrent enrollment in CSIR 1347.

CSIR 2234 PAGER TESTING PROCEDURES**CRT HRS: 2 LEC HRS: 1 LAB HRS: 4**

This course refines the skills necessary to maintain, test, troubleshoot, and repair pagers and pager system.

Prerequisite: Concurrent enrollment in CSIR 1344, CETT 2439.

EECT 2439 COMMUNICATIONS CIRCUITS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course is a study of communications system with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers is included.

Prerequisite: CETT 1405, CETT 2439.

ELMT 2335 CERTIFIED ELECTRONICS TECHNICIAN TRAINING**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: CETT 1341, CETT 1405.

ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE & REPAIR**CRT HRS: 3 LEC HRS: 2 LAB HRS: 04**

This course provides in-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis is placed on safety and proper use of test equipment.

Prerequisite: CETT 1353, CETT 2439.0

INTC 1307 ELECTRONIC TEST EQUIPMENT**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis is placed on accuracy and limitations of instruments and calibration techniques.

Prerequisite: Concurrent enrollment in TECM1303.

INTC 1357 AC/DC MOTOR CONTROL**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This is a study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.

Prerequisite: CETT 2439.

LOTT 1301 INTRODUCTION TO FIBER OPTICS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course provides an introduction to fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, source, detectors, and connectors.

Prerequisite: TECM1303 or MATH 1414, CETT 1403, CPMI 1407.

RBTC 1347 ELECTRO-MECHANICAL DEVICES**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a study of basic electro-mechanical devices found in robotic systems, including transformers, switches, and solid state relays.

Prerequisite: CETT 1341.

RBTC 2331 ROTARY DEVICES**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a study of AC, DC, synchronous, induction, and step motors. Topics include motor control devices, transformers, starting circuits, semiconductors, and generators and their uses in automated systems.

Prerequisite: CETT 2439, concurrent enrollment in INTC 1357.

Emergency Medical Technology

EMSP 1160 EMT - BASIC CLINICAL**CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 6**

This course utilizes a method of instruction providing detailed

education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed for each course by the faculty.

Prerequisite: Concurrent enrollment in EMSP 1501.

**EMSP 1161 EMT - INTERMEDIATE
HOSPITAL CLINICAL****CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 6**

This course utilizes a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed for each course by the faculty.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1166 EMT - BASIC PRACTICUM**CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 7**

This course provides the student with practical general training and experiences in the workplace. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in EMSP 1501.

EMSP 1167 EMS EMTI PRACTICUM**CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 7**

This course provides the student with practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1208 EMERGENCY VEHICLE OPERATIONS**CRT HRS: 2 LEC HRS: 2 LAB HRS: 0**

This course provides the student with instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

Prerequisite: Concurrent enrollment in EMSP 1501.

EMSP 1355 TRAUMA MANAGEMENT**CRT HRS: 3 LEC HRS: 2 LAB HRS: 2**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

Prerequisite: Concurrent enrollment in EMSP 1438.

**EMSP 1356 PATIENT ASSESSMENT &
AIRWAY MANAGEMENT**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

Prerequisite: Concurrent enrollment in EMSP 1438.

EMSP 1358 STREET SENSE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

In this course the student will receive instruction and scenario application of non-medical issues preparing a pre-hospital provider to safely and effectively interact with a culturally diverse population.

Prerequisite: Concurrent enrollment in EMSP 1501.

EMSP 1371 EMS DOCUMENTATION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: Concurrent enrollment in EMSP 1501.

**EMSP 1438 INTRODUCTION TO
ADVANCED PRACTICE**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

Prerequisite: Concurrent enrollment in EMSP 1161 & EMSP 1167; current TDH EMT-Basic certification.

EMSP 1501 EMT - BASIC

CRT HRS: 5 LEC HRS: 4 LAB HRS: 4

This course is an introduction to the level of Emergency Medical Technician (EMT) - Basic. The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

Prerequisite: Concurrent enrollment in EMSP 1160 and EMSP 1166.

EMSP 2160 PARAMEDIC CLINICAL I

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 6

This course utilizes a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed for each course by the faculty.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2161 PARAMEDIC CLINICAL II

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 6

This course utilizes a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed for each course by the faculty.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2243 ASSESSMENT BASED MANAGEMENT

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This is the capstone course of the EMSP program, designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

Prerequisite: Concurrent enrollment in EMSP 2266; successful completion of EMSP 2434, EMSP 2330 and EMSP 2161.

EMSP 2266 CAPSTONE: EMS PRACTICUM

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 16

This course provides the student with practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in EMSP 2243.

EMSP 2330 SPECIAL POPULATIONS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

Prerequisite: Concurrent enrollment in EMSP 2434.

EMSP 2338 EMS OPERATIONS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2434 MEDICAL EMERGENCIES

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

Prerequisite: Concurrent enrollment in EMSP 2330; successful completion of EMSP 2444, EMSP 2160 and EMSP 2338.

EMSP 2444 CARDIOLOGY**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

Prerequisite: Concurrent enrollment in EMSP 2160; current TDH EMT-Intermediate certification.

Engineering

ENGR 1101 INTRODUCTION TO ENGINEERING*CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: None. Recommended: MATH 1414.

ENGR 1204 ENGINEERING GRAPHICS*CRT HRS: 2 LEC HRS: 1 LAB HRS: 3**

This course is an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics. Methods of graphical communications are given, including working drawings for design and production, descriptive geometry and solid modeling. Emphasis is placed on computer-aided design, but traditional mechanical drafting techniques are presented.

Prerequisite: COSC 1301 with a grade of «C» or better.

ENGR 2301 STATICS*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia. Other topics include vector algebra, structural analysis (trusses), frames and distributed loads, shear and bending moment diagrams, and virtual work.

Prerequisite: PHYS 2425 and MATH 2413 with a grade of «C» or better and completion of or Concurrent enrollment in MATH 2414.

ENGR 2302 DYNAMICS*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse-momentum computation, particle dynamics, and mechanical vibrations.

Prerequisite: ENGR 2301 and MATH 2414 with a grade of «C» or better.

Recommended: MATH 2415.

English

ENGL 0071 WRITING SKILLS I**CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This English course is designed to improve the students' writing skills. The aim of this course is to prepare the student for TASP and college writing. The student will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Placement based on assessment scores.

ENGL 0075 INTENSIVE WRITING SKILLS I**CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

The primary goal of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. In addition, students will practice critical aural/oral communication skills necessary for success in an academic environment. Special emphasis is placed on sentence skills in the context of essay writing and clear communication. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Co-requisite: READ 0075.

ENGL 0081 WRITING SKILLS II**CRT HRS: 3 LEC HRS: 3 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 TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 71 with a grade of «C» or better or placement based on assessment scores.

ENGL 0085 INTENSIVE WRITING SKILLS II**CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

The primary goal of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. In addition, students will practice critical aural/

oral communication skills necessary for success in an academic environment. Special emphasis is placed on paragraph construction in the context of essay writing and clear communication. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Co-requisite: READ 0085.

***ENGL0091 WRITING SKILLS III**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on essay construction. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 81 with a grade of «C» or better or placement based on assessment scores.

ENGL 0095 INTENSIVE WRITING SKILLS III

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

The primary goal of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. In addition, students will practice critical aural/oral communication skills necessary for success in an academic environment. Special emphasis is placed on essay writing and clear communication. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Co-requisite: READ 0095.

***ENGL1301 COMPOSITION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: Completion of READ 80 or equivalent. A passing score of 220+ on writing portion of the TASP test or qualify for the «B or Better» option on TASP exemption via SAT or ACT scores.

***ENGL1302 RHETORIC**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of «C» or higher in ENGL 1301, a passing score of 220+ on the writing portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

***ENGL1312 BUSINESS WRITING**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course emphasizes the practical application of planning, organizing, researching, and presenting business communications typically required in various professions such as letters, resumes, memoranda, and reports.

Prerequisite: Placement based on placement test scores or successful completion of ENGL 81.

Note: All of the literature courses (ENGL 2300, ENGL 2322, ENGL 2336, ENGL 2331, ENGL 2399) fulfill degree requirements, which are not fulfilled with ENGL 2399.

***ENGL2300 INTRODUCTION TO LITERATURE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 2300 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 and a passing score of 230+ on the reading portion of the TASP test or equivalent.

***ENGL2307 CREATIVE WRITING I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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, or drama.

Prerequisite: A minimum of READ 90 and/or ENGL 91 skills level.

ENGL2308 CREATIVE WRITING II*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

ENGL2311 TECHNICAL WRITING*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of «C» or higher in both ENGL 1301 and ENGL 1302.

ENGL2321 ENGLISH LITERATURE*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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. A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

ENGL2326 AMERICAN LITERATURE*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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. A passing score of 230+ on the reading portion of the TASP test, or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

ENGL2331 WORLD LITERATURE*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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. A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

ENGL2399 SPECIAL TOPICS IN LITERATURE*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is designed to focus on literary works which may be unified by theme, period, or subject matter. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella and essay. English 2399 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 and a passing score of 230+ on the reading portion of the TASP test or equivalent.

Geography

GEOG 1301 PRINCIPLES OF PHYSICAL GEOGRAPHY*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is an introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.

Prerequisite: Passage of the reading section of the TASP or completion of READ 90.

Geology

GEOL 1403 GENERAL GEOLOGY I*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

Prerequisite: Pass the reading section of the TASP test or completion of READ 90.

***GEOL 1404 GENERAL GEOLOGY II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course is a continuation of Geology I covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

Prerequisite: GEOL 1403 with a grade of «C» or better.

Government

***GOVT 2301 AMERICAN GOVERNMENT I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

***GOVT 2302 AMERICAN GOVERNMENT II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP completion via SAT or ACT scores. Recommended completion of GOVT 2301.

***GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 80, ENGL 81 or TASP completion.

***GOVT 2389 ACADEMIC COOPERATIVE IN SOCIAL SCIENCE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: None.

Health and Human Services

DAAC 1319 INTRODUCTION TO ALCOHOL AND OTHER DRUG ADDICTIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers causes and consequences of addiction as they relate to the individual, family, community, and society. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained; addiction issues related to diverse populations are also discussed.

Prerequisite: None.

SCWK 1309 INTERVIEW AND COUNSELING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

In this course the student will develop basic communication skills necessary to develop an effective helping relationship with clients. Topics that will be covered include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis will be placed on the importance of effective oral communications.

Prerequisite: None.

SCWK 1321 ORIENTATION TO SOCIAL SERVICES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the basic concepts, information, and practices within the field of social services. Topics that will be covered include a survey of the historical development of social services; social, legal, and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

Prerequisite: None.

SCWK 1371 INTRODUCTION TO HUMAN SERVICES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course introduces students to the field of human service. Major areas of study include the history and nature of human services, including theory, practice and current issues, as well as an exploration of regional social service agencies.

Prerequisite: None.

SCWK 2164 CAPSTONE: SOCIAL WORK PRACTICUM
CRT HRS: 1 LEC HRS: 0
OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: SCWK 1371, SCWK 1309, SCWK 1321, SCWK 2301.

SCWK 2301 ASSESSMENT AND CASE MANAGEMENT
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

In this course the student will explore procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics that will be covered include oral and written communications essential for assessment, screening, intervention, client information, and referral.

Prerequisite: None.

SCWK 2371 ORGANIZATIONAL WORKPLACE
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides a conceptual and theoretical framework for human service practice in diverse settings and client systems with which human service workers interact. It examines theory of organizational structures and cultures.

Prerequisite: SCWK 1309, SCWK 1371 and SCWK 2301.

CMSW1301 INTRODUCTION TO SOCIAL SERVICES
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to concepts of «social welfare» and «social policy.» Topics include emphasis on the relationship between social policy and the delivery of social services. Descriptions of present day social welfare programs in terms of the philosophy, legal base, program policy and impact on both the target service group and the larger community of present day social welfare programs.

Prerequisite: None.

GER 1301 INTRODUCTION TO GERONTOLOGY
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an overview of the social, psychological, and biological changes that accompany aging and also an overview of the implications of these changes for the individual, as well as for the larger society.

Prerequisite: None.

Health Information

HITT 1253 LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Prerequisite: HITT 1301

HITT 1255 HEALTH CARE STATISTICS

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

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 with overview of guidelines for Texas Department of Health Vital Statistics and studies.

Prerequisite: HITT 1301.

HITT 1301 HEALTH DATA CONTENT AND STRUCTURE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

Prerequisite: None.

HITT 1305 MEDICAL TERMINOLOGY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Prerequisite: None.

HITT 1341 CODING & CLASSIFICATION SYSTEMS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course focuses on the application of basic coding rules, principles, guidelines, and conventions.

Prerequisite: HITT 1301, HITT 1305, and concurrent enrollment in HPRS 2301

HITT 1345 HEALTH CARE DELIVERY SYSTEMS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

Prerequisite: HITT 1301.

**HITT 1349 PHARMACOLOGY FOR
HEALTH INFORMATION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Prerequisite: HITT 1305, HPRS 2301.

HITT 2166 PRACTICUM I

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: HITT 1301, HITT 1253.

HITT 2167 CAPSTONE: PRACTICUM II

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: HITT 2166.

HITT 2331 ADVANCED MEDICAL TERMINOLOGY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of advanced terminology in various medical and surgical specialties.

Prerequisite: HITT 1305.

**HITT 2335 CODING & REIMBURSEMENT
METHODOLOGIES**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 3 LAB HRS: 0

This course involves the study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues.

Prerequisite: HITT 1345.

**HITT 2371 CURRENT PROCEDURAL TERMINOLOGY
CODING - CPT4**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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, HPRS 2301.

HPRS 2301 PATHOPHYSIOLOGY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

Health Unit Coordination

**HUWC 1266 CAPSTONE: HEALTH UNIT
COORDINATION PRACTICUM**

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 14

This course includes practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: HITT 1301, HITT 1305, HUWC 1301 and concurrent enrollment in HUWC 1341 and HUWC 2231.

**HUWC 1301 INTRODUCTION TO
HEALTH UNIT COORDINATION**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course covers the roles and responsibilities, communication processes, human relations and coordination of the non-clinical aspect of the nursing unit.

Prerequisite: None.

**HUWC 1341 HEALTH UNIT COORDINATION
PROCEDURES**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course includes in-depth coverage of the responsibilities of a health unit coordinator. Topics include medical terminology and terminology used in the field, forms and requisitions, transcribing physicians orders, admission/discharge of patients, and preoperative and postoperative procedures.

Prerequisite: None.

**HUWC 2231 HEALTH UNIT COORDINATION
PROCEDURES-LABORATORY**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 3

This course includes skill development in the application of the health unit coordinator procedures in a laboratory setting. It also includes the implementation of advanced practices of transcription, form completion, office management, and prioritization of tasks.

Prerequisite: Concurrent enrollment in HUWC 1341.

Heating, Ventilation and Air Conditioning

HART 1401 ELECTRICITY PRINCIPLES

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

HART 1407 REFRIGERATION PRINCIPLES

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This is an introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

Prerequisite: None.

HART 1442 COMMERCIAL REFRIGERATION

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

The theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines is introduced in this course.

Prerequisite: HART 1401, HART 1407, HART 1494.

HART 1445 GAS & ELECTRICAL HEATING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course provides a study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

Prerequisite: HART 1401, HART 1407, HART 1494.

**HART 1494 SPECIAL TOOLS, FITTINGS &
BRAZING BASICS**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course introduces students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry stressing proper application, use and care of these tools. In addition, tubing operations are performed on copper tubing and fittings. These are correctly connected by mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

Prerequisite: None.

HART 2436 TROUBLESHOOTING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This is an advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance A tests.

Prerequisite: HART 1401, HART 1407, HART 1494.

**HART 2438 AIR CONDITIONING
INSTALLATION/SERVICE**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

Students will study air conditioning installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques in this course.

Prerequisite: HART 1401, HART 1407, HART 1494.

HART 2441 COMMERCIAL AIR CONDITIONING**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

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 1494.

HART 2443 INDUSTRIAL AIR CONDITIONING**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

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 1494.

HART 2445 AIR CONDITIONING SYSTEMS DESIGN**CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

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 and balancing the air system.

Prerequisite: HART 1401, HART 1407, HART 1494.

**MAIR 1449 REFRIGERATORS, FREEZERS,
WINDOW AIR CONDITIONERS****CRT HRS: 4 LEC HRS: 3 LAB HRS: 4**

This course covers theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: HART 1401, HART 1407, HART 1494.

History

HIST 1301 UNITED STATES HISTORY I*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

HIST 1302 UNITED STATES HISTORY II*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

HIST 2311 WESTERN CIVILIZATION I*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: TASP exempt or TASP completed, or READ 80, ENGL 81.

HIST 2312 WESTERN CIVILIZATION II*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: TASP exempt or TASP completed, or READ 80, ENGL 81.

HIST 2321 WORLD CIVILIZATIONS I*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

HIST 2322 WORLD CIVILIZATIONS II*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: TASP exempt or TASP completed, READ 80, ENGL 81.

***HIST 2380 MEXICAN AMERICAN HISTORY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States, twentieth century social, political and economic issues among Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

Hospitality

**HAMG1166 PRACTICUM - HOSPITALITY,
ADMINISTRATION & MANAGEMENT**

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course provides practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

HAMG1313 FRONT OFFICE PROCEDURES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function.

Prerequisite: None.

**HAMG1324 HOSPITALITY HUMAN RESOURCES
MANAGEMENT**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

In this course, students will study the principles and procedures of managing people in the hospitality workplace.

Prerequisite: None.

HAMG1342 GUEST ROOM MAINTENANCE

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course demonstrates the working relationship in the lodging industry between housekeeping and maintenance.

Prerequisite: None.

Humanities

***HUMA1301 INTRODUCTION TO
THE HUMANITIES I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: TASP exempt or TASP completed or READ 80, ENGL 81.

***HUMA 1302 INTRODUCTION TO
THE HUMANITIES II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

Human Resources

HRPO 1311 HUMAN RELATIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: None.

HRPO 2301 HUMAN RESOURCES MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

Prerequisite: BMGT 1301.

HRPO 2307 ORGANIZATIONAL BEHAVIOR

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Prerequisite: IMGT 1312 or COSC 1301.

Import/Export

IBUS 1301 PRINCIPLES OF IMPORTS-EXPORTS I

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of export management process and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures is stressed.

Prerequisite: None.

IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS/TRADE

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of sociocultural, demographics, 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 1341 INTERNATIONAL PURCHASING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing international, global sourcing, and purchasing processes, including issues of contact administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

Prerequisite: IBUS 1305.

IBUS 1349 INTERNATIONAL INFORMATION SYSTEMS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a course in managing information system and technology for multinational corporations. Skill development in the use of appropriate software and the National Trade Database. Topics include the role of global strategic information systems as applied to problem solving and current transportation and customs software.

Prerequisite: IBUS 1301, IBUS 1305, IBUS 2345.

IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan.

Prerequisite: IBUS 1305.

IBUS 2345 IMPORT CUSTOMS REGULATIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include process for customs clearance including appraisalment, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation, computerized systems, laws, and regulations.

Prerequisite: None.

Industrial Systems

Maintenance

IEIR 1310 MOTOR CONTROLS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course includes general principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams are covered throughout this course. In addition, students will learn to control machine functions through the use of various types of programmable logic controllers.

Prerequisite: HART 1401.

DEM1301 SHOP SAFETY & PROCEDURES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a study of shop safety, rules, basic shop tools, and test equipment.

Prerequisite: None.

PITC 1445 PLASTIC PROCESSES I

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: MCHN 1419.

Kinesiology

***KINE1101 CARDIOVASCULAR TRAINING & CONDITIONING I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE1102 CARDIOVASCULAR TRAINING & CONDITIONING II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This physical activity course focuses on the advanced knowledge and applications of individual cardiovascular training and conditioning exercises, including walking, jogging, running, biking, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE 1103 WEIGHT TRAINING & CONDITIONING I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1104 WEIGHT TRAINING & CONDITIONING II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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: None.

***KINE1107 BASKETBALL I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1108 BASKETBALL II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This physical activity course focuses on the advanced knowledge and applications of the (team) sport of basketball, including full-court 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: None.

***KINE1109 BOWLING I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1110 BOWLING II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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: None.

***KINE1111 FLAG FOOTBALL I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1112 FLAG FOOTBALL II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This physical activity course focuses on the advanced knowledge and applications of the sport of flag football, including offensive/defensive schematics (plays), overall team play/strategies, and competitive 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: None.

***KINE1113 GOLF I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of golf. Students are introduced to golf history, terminology,

rules, scoring, basic individual skills (club selection, grip, foot stance, swing, stroke, driving, putting, chipping, etc.) and club play. Emphasis is placed on safety, developing psychomotor skills, enhancing the golf swing using driving ranges, putting on a green, playing a round of golf (9 holes), 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.

***KINE1114 GOLF II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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: None.

***KINE1115 KARATE I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1116 KARATE II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

KINE1117 ORIENTEERING I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of orienteering. Students are introduced to orienteering history, terminology, rules, strategy, individual skills (compass usage/applications, map reading, terrain association, land navigation, backpacking, fitness walking-jogging-running, etc.) and orientation course competition. Emphasis is placed on safety, cognitive skills and strategies, physical conditioning, 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.

KINE1118 ORIENTEERING II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This physical activity course focuses on the advanced knowledge and applications of the sport of orienteering, including knowledge of geographic coordinates, competitive strategies, and resection/intersection skills. 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: None.

KINE1119 RACQUETBALL I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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.), 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, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

KINE1120 RACQUETBALL II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including «kill» 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: None.

KINE1121 SOCCER I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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.

KINE1122 SOCCER II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This physical activity course focuses on the advanced knowledge and applications of the sport of soccer, including offensive/defensive schematics (plays), overall team play/strategies, and competitive 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: None.

KINE1123 SOFTBALL I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport 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.

KINE1124 SOFTBALL II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This physical activity course focuses on the advanced knowledge and applications of the sport of softball, including overall team play/strategies and competitive 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: None.

KINE1125 SWIMMING I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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.

KINE1126 SWIMMING II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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: None.

KINE1127 TENNIS I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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.

KINE1128 TENNIS II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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: None.

KINE1129 VOLLEYBALL I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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, rebounding, 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.

KINE1130 VOLLEYBALL II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

This physical activity course focuses on the advanced knowledge and applications of the sport of volleyball, including advanced skills (spiking, rebounding, sprawling, rolling, digging, 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: None.

KINE1131 YOGA & FLEXIBILITY TRAINING*CRT HRS: 1 LEC HRS: 0 LAB HRS: 2**

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.

***KINE1132 SELF DEFENSE AND PERSONAL SAFETY**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1133 OUTDOOR ADVENTURE TRAINING**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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.

***KINE1191 TEAM SPORTS I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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 growth. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE1192 TEAM SPORTS II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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 growth. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE1193 TEAM SPORTS III**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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 growth. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Permission from the department.

***KINE1194 TEAM SPORTS IV**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

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 growth. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Permission from the department.

***KINE1166 BASIC LIFE SUPPORT (CPR)**

CRT HRS: 1 LEC HRS: 1 LAB HRS: 0

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic life support for potential heart attack and/or choking victims (adults, children, and infants). The course focuses on basic life support knowledge/skills, including the chain of survival, accessing 911 emergency services, normal heart/lung anatomy and physiology, coronary artery disease, risk factors for heart attack, prudent heart living, recognizing a heart attack, warning signs and risk factors for stroke, foreign-body airway obstruction and CPR techniques and performance guidelines. American Heart Association, American Red Cross, or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE1206 STANDARD FIRST AID AND**

BASIC LIFE SUPPORT (CPR)

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adults, children, and infants) who have been injured and/or succumbed to sudden illness. The course focuses on basic life support skills (CPR, airway obstruction, etc.) and basic first aid knowledge/skills. Emphasis is placed on identification of ways to prevent injury and/or illness, recognizing when an

emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE1210 AEROBIC DANCE I**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact, step, hi/low, slide, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects exercise science, 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.

***KINE1211 AEROBIC DANCE II**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

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: None.

***KINE1230 PERSONAL TRAINER**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This academically and physically challenging course prepares the Personal Trainer (candidate) to use a variety of teaching techniques to become proficient in prescribing, leading, and demonstrating safe and effective methods of exercise for healthy individuals and groups. The course focuses on exercise leadership and health/wellness education, including knowledge of exercise science, fitness assessments/evaluations, physical fitness training, exercise prescription, sports nutrition, life-style diseases/risk factor analysis, sports medicine, competitive fitness activities, etc. Emphasis is

placed on safety, preparing for and obtaining certification, enhancing psychomotor/cognitive skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources.

Prerequisite: None.

***KINE1232 HEALTH AND FITNESS INSTRUCTOR**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This advanced course prepares the Health and Fitness Instructor (candidate) to be able to design safe and effective exercise prescriptions, and conduct individual exercise programs, fitness testing, and health education for apparently healthy individuals or individuals with controlled diseases. Emphasis is placed on exercise physiology, kinesiology, functional anatomy, sports nutrition, fitness program administration, sports psychology and injury prevention. American College of Sports Medicine standards and certification are stressed.

Prerequisite: None.

***KINE1233 ADVANCED PERSONAL TRAINER**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This advanced course prepares certified Exercise Leaders and Health Fitness Instructors for advanced training on topics that are relevant to the fields of fitness, wellness, rehabilitation, and health. The course focuses on legal issues involving Personal Training Business, resistance exercise programming, ergogenic aids/exercise performance, psychology/motivation in exercise, and influences of non-prescription medications on exercise performance. American College of Sports Medicine standards and certification are stressed.

Prerequisite: None.

***KINE1234 MASTER FITNESS TRAINER**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This academically and physically challenging course prepares students (including military personnel) for certification as a Master Fitness Trainer. The course focuses on exercise leadership and health education, including exercise science, assessments/evaluations, physical fitness training, exercise prescription for individuals and groups, sports nutrition, life-style diseases/risk factor analysis, sports medicine, and competitive fitness activities. Emphasis is placed on safety, preparing and obtaining certification, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources.

Prerequisite: None.

***KINE1236 ADVANCED MASTER FITNESS TRAINER
CRT HRS: 2 LEC HRS: 1 LAB HRS: 0**

This distance learning delivered course academically prepares students (including military personnel) for advanced training and certification as an Advanced Master Fitness Trainer. The course focuses on advanced aspects of exercise leadership and health education, including exercise science, assessments/evaluations, physical fitness training, exercise prescription for individuals and groups, sports nutrition, life-style diseases/risk factor analysis, sports medicine, competitive fitness activities, legal issues, research, and educational resources. Emphasis is placed on preparing for and obtaining advanced training and certification.

Prerequisite: None.

***KINE1237 CONCEPTS OF PHYSICAL FITNESS**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course provides an orientation into the fields of fitness and sports medicine. Students are introduced to the components of fitness, principles of exercise science, sports nutrition, aerobic/anaerobic training, team sports, exercise prescriptions and testing, wellness assessments, risk factor analysis for heart disease and diabetes, and program development. Emphasis is placed on cognitive abilities, demonstrated psychomotor skills, and practical applications. Exploration of educational resources, professional organizations, and fitness opportunities are also stressed.

Prerequisite: None.

***KINE1301 INTRODUCTION TO KINESIOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the discipline of kinesiology as a movement science. Students are introduced to the history, scope, and organization of the profession. Vocational opportunities and related competencies are discussed and explored. Additionally, emphasis is placed on the anatomical and functional aspects of the science of human movement, including an overview of the integration of myology, osteology, and neurology - with respect to the analysis of exercise and sport skills.

Prerequisite: None.

***KINE1304 PERSONAL HEALTH AND WELLNESS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding personal health and wellness issues. The course focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well being.

Specific topics of interest and study includes, developing a basic understanding of wellness, sexuality, substance abuse, fitness, disease prevention, aging and death, health care choices, personal safety, and environmental health. Exploration of educational resources is also stressed.

Prerequisite: None.

***KINE1305 COMMUNITY AND ENVIRONMENTAL HEALTH**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the fundamental principles, concepts, strategies, applications, and contemporary trends related to understanding community health resources and environmental issues/safeguards. The course focuses on developing a awareness and understanding of health trends, health education opportunities, school and community health programs, public health agencies, and state/federal government resources related to public health and the environment. The breadth and seriousness of current health and environmental conditions facing U.S. communities and diverse populations is also stressed.

Prerequisite: None.

***KINE1306 COMMUNITY FIRST AID AND SAFETY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adult, children, and infants) who have been injured and/or succumbed to sudden illness. The course also focuses on safety education/prevention and wilderness/remote location first aid/survival. Emphasis is placed on identification of ways to prevent injury and/or illness, recognizing when an emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE1321 TECHNIQUES OF COACHING SPORTS I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.

Prerequisite: None.

***KINE 1322 TECHNIQUES FOR COACHING SPORTS II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of KINE 1321 and includes advanced theories and philosophies of coaching.

Prerequisite: KINE 1321.

***KINE 1331 KINESIOLOGY FOR
ELEMENTARY SCHOOL**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the fundamental theory and concepts of recreational activities, programs, planning, and leadership. This is an introductory course to the large and growing field of leisure and recreation. It includes indoor and outdoor recreation, and physical and mental recreational activities.

Prerequisite: None.

***KINE 1346 DRUG USE AND ABUSE IN SOCIETY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 2101 LIFEGUARD TRAINING**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of

fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.

Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.

***KINE 2255 WATER SAFETY INSTRUCTOR**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Current Lifeguard certification or KINE 2101 or permission from the department.

Legal Assisting

LGIA 1301 LEGAL RESEARCH & WRITING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

Prerequisite: LGIA 1311, READ 80 and MATH 85 or equivalent.

LGIA 1311 INTRODUCTION TO LAW

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an overview of the law and the legal system. Topics include legal concepts, procedures, terminology and current issues in law.

Prerequisite: None.

LGIA 1341 ADMINISTRATIVE LAW

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course presents fundamental concepts of administrative law and procedure in governmental agencies at all levels with emphasis on the paralegal's role in the administrative process.

Topics include creation of governmental agencies, operation, rule making, and adjudication.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGLA 1346 CIVIL LITIGATION I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation I together with Civil Litigation II covers litigation from the pretrial stage to the post trial phase.

Prerequisite: READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1311.

LGLA 1347 CIVIL LITIGATION II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation II together with Civil Litigation I covers litigation from the pretrial stage to the post trial stage.

Prerequisite: LGLA 1311, LGLA 1346, READ 80 and MATH 85 or equivalent.

LGLA 1353 WILLS, TRUSTS & PROBATE ADMINISTRATION

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: LGLA 1311, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

LGLA 1355 FAMILY LAW

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1311, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

LGLA 1391 SURVEY OF INDIVIDUAL RIGHTS UNDER FEDERAL LAW

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course surveys federal legislation, U.S. Code and federal agencies created for the protection of individual rights.

Specific attention will be given to laws affecting the workplace, including employment based discrimination, affirmative action, sexual harassment and the Americans with Disabilities Act. Public education, the Community Reinvestment Act and the Fair Housing Act will also be discussed. Comprehension and discussion of topics will take place through intensive reading, written essays and class debate.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGLA 2303 TORTS & PERSONAL INJURY LAW

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: LGLA 1311, LGLA 1346, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1347.

LGLA 2307 LAW OFFICE MANAGEMENT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

The course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

Prerequisite: LGLA 1311, READ 80 and MATH 85 or equivalent.

LGLA 2309 REAL PROPERTY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1311, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGLA 2311 BUSINESS ORGANIZATIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

LGIA 2380 CAPSTONE: CO-OP LEGAL ASSISTANT**CRT HRS: 3 LEC HRS: 1****OFF CAMPUS LAB HRS: 20**

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 paid work experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: To be taken as the last course of the Legal Assisting Program.

Mathematics

MATH 0080 BASIC MATHEMATICS**CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions, and decimals; solving problems involving order of operations, proportions, and percents; performing calculations involving exponents; estimating solutions to problems; solving word problems involving integers, fractions, decimals, and different units of measurements; solving problems involving data interpretation and analysis; and solving problems involving geometric concepts and figures. The focus of lab instruction is TASP preparation through the use of concepts learned in the lecture.

Prerequisite: Placement based on assessment scores or TASP below 200.

MATH 0085 INTRODUCTORY ALGEBRA*CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This course is a study of introductory algebra. Topics include the rules of exponents, calculations involving scientific notation, operations on polynomials, factorization of polynomials, introduction to radicals, solutions of linear equations and inequalities in one variable, graphs of linear equations and inequalities in two variables, and application problems involving linear models. The focus of lab instruction is TASP preparation through the use of concepts learned in the lecture.

Prerequisite: Placement based on assessment scores or TASP score of 200-229 or MATH 0080 with a grade of "C" or better or equivalent.

MATH 0090 INTERMEDIATE ALGEBRA PART I AND GEOMETRY*CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This course is a study of intermediate algebra and geometry. Topics include absolute-value equations, systems of linear equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, direct and indirect variations, application problems on geometry, and inductive and deductive reasoning. The focus of lab instruction is TASP preparation through the use of concepts learned in the lecture.

Prerequisite: Math 0085 with a "C" or better or equivalent.

MATH 0095 INTERMEDIATE ALGEBRA PART II*CRT HRS: 3 LEC HRS: 3 LAB HRS: 1**

This course is designed to prepare students to succeed in College Algebra and to help them review at a more intensive level the skills necessary to score 250 or higher in TASP. Topics include review of properties of real numbers, rules of exponents, graph of linear equations and inequalities in two variables, solutions of linear systems, factors of polynomials, algebra of rational and radical expressions, solutions of quadratic equations and graph of quadratic functions. Course topics also include solutions of rational and radical equations, compound inequalities, absolute-value equations and inequalities, nonlinear systems, introduction to relations and functions, matrices and determinants, complex numbers, exponential and logarithmic functions.

Prerequisite: TASP score of 230 or higher and Math 0090 with a "C" or better or equivalent.

MATH 1316 PLANE TRIGONOMETRY*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course covers trigonometric functions, identities, trigonometric equations and applications.

Prerequisite: MATH 1414 with a «C» or better and a passing score of 250+ on the math portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

MATH 1325 BUSINESS CALCULUS*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

Course topics include applications of differential and integral calculus to business and economics, probability and statistics.

Prerequisite: MATH 1414 with a grade of «C» or better.

***MATH 1335 MATH FOR ELEMENTARY TEACHERS I**
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

In this course students study the mathematical background for meaningful learning of number concepts, precise definition, fundamental operations and problem solving mathematics. The structure of the real number system is developed through the use of elementary logic set theory.

Prerequisite: MATH 1414 with a grade of «C» or better.

***MATH 1336 MATH FOR ELEMENTARY
TEACHERS II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of MATH 1335. Topics include measurements, geometry, probability, statistics, elementary algebra and problem solving.

Prerequisite: MATH 1335 with a grade of «C» or better.

***MATH 1342 STATISTICS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is the presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

Prerequisite: READ 90 and MATH 90 or equivalent.

***MATH 1414 COLLEGE ALGEBRA**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

Prerequisite: A passing score of 250+ on the math portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

***MATH 2312 PRECALCULUS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational exponential logarithmic and trigonometric functions. It may include topics from analytical geometry. Students who complete this course may not receive credit for MATH 2412.

Prerequisite: MATH 1316 with a grade of «C» or better.

***MATH 2318 LINEAR ALGEBRA**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.

Prerequisite: MATH 2413 with a grade of «C» or better.

***MATH 2320 DIFFERENTIAL EQUATIONS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

***MATH 2412 PRECALCULUS ALGEBRA
AND TRIGONOMETRY**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course includes trigonometric identities, formulas and equations, inverse trigonometric functions, vectors, linear programming, applications of matrices and determinants, mathematical induction, elementary probability, conic sections, and applications of algebra and trigonometry. Students who complete this course may not receive credit for MATH 2312.

Prerequisite: MATH 1414 with a «C» or better.

***MATH 2413 CALCULUS I**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course covers functions, limits, continuity, differentiation, antiderivatives, and the definite integral and its applications.

Prerequisite: MATH 2412 with a grade of «C» or better.

***MATH 2414 CALCULUS II**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

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: 4 LEC HRS: 4 LAB HRS: 0

This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

Prerequisite: MATH 2414 with a grade of «C» or better.

TECM 1303 TECHNICAL MATHEMATICS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

Prerequisite: MATH 85 or TASP completion in Math.

TECM 1371 MATHEMATICS FOR ALLIED HEALTH**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: MATH 80 or equivalent.

Medical Information/ Transcription

MRMT 1203 MEDICAL OFFICE PROCEDURES**CRT HRS: 2 LEC HRS: 1 LAB HRS: 4**

This course is an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. There is an emphasis on developing human relations and customer service skills.

Prerequisite: Must type at least 35 wpm.

MRMT 1211 COMPUTERS IN HEALTH CARE**CRT HRS: 2 LEC HRS: 1 LAB HRS: 4**

This course is an introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.

Prerequisite: MRMT 1203.

**MRMT 1307 MEDICAL TRANSCRIPTION
FUNDAMENTALS****CRT HRS: 3 LEC HRS: 1 LAB HRS: 6**

This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. The course is also designed to develop speed and accuracy and utilizes transcribing and information processing equipment compatible with industry standards.

Prerequisite: Must type 35 wpm, HITT 1305 or concurrent enrollment.

MRMT 2166 PRACTICUM**CRT HRS: 1 LEC HRS: 0****OFF CAMPUS LAB HRS: 10**

This course offers practical general training and experiences in the workplace. The college with the employer develops

and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Completion of all course work within specialty with a grade of «C» or higher.

**MRMT 2333 ADVANCED MEDICAL
TRANSCRIPTION I****CRT HRS: 3 LEC HRS: 1 LAB HRS: 6**

This courses focuses on the production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Prerequisite: MRMT 1307 and concurrent enrollment in HITT 1349.

**MRMT 2371 ADVANCED MEDICAL
TRANSCRIPTION II****CRT HRS: 3 LEC HRS: 1 LAB HRS: 6**

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MRMT 2333.

Music

MUSI1181 PIANO CLASS I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 3**

This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

MUSI1182 PIANO CLASS II*CRT HRS: 1 LEC HRS: 0 LAB HRS: 3**

This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

MUSI1183 VOICE CLASS I*CRT HRS: 1 LEC HRS: 0 LAB HRS: 3**

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.

***MUSI1184 VOICE CLASS II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

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.

***MUSI1192 GUITAR CLASS**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

***MUSI1193 GUITAR CLASS II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

***MUSI1201 APPLIED VIOLIN**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1205 APPLIED VIOLA**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1210 APPLIED CELLO**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1213 APPLIED DOUBLE BASS**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1221 APPLIED OBOE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1224 APPLIED FLUTE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1225 APPLIED BASSOON**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1227 BAND ENSEMBLE**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of eight credits hours.

Prerequisite: None.

***MUSI1231 APPLIED CLARINET**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1233 APPLIED SAXOPHONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in saxophone for Music Majors. Credit is based upon one 50 minute lesson per week and on hour of required daily practice.

Prerequisite: None.

***MUSI1236 APPLIED TRUMPET**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hours of required daily practice.

Prerequisite: None.

***MUSI1237 MARIACHI ENSEMBLE**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This class 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 eight credit hours.

Prerequisite: None.

***MUSI1241 CHOIR ENSEMBLE**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

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 8 credit hours.

Prerequisite: None.

***MUSI1243 APPLIED FRENCH HORN**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1245 APPLIED TROMBONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1249 APPLIED BARITONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1253 APPLIED TUBA**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1257 APPLIED PERCUSSION**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1261 APPLIED GUITAR**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1269 APPLIED PIANO**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1281 APPLIED VOICE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

***MUSI1301 FUNDAMENTALS OF MUSIC**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter and rhythm.

Prerequisite: READ 80 or equivalent.

***MUSI1306 MUSIC APPRECIATION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

Prerequisite: READ 80 or equivalent.

***MUSI1308 MUSIC LITERATURE I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: READ 90 or equivalent.

***MUSI1309 MUSIC LITERATURE II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1308, READ 90 or equivalent.

***MUSI1311 MUSIC THEORY I**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course involves the analysis and writing of tonal melody, diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: READ 80 or equivalent.

***MUSI1312 MUSIC THEORY II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an extension of the analysis and writing of tonal melody, diatonic harmony and ear training employed in Music Theory I.

Prerequisite: MUSI 1311, READ 80 or equivalent .

***MUSI2181 PIANO CLASS III**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

***MUSI2182 PIANO CLASS IV**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

***MUSI2183 VOICE CLASS III**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This course offers continued class instruction in the fundamental of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

***MUSI2184 VOICE CLASS IV**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

***MUSI2311 MUSIC THEORY III**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics, extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of compositional and correlated study at the keyboard.

Prerequisite: MUSI 1312, READ 80 or equivalent.

***MUSI2312 MUSIC THEORY IV**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an extension of the study of advanced harmony, compositional procedures and advanced ear training employed in Music Theory III.

Prerequisite: MUSI 2311, READ 80 or equivalent.

Occupational Therapy Assistant

**OTHA 1166 PRACTICUM - OCCUPATIONAL
THERAPY ASSISTANT (A)**

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB: 8

This course offers practical general training and experience in the workplace. The college's Fieldwork Coordinator together with the clinical educator develop and document a plan for the student. The plan relates the workplace training and experiences to the student's general and OTA course of study.

Prerequisite: Completion of previous semester courses with a "C" or better.

**OTHA 1167 PRACTICUM - OCCUPATIONAL
THERAPY ASSISTANT (B)**

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB: 8

This course offers practical general training and experiences in the workplace. The college's Fieldwork Coordinator together with the clinical educator develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and OTA course of study.

Prerequisite: Completion of previous semester courses with a "C" or better.

**OTHA 1305 PRINCIPLES OF
OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel, current health care environment, and moral, legal and ethical issues.

Prerequisite: Acceptance to Occupational Therapy Assistant Program.

**OTHA 1309 HUMAN STRUCTURE AND FUNCTION
IN OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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 Occupational Therapy Assistant Program.

**OTHA 1315 THERAPEUTIC MEDIA I IN
OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is an introduction to basic skills in various activities and tasks used as therapeutic intervention in occupational therapy. Emphasis is placed on activity analysis, how to adapt and teach therapeutically, and how to supply equip, and maintain a safe work environment.

Prerequisite: Acceptance to Occupational Therapy Assistant Program.

**OTHA 1341 LIFE SKILLS PERFORMANCE OF
CHILDHOOD IN OCCUPATIONAL
THERAPY**

CRT HRS:03 LEC HRS:02 LAB HRS:04

This course is a study of the physical, psychosocial, and cognitive occupational performance of children (newborns to pre-adolescents) with an emphasis on characteristics of purposeful activities. Other topics include: frames of reference, assessment/evaluation, tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 1349 LIFE SKILLS PERFORMANCE OF
MATURITY IN OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of the physical, psychosocial, and cognitive occupational performance of maturity with emphasis on characteristics of purposeful activities. Topics included in this course are: frames of reference, assessment/evaluation, tools and techniques, and intervention strategies specific to this population.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 1419 THERAPEUTIC MODALITIES I
IN OCCUPATIONAL THERAPY**

CRT HRS: 4 LEC HRS: 2 LAB HRS: 4

This course offers instruction in concepts and techniques leading to proficiency in skills and activities used as treatment modalities in the field of occupational therapy. Special emphasis is placed on the occupational therapy process within the context of the occupational performance model.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 2301 PATHOPHYSIOLOGY IN
OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 2309 MENTAL HEALTH IN
OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance psychosocial function.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 2335 HEALTH CARE MANAGEMENT IN
OCCUPATIONAL THERAPY**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, occupational therapy standards and ethics, health care team role delineation, and management.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

**OTHA 2371 CAPSTONE: OCCUPATIONAL THERAPY
SEMINAR**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This Capstone course engages the student in the discussion of professional issues and behaviors related to clinical practice and prepares the student for transition into the workforce. Emphasis will be placed on issues related to the treatment planning process, documentation formats, state

licensing procedures, application and review for the national certification examination, reviewing medical, ethical and legal issues, and preparation for employment.

Prerequisite: Concurrent enrollment in OTHA 2460.

OTHA 2460 CAPSTONE: CLINICAL - OCCUPATIONAL THERAPY ASSISTANT (A)

CRT HRS: 4 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course is a method of instruction providing detailed education, training, work-based experience and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of all OTHA lecture courses with a grade of «C» or better.

OTHA 2461 CAPSTONE: CLINICAL - OCCUPATIONAL THERAPY ASSISTANT (B)

CRT HRS: 4 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course is a method of instruction providing detailed education, training, work-based experience and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Concurrent enrollment in OTHA 2371.

Patient Care Assistant

NURA 1160 CLINICAL I

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 3

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a Pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1401 and NURA 1407.

NURA 1401 NURSE AIDE FOR HEALTH ORGANIZATIONS I

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

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: Eligibility for READ 80, ENGL 81 and MATH 85 (or a Pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1160 and NURA 1407.

NURA 1407 NURSE AIDE FOR HEALTH ORGANIZATIONS II

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is a basic study of the structures and functions of the human body.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a Pre-TASP score of 16 or higher) and concurrent enrollment in NURA 1160 and NURA 1401.

NURA 1461 CLINICAL II

CRT HRS: 4 LEC HRS: 0

OFF CAMPUS LAB HRS: 12

This course is a method of instruction providing detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a Pre-TASP score of 16 or higher); completion of NURA 1160, NURA 1401 and NURA 1407; and concurrent enrollment in NURA 1571.

NURA 1571 PATIENT CARE

CRT HRS: 5 LEC HRS: 4 LAB HRS: 2

This course is an overview of specialized care for nursing assistants in all areas of the hospital including medical, surgical, pediatrics, maternity and newborn nursery, geriatrics and special care units. Roles and responsibilities of the nursing assistants in a variety of settings including hospital, home health, mental health and hospice are included. Emphasis is on critical thinking skills and an introduction to the nursing process.

Prerequisite: Eligibility for READ 80, ENGL 81 and MATH 85 (or a Pre-TASP score of 16 or higher); completion of NURA 1160, NURA 1401 and NURA 1407; and concurrent enrollment in NURA 1461.

Philosophy

***PHIL 1301 INTRODUCTION TO PHILOSOPHY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

***PHIL 2303 INTRODUCTION TO LOGIC**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

***PHIL 2306 ETHICS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: The completion of READ 80 and ENGL 81 or equivalent.

***PHIL 2307 INTRODUCTION TO SOCIAL PHILOSOPHY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: Completion of READ 80 and ENGL 81 or equivalent.

Physical Therapist Assistant

PTHA 1266 PRACTICUM I

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 15

This course offers introductory practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Completion of previous semester courses with a «C» or better.

PTHA 1321 (CLINICAL) PATHOPHYSIOLOGY

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases and conditions commonly encountered in physical therapy.

Prerequisite: Completion of previous semester courses with a «C» or better.

PTHA 1405 BASIC PATIENT CARE SKILLS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course is an introduction to the theory and application of basic patient handling, functional skills and assessment techniques.

Prerequisite: Acceptance to PTA Program.

PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course is an introduction to the profession of physical therapy. It includes the exploration of the historical and current scope of physical therapy and also lab procedures basic to patient handling and functional skills.

Prerequisite: Acceptance to PTA Program

PTHA 1513 FUNCTIONAL ANATOMY

CRT HRS: 5 LEC HRS: 3 LAB HRS: 6

This course is a study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. It also includes integration of skills related to the kinesiological assessment of the human body.

Prerequisite: Acceptance to PTA Program.

PTHA 1531 PHYSICAL AGENTS**CRT HRS: 5 LEC HRS: 3 LAB HRS: 6**

This course is a study of the biophysical principles, assessment, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

PTHA 2201 ASSESSMENT SKILLS**CRT HRS: 2 LEC HRS: 1 LAB HRS: 4**

This course is a study of assessment techniques used in physical therapy to prepare the physical therapist assistant to assist physical therapy management.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

PTHA 2266 PRACTICUM II (8 WEEKS)**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 20**

This course offers intermediate practical training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

PTHA 2267 PRACTICUM III (8 WEEKS)**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 20**

This course offers advanced practical training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Completion of PTHA 2266 with a grade of «C» or better.

PTHA 2339 CAPSTONE: PROFESSIONAL ISSUES**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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: 4 LEC HRS: 2 LAB HRS: 6**

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: 4 LEC HRS: 2 LAB HRS: 6**

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

PTHA 2509 THERAPEUTIC EXERCISE**CRT HRS: 5 LEC HRS: 3 LAB HRS: 6**

This course will offer critical examination of concepts and application of techniques related to therapeutic exercise and functional training.

Prerequisite: Completion of previous semester courses with a grade of «C» or better.

Physics

PHYS1401 COLLEGE PHYSICS I*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1414 with a grade of «C» or better or instructor's consent.

PHYS1402 COLLEGE PHYSICS II*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This course covers principles and application of electricity, magnetism, light and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 with a grade of «C» or better.

PHYS1415 PHYSICAL SCIENCE I*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: Pass the reading section of the TASP test or completion of READ 90, pass the MATH section of the TASP test or completion of MATH 90 with a grade of «C» or better.

***PHYS1417 PHYSICAL SCIENCE II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.

Prerequisite: PHYS 1415 with a grade of «C» or better.

***PHYS2425 UNIVERSITY PHYSICS I**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a calculus based study of mechanics, including vibrations and wave, heat and thermodynamics.

Prerequisite: MATH 2413 with a grade of «C» or better.

***PHYS2426 UNIVERSITY PHYSICS II**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This is a calculus based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

Prerequisite: PHYS 2425 with a grade of «C» or better.

Precision Manufacturing

INMT 1445 COMPUTER NUMERICAL CONTROLS

CRT HRS: 4 LEC HRS: 2 LAB HRS: 6

This course is a study of numerically controlled machine operations. Emphasis is placed on standard and computer numerically controlled procedures for planning, preparing and operating a computer-assisted program.

Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.

MCHN1230 STATISTICAL PROCESS CONTROL (SPC) FOR MACHINIST

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course is an introduction to statistical process control, used by machinists and machine operators. It will include analysis of data collected from work pieces.

Prerequisite: DFTG 1313, QCTC 1305, MCHN 1419, MCHN 1452.

MCHN1293 COST ESTIMATING

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course covers principles of direct and indirect cost productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.

Prerequisite: MCHN 2341.

MCHN1320 PRECISION TOOLS AND MEASUREMENT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

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.

MCHN1382 CAPSTONE: COOPERATIVE EDUCATION I

CRT HRS: 3 LEC HRS: 1

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.

MCHN1419 MANUFACTURING MATERIALS AND PROCESSES

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course is a basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, machining and molding.

Prerequisite: None.

MCHN1438 BASIC MACHINE SHOP I

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This is an introduction to machine shop theory, math and terminology, basic bench work, and part layout using a variety of common measuring tools. Application of basic operation of machine tools, such as bandsaws, grinders, drill presses, lathes and mills with common hand tools is provided.

Prerequisite: None.

MCHN1452 INTERMEDIATE MACHINE SHOP I

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

Prerequisite: DFTG 1325, MCHN 1438.

MCHN2341 ADVANCED MACHINING OPERATIONS I**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.

Prerequisite: MCHN 1452.

MCHN2345 ADVANCED MACHINING OPERATIONS II**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.

Prerequisite: MCHN 2341.

**MCHN2382 CAPSTONE: COOPERATIVE
EDUCATION II****CRT HRS: 3 LEC HRS: 1****OFF CAMPUS LAB HRS: 20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: MCHN 1382.

MCHN2470 ADVANCED TOOL & FIXTURE DESIGN**CRT HRS: 4 LEC HRS: 2 LAB HRS: 6**

In this course, students learn the procedure for designing tools, dies, jigs & fixtures that are required to successfully assist in the production of a part.

Prerequisite: INMT 1445, MCHN 2341, MCHN 1419.

MCHN2547 SPECIALIZED TOOLS AND FIXTURES**CRT HRS: 5 LEC HRS: 3 LAB HRS: 6**

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

QCTC 1303 QUALITY CONTROL**CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

Information on quality control principles and application is provided in this course. This course is designed to introduce the student to the quality control profession.

Prerequisite: None.

QCTC 1305 TEAMING**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skill, overall team communication, and resolving personality conflicts.

Prerequisite: None.

QCTC 1446 TESTING AND INSPECTION SYSTEMS**CRT HRS: 4 LEC HRS: 3 LAB HRS: 2**

This course is a study of testing and inspection systems, including pertinent specifications, inspection tools, gauges, instruments and mechanisms used for maintaining quality to established standards.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

WLDG1337 INTRODUCTION TO METALLURGY**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course is a study of ferrous and nonferrous metals from the ore to the finished product. Emphasis is placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machine-ability and ductility.

Prerequisite: None.

Professional Office Technology

**POFI 1345 INTEGRATED SOFTWARE
APPLICATIONS II****CRT HRS: 3 LEC HRS: 2 LAB HRS: 3**

This course is a continued study of computer applications from business productivity software suites. The student will be instructed in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Prerequisite: ITSC 1309.

**POFI 2331 DESKTOP PUBLISHING
FOR THE OFFICE**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course includes in-depth coverage of desktop publishing terminology, text, editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis is placed on layout techniques, graphics, and multiple page displays.

Prerequisite: ITSC 1309.

POFL 1303 LEGAL OFFICE PROCEDURES I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems.

Prerequisite: POFT 1329.

POFL 1305 LEGAL TERMINOLOGY

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to legal terminology including spelling, pronunciation and definition of legal terms and an overview of the law and the professions.

Prerequisite: None.

**POFL 1355 LEGAL ISSUES FOR MEDICAL
DOCUMENTS**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a study of the legal implications regarding medical documents.

Prerequisite: POFT 1329, POFL1305

POFL 1359 LEGAL TRANSCRIPTION

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course teaches the student skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office.

Prerequisite: POFT 1329, POFT 1302.

POFL 2264 CAPSTONE: PRACTICUM

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 16

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Students must have completed 46 semester credit hours.

POFL 2301 LEGAL DOCUMENT PROCESSING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course teaches the student skill development in the production of legal documents used in the legal and court systems.

Prerequisite: ITSW 1301.

POFL 2371 LEGAL OFFICE PROCEDURES II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures in selected areas of Texas law, with applications designed to require students to use critical thinking skills.

Prerequisite: POFL 1303.

POFT 1227 INTRODUCTION TO KEYBOARDING

CRT HRS: 2 LEC HRS: 1 LAB HRS: 3

This course will teach the student skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

Prerequisite: None.

POFT 1302 BUSINESS COMMUNICATIONS I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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: 3 LEC HRS: 2 LAB HRS: 3

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 1321 BUSINESS MATH

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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 1329 KEYBOARDING AND DOCUMENT
FORMATTING**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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.

**POFT 1349 ADMINISTRATIVE OFFICE
PROCEDURES II**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

Prerequisite: POFT 1309.

POFT 2264 CAPSTONE: PRACTICUM

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 16

This course offers practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: 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 2301 DOCUMENT FORMATTING
AND SKILLBUILDING**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is placed on proofreading, editing, and following instructions, and keying documents from various copy.

Prerequisite: POFT 1329.

POFT 2312 BUSINESS COMMUNICATIONS II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course teaches the student skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

Prerequisite: POFT 1302.

**ITSW 1301 INTRODUCTION TO
WORD PROCESSING**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides an overview of the production of documents, tables, and graphics.

Prerequisite: POFT 1329 or ITSC 1309.

ITSW 2331 ADVANCED WORD PROCESSING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents.

Prerequisite: ITSW 1301.

Psychology

***PSYC 2301 GENERAL PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the «B or Better» option or TASP exemption via SAT or ACT scores.

***PSYC 2302 APPLIED PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.

Prerequisite: None.

PSYC 2306 HUMAN SEXUALITY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***PSYC 2307 ADOLESCENT PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of physical, mental, emotional and social growth from childhood through adolescence.

Prerequisite: None.

***PSYC 2308 CHILD PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of physical, mental, emotional and social growth from conception through childhood.

Prerequisite: None.

***PSYC 2314 LIFE SPAN GROWTH & DEVELOPMENT**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of the relationship of the physical, emotional, social and mental factors of growth and development throughout the life span.

Prerequisite: None.

***PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy. Strong emphasis is placed on principles of mental hygiene.

Prerequisite: None.

***PSYC 2316 PSYCHOLOGY OF PERSONALITY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of normal personality. Techniques for measuring personality are included.

Prerequisite: None.

***PSYC 2317 STATISTICAL METHODS
IN PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***PSYC 2319 SOCIAL PSYCHOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***PSYC 2340 CURRENT ISSUES IN PSYCHOLOGY**

CRT HRS:03 LEC HRS:03 LAB HRS:00

This is an in-depth study of specific contemporary issues in psychology such as gerontology, sex roles, and death and dying.

Prerequisite: None.

Public Service Administration

PBAD 1321 PUBLIC ADMINISTRATION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 3 LAB HRS: 0

This course is an overview of governmental agencies and their interrelationships, goals and objectives, and the organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

Prerequisite: None.

**PBAD 2264 CAPSTONE: PRACTICUM IN
ADMINISTRATIVE TECHNIQUES**

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 15

This course allows the student to have practical general training and experiences in the workplace. The college along with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Note: Current employment in the public sector may satisfy course requirement.

**PBAD 2301 PUBLIC RELATIONS FOR THE
PUBLIC SECTOR**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course focuses on 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: None.

PBAD 2305 PUBLIC SECTOR MANAGEMENT**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course teaches the 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: None.

PBAD 2311 PUBLIC SECTOR SUPERVISION**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course includes 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: None.

PBAD 2331 BUDGETING IN THE PUBLIC SECTOR**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course examines 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: None.

PBAD 2335 ETHICS IN THE WORK PLACE**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course focuses on reconciling work place administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

Prerequisite: None.

**PBAD 2339 HUMAN RESOURCES MANAGEMENT
IN THE PUBLIC SECTOR****CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course examines 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: None.

PBAD 2347 URBAN PLANNING**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course examines urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

Prerequisite: None.

Radiologic Technology

RADR 1266 PRACTICUM I**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 20**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of «C» or better, RADR 1360 with a minimum of «B» or better, and concurrent enrollment in RADR 1313 and RADR 2301.

RADR 1267 PRACTICUM II**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 20**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: RADR 1313 and RADR 2301 with a minimum of «C» or better, RADR 1266 with a minimum of «B» or better, and concurrent enrollment in RADR 2305.

RADR 1311 BASIC RADIOGRAPHIC PROCEDURES**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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 and related pathology.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1360.

**RADR 1313 PRINCIPLES OF
RADIOGRAPHIC IMAGING I****CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of «C» or better, RADR 1360 with a minimum of «B» or better, and concurrent enrollment in RADR 2301 and RADR 1266.

RADR 1360 CLINICAL

CRT HRS: 3 LEC HRS: 0

OFF CAMPUS LAB HRS: 18

This course provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1409 and RADR 1311.

RADR 1409 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course includes the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures communication and patient interaction skills, and basic pharmacology are also included.

Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.

RADR 2166 CAPSTONE: PRACTICUM V

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 10

This course offers practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: RADR 2217 with a minimum of «C» or better, RADR 2267 with a minimum of «B» or better, and concurrent enrollment in RADR 2235.

RADR 2213 RADIATION BIOLOGY AND PROTECTION

CRT HRS:02 LEC HRS:02 LAB HRS:00

This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods

for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Prerequisite: RADR 2305 with a minimum of «C» or better, RADR 1267 with a «B» or better, and concurrent enrollment in RADR 2331, RADR 2301 and RADR 2266.

RADR 2217 RADIOGRAPHIC PATHOLOGY

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This course is an overview of the disease process and common diseases and their appearance on medical images.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of «C» or better, RADR 2266 with a minimum of «B» or better, and concurrent enrollment in RADR 2267.

RADR 2235 CAPSTONE: RADIOLOGIC TECHNOLOGY SEMINAR

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2217 with a minimum of «C» or better, RADR 2267 with a minimum of «B» or better, and concurrent enrollment in RADR 2166.

RADR 2266 PRACTICUM III

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course provides general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: RADR 2305 with a minimum of «C» or better, RADR 1267 with a minimum of «B» or better, and concurrent enrollment in RADR 2331, RADR 2309, and RADR 2213.

RADR 2267 PRACTICUM IV

CRT HRS: 2 LEC HRS: 0

OFF CAMPUS LAB HRS: 20

This course offers practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: RADR 2331, RADR 2309 and RADR 2213 with a minimum of «C» or better, RADR 2266 with a minimum of «B» or better, and concurrent enrollment in RADR 2217.

RADR 2301 INTERMEDIATE RADIOGRAPHIC PROCEDURES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course 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 intermediate anatomy and related pathology.

Prerequisite: RADR 1409 and RADR 1311 with a minimum of «C» or better, RADR 1360 with a minimum of «B» or better, and concurrent enrollment in RADR 1313 and RADR 1266.

RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a continuation of the study of radiographic imaging technique formulation, image Quality assurance, and the synthesis of all variables in image production.

Prerequisite: RADR 1313 and RADR 2301 with a minimum of «C» or better, RADR 1266 with a minimum of «B» or better, and concurrent enrollment in RADR 1267.

RADR 2309 RADIOGRAPHIC IMAGING EQUIPMENT

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

Prerequisite: RADR 2305 with a minimum of «C» or better, RADR 1267 with a minimum of «B» or better, and concurrent enrollment in RADR 2331, RADR 2213 and RADR 2266.

RADR 2331 ADVANCED RADIOGRAPHIC PROCEDURES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This advanced course includes the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of advanced anatomy and related pathology.

Prerequisite: RADR 2305 with a minimum of «C» or better, RADR 1267 with a minimum of «B» or better, and concurrent enrollment in RADR 2309, RADR 2213 and RADR 2266.

Reading

READ 0070 DEVELOPMENTAL READING I

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This initial reading courses is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference.

Prerequisite: None.

READ 0075 INTENSIVE READING SKILLS I

CRT HRS: 03 LEC HRS: 03 LAB HRS:01

This initial reading course is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference. The primary goal of this course is to prepare the students for TASP and college reading. In addition, students will practice critical aural/oral communication skills necessary for success in an academic environment. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Co-requisite: ENGL 0075.

READ 0080 DEVELOPMENTAL READING II

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.

Prerequisite: Completion of READ 70 with a «C» or better.

READ 0085 INTENSIVE READING SKILLS II

CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

This course is designed to build on the foundation skills of reading. Emphasis is placed on the development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading. The primary goal of this course is to prepare the students for TASP and college reading. In addition, students will practice critical aural/oral communication skills necessary for success in an academic environment. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Corequisite: ENGL 0085.

***READ 0090 DEVELOPMENTAL READING III**
CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This developmental reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation process are emphasized as is improvement of reading and critical thinking skills. Students are expected to take the TASP Test while they are enrolled in the course or after they complete it.

Prerequisite: Completion of READ 80 with a «C» or better.

READ 0095 INTENSIVE READING SKILLS III
CRT HRS: 03 LEC HRS: 03 LAB HRS: 01

This reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation processes are emphasized as is improvement of reading and critical thinking skills. The primary goal of this course is to prepare the students for TASP and college reading. In addition, students will practice critical aural/oral communication skills necessary for success in an academic environment. This course has a required one hour lab.

Prerequisite: Placement based on assessment scores and oral interview.

Co-requisite: ENGL 0095.

R.O.T.C.

***ROTC 1201 MARKSMANSHIP AND FIRST AID**
CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.

Prerequisite: None.

***ROTC 1202 SURVIVAL & LAND NAVIGATION TRAINING**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

Prerequisite: None.

***ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

Prerequisite: None.

Semiconductor Manufacturing

INMT 2380 CAPSTONE: COOPERATIVE EDUCATION

CRT HRS: 3 LEC HRS: 1 LAB HRS: 20

This course is designed as a work experience in which the student develops his or her skills at the work site. Work ethics and attitudes are emphasized. The co-op experience will be directly related to the students' training level.

Prerequisite: Permission of the instructor.

SMFT 1343 SEMICONDUCTOR MANUFACTURING TECHNOLOGY I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is the study of processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice.

Prerequisite: CETT 1349, CHEM 1411.

SMFT 2231 RF POWER SYSTEMS

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This course is a study of RF power systems and their applications in the semiconductor manufacturing industry. Topics include plasma physics, RF power amplifiers and oscillators, transmission lines, impedance matching and safety.

Prerequisite: SMFT 1343, CETT 2339.

SMFT 2335 VACUUM TECHNOLOGY

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course covers skill development in vacuum technology, including vacuum principles, pumping systems, gauging, leak detection, and safety principles.

Prerequisite: RBTC 1347, SMFT 1343.

SMFT 2343 SEMICONDUCTOR MANUFACTURING TECHNOLOGY II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a continuation of Semiconductor Manufacturing Technology I covering the processes, materials and equipment used in tech manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting.

Prerequisite: SMFT 1343.

Social Work

***SOCW 2361 INTRODUCTION TO SOCIAL WORK**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

Prerequisite: None.

***SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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

***SOC1 1301 INTRODUCTION TO SOCIOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an introduction to the scientific study of human behavior as related to group membership. 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, sex, age, major social institutions, population dynamics, and socio-cultural change.

Prerequisite: None.

***SOC1 1306 CONTEMPORARY SOCIAL PROBLEMS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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, gerontology, death and dying, or sex roles.

Prerequisite: None.

***SOC1 2301 MARRIAGE AND THE FAMILY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***SOC1 2319 MINORITY STUDIES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

Prerequisite: None.

***SOC1 2339 CRIMINOLOGY -**

JUVENILE DELINQUENCY

CRT HRS:03 LEC HRS:03 LAB HRS:00

This course covers current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation as it applies to the Juvenile Justice System.

Prerequisite: None.

***SOCI 2399 CURRENT ISSUES IN SOCIOLOGY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying or sex roles.

Prerequisite: None.

Spanish

***SPAN 1311 BEGINNING SPANISH I-NON NATIVE**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

Fundamental skills in listening comprehension, speaking, reading and writing are stressed in this course. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: None.

***SPAN 1312 BEGINNING SPANISH II-NON NATIVE**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a continuation of SPAN 1311, covering fundamental skills in listening comprehension, speaking, reading and writing. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: SPAN 1311.

***SPAN 2311 INTERMEDIATE SPANISH I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course reviews an application of skills in listening comprehension, speaking, reading, and writing, emphasizing conversation, vocabulary acquisition, reading, composition and culture.

Prerequisite: SPAN 2313, SPAN 2315.

***SPAN 2312 INTERMEDIATE SPANISH II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a continuation of SPAN 2311 covering a review and application of skills in listening comprehension, speaking, reading and writing. This course emphasizes conversation, vocabulary acquisition, reading, composition and culture.

Prerequisite: SPAN 2311.

***SPAN 2313 BEGINNING SPANISH I**

(FOR NATIVE SPEAKERS)

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course emphasizes a basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.

Prerequisite: None.

***SPAN 2315 BEGINNING SPANISH II**

(FOR NATIVE SPEAKERS)

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2315 is a continuation of SPAN 2313 covering basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.

Prerequisite: SPAN 2313.

Speech

***SPCH1311 INTRODUCTION TO**

SPEECH COMMUNICATION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: None.

***SPCH1315 PUBLIC SPEAKING**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Prerequisite: None.

***SPCH1318 INTERPERSONAL COMMUNICATIONS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course includes instruction and activities in the principles of human communication and interaction. The course includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

Prerequisite: None.

***SPCH1321 BUSINESS & PROFESSIONAL SPEAKING**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: None.

***SPCH2333 DISCUSSION & SMALL GROUP COMMUNICATION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course studies discussion and small group theories and techniques as they relate to group process and interaction.

Prerequisite: None.

***SPCH2335 ARGUMENTATION AND DEBATE**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

Prerequisite: None.

Travel & Tourism

TRVM 1166 PRACTICUM - TRAVEL & TOURISM

CRT HRS: 1 LEC HRS: 0

OFF CAMPUS LAB HRS: 8

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

TRVM 1300 INTRODUCTION TO TRAVEL & TOURISM

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is an overview of the travel industry. Emphasis is placed on travel careers and the impact on society.

Prerequisite: None.

TRVM 1308 TRAVEL DESTINATIONS I - WESTERN HEMISPHERE

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasis is on the culture, customs, climate, physical features, language, currency, tourist, and seasonal attractions.

Prerequisite: None.

TRVM 1323 GROUP TOUR OPERATIONS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a study of the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising and promotion, group dynamics, and tour guide qualifications.

Prerequisite: None.

TRVM 1327 HOSPITALITY & SPECIAL EVENTS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course focuses on planning and managing special events in the meeting planning arena. It provides an overview of the entire sequence of events, from conceptual stage of the first meeting through completion of the event. Emphasis is placed on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event.

Prerequisite: None.

TRVM 1345 TRAVEL AND TOURISM SALES & MARKETING TECHNIQUES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course includes a study of marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Other topics include the marketing mix in travel, market segmentation, market planning, and the use of advertising and other communications techniques. Emphasis is placed on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel.

Prerequisite: None.

TRVM 1349 TRAVEL OPERATIONS I

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis is on making air, hotel, tour and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and reissues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares, and miscellaneous related information.

Prerequisite: None.

TRVM 1371 TRAVEL TOURISM DESTINATIONS - VALLEY

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course takes an in-depth look at the Lower Rio Grande Valley as a tourist destination area (TDA). Students examine the region's geography, history, economy, infrastructure, attractions, and lodging facilities, as well as the characteristics of the region's inbound visitors.

Prerequisite: None.

TRVM 2437 TRAVEL INDUSTRY OPERATIONS II**CRT HRS: 4 LEC HRS: 3 LAB HRS: 2**

This course is a continuation of the study of airline computer reservation systems. Emphasis is placed on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to a passenger.

Prerequisite: None.

Vocational Nursing

VNSG 1115 DISEASE CONTROL AND PREVENTION**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course explores the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1116 NUTRITION**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course is an introduction to nutrients and their role in proper growth and development and the maintenance of health.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1122 VOCATIONAL NURSING CONCEPTS**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional are also examined.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1133 GROWTH AND DEVELOPMENT**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course is a study of the basic aspects of growth and development throughout the life span. There is a focus on growth and development of the individual's body, mind and personality as influenced by the environment.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1136 MENTAL HEALTH**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics will include emotional responses, coping mechanisms, and therapeutic communication skills.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1138, VNSG 1432.

VNSG 1138 MENTAL ILLNESS**CRT HRS: 1 LEC HRS: 1 LAB HRS: 0**

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1432.

VNSG 1226 GERONTOLOGY**CRT HRS: 2 LEC HRS: 2 LAB HRS: 0**

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course also addresses common disease processes of aging and explores attitudes toward care of the elderly.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1260 CLINICAL I**CRT HRS: 2 LEC HRS: 0****OFF CAMPUS LAB HRS: 12**

This course utilizes a method of instruction which provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1323 BASIC NURSING SKILLS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

Prerequisite: Admission to the Vocational Nursing Program.

VNSG 1330 MATERNAL - NEONATAL NURSING**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course utilizes the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

Prerequisite: Concurrent enrollment in VNSG 1361.

VNSG 1331 PHARMACOLOGY FOR VOCATIONAL NURSING**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Also included are nursing interventions utilizing the nursing process.

Prerequisite: Completion of first semester Vocational Nursing Program courses with a grade of «C» or better.

VNSG 1334 PEDIATRICS**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process.

Prerequisite: Concurrent enrollment in VNSG 1361.

VNSG 1361 CLINICAL II**CRT HRS: 3 LEC HRS: 0****OFF CAMPUS LAB HRS: 18**

This course utilizes a method of instruction which provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1432, VNSG 2331.

VNSG 1362 CLINICAL III**CRT HRS: 3 LEC HRS: 0****OFF CAMPUS LAB HRS: 18**

This course utilizes a method of instruction which provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of or concurrent enrollment in VNSG 1136, VNSG 1138, VNSG 1432.

VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**CRT HRS: 4 LEC HRS: 4 LAB HRS: 0**

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

Prerequisite: Eligibility for Read 90.

VNSG 1429 MEDICAL - SURGICAL NURSING I**CRT HRS: 4 LEC HRS: 4 LAB HRS: 0**

This course explores application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

Prerequisite: Concurrent enrollment in VNSG 1361.

VNSG 1432 MEDICAL-SURGICAL NURSING II**CRT HRS: 4 LEC HRS: 4 LAB HRS: 0**

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum in a variety of health care settings.

Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1136, VNSG 1138.

VNSG 2331 ADVANCED NURSING SKILLS**CRT HRS: 3 LEC HRS: 2 LAB HRS: 4**

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 1361.

Women's Studies

WMNS 2310 INTRODUCTION TO WOMEN'S STUDIES**CRT HRS: 3 LEC HRS: 3 LAB HRS: 3**

This course is an introduction to the field of Women's Studies. Women's issues are explored from a variety of perspectives. An emphasis will be placed on women's personal experiences and their connections to larger social structures. The focus of this course is to develop a sense of empowerment and critical thinking in students.

Prerequisite: None.

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Student Handbook

CONTAINING INFORMATION ON:

Admission & Registration • Academic Information • Student Services • Policies and Regulations

Admission and Registration

ADMISSION

South Texas Community College (STCC) maintains an "open door" policy, but admission to the college does not imply admission to all programs of the college. Some programs have additional requirements for admissions.

Any individual meeting any one of the following conditions may be admitted to the College: by high school graduation, examination, individual approval, transfer from another college, concurrent enrollment, or international student. Mandatory assessment in the basic skills areas of writing, reading, and mathematics is required for all new students. This assessment is necessary in order to ensure the maximum potential for students' success. Assessment results will not be used for general admissions purposes except as applicable to the completion of specialized requirements for selected programs. It is the student's responsibility to keep the Office of Admissions and Records informed of phone numbers, current local and permanent addresses or name change. This is important to avoid missing communications from the college. **Communication notices mailed to the address of record will be deemed to be adequate notice.**

Returning students who have been out for one or more semesters, excluding summers, must reapply for admissions to reactivate their student file.

For a complete listing of STCC admissions policies and procedures, see the current STCC catalog or contact the Office of Admission and Records at the STCC Pecan Campus at 618-8323 or 1-800-742-7822.

FINANCIAL AID

STCC has elected to participate in the following U.S. Department of Education Title IV programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study. Grants are financial aid that you do not have to pay back. Work Study allows you to work at school and earn money to help pay for school.

Federal regulations mandate that a student receiving financial aid assistance must maintain satisfactory progress in his/her course of study. Satisfactory progress is monitored each semester, regardless of whether or not financial aid is awarded each semester. Students on Academic Probation or Suspension will automatically be placed on Financial Aid Probation or Suspension. Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid already received.

For a complete listing of all policies, regulations, and services

pertaining to Financial Aid, see the current STCC catalog or contact the Office of Financial Aid at the Pecan Campus at 618-8375 or 1-800-742-7822.

TASP

The Texas legislature passed legislation requiring that effective with the 1989 fall semester all Texas public college and university students be tested for reading, writing, and mathematics skills. The Texas Academic Skills Program (TASP) test is the required test for all students enrolling in a Texas public college or university seeking a non-certificate degree.

The Testing Center administers the TASP test throughout the year. Information on test dates, registration deadlines, and general information is available upon request. Call 1-800-742-STCC for information or contact the Testing Center at (956) 668-6474. Any questions not covered regarding TASP & Developmental Education, please refer to the Institutional Developmental Educational Plan, which can be found at the Testing Center.

WHO MUST TAKE THE TASP?

As of the Fall 1998 semester, students who plan to enroll in a Texas public college or university and students in high school enrolling in a college-level course **MUST take the TASP before enrolling in any college-level credit coursework.**

The following students must take TASP:

- Students who are entering or are enrolled in a Texas public institution of higher education (i.e., a college, university, or technical institute) as a full-time or part-time student in an associate or baccalaureate degree program.
- Students who are seeking admission to an educator preparation program in either a public or a private institution in Texas.
- Students who are in a certificate program of 43-59 semester credit hours or the equivalent.
- Students who are transferring from outside Texas or from a Texas private college or university to a Texas public college or university.
- Students with a hearing impairment, please refer to the Stanford Achievement Test (SAT) Registration Bulletin for information about testing requirements, which may also be obtained at the Office of Student Support Services.

WHO DOES NOT HAVE TO TAKE THE TASP?

- Students who are not teacher education candidates and received credit for at least three semester credit hours or the equivalent of college-level work prior to Fall 1989.

(EXCEPTION: Teacher education candidates who are governed by a different provision of Texas law are not TASP Exempt. All teacher education candidates must pass a basic skills test prior to being granted permission to take more than six hours of teacher education courses.)

- Students who meet the legal definition of blind and deaf (per Texas Education Code 54.205) and who received credit for at least three semester credit hours of college-level work prior to Fall 1995.
- Students who have achieved a sufficiently high score on ACT, SAT, or TAAS. ACT and SAT scores may be no more than five years old, and exit-level TAAS scores may be no more than three years old.
- Students who are 55 years of age or older and not seeking a degree or certificate from a Texas public institution that choose to make this exemption available.
- Students who are enrolled on a temporary basis at STCC and are also enrolled in a private or independent institute of higher education or an out-of-state institution of higher education or graduated from an institution of higher education, a private or independent institution of higher education, or an out-of-state institution of higher education.
- Students who are enrolled in a **certificate program of one year or less** (42 or fewer semester credit hours or the equivalent).
- A student who has been diagnosed as having dyslexia or a related disorder. Additionally, the student with the disability who completes the developmental program prescribed by the institution may be required to retake the test once, but not be referred to an additional developmental course or other developmental program or precluded from enrolling in an upper-division course or graduating because of the student's performance on the test.
- Students who are citizens of a country other than the United States and are not seeking a degree or level-two certificate/degree.
- Students who have graduated with a baccalaureate degree from an accredited institution of higher education.

WHEN MUST A STUDENT TAKE THE TASP TEST?

A student must have the TASP Test **before enrolling in any college-level credit coursework.**

REGISTRATION FOR THE TASP TEST

To register for the TASP Test, a student must fill out a registration form prior to the test administration. The *TASP Test Registration Bulletin* provides the student with all the information necessary to register and is available through the Office of Student Support Services and Student Information Centers. All registration is on a first-come, first-served basis. STCC is a designated test site. Tests are administered several times during the year.

PAYMENT FOR THE TASP TEST

The TASP Test fee is \$29. Fee waivers are available for qualifying students. The number of fee waivers is limited. Please contact the Financial Aid Office or the Testing Center for more information.

PLACEMENT TESTING

Students enrolling for Certificate Level-One programs of one year or less (42 or fewer semester credit hours or the equivalent) must be tested for reading, writing, and mathematics skills. Placement tests that can be used are the TASP, "Quick" TASP, Pre-TASP Test, ACT, or SAT.

Students who do not pass the TASP, "Quick" TASP, or Pre-TASP, ACT, or the SAT or meet the requirements, must participate in the appropriate pre-requisite course(s) before being allowed to enroll in college-level courses.

TAKING AND PASSING THE TASP TEST

To be considered TASP Complete, a student must pass all three sections —reading, writing, and math. If the student does not pass one or more sections, the student may register for the TASP Test again and take only the section(s) of the test that he/she has not passed. A student must be in "continuous" developmental coursework for any section of the test not passed. A student is not required to take developmental courses in all areas he/she failed at the same time, but must be in developmental coursework for at least one section. Students not passing all sections of the TASP Test prior to completing 55 or more college-level semester credit hours, or the equivalent, will not be allowed to enroll in upper-division courses, including those contained in an associate degree program. Students required to take the TASP Test may not graduate from a certificate program that has six or more semester credit hours or the equivalent outside of the **specified** curriculum, an associate degree program or a baccalaureate degree program until they have passed all three sections of the TASP Test and/or completed sections with "B" or Better option.

To obtain a copy of the TASP Registration Bulletin, contact the Student Information Center located at all STCC sites, the Testing Center, or the Student Support Services Offices or the Academic/Student Affairs Office at any Texas college or university.

THE TASP TEST

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

The TASP Test consists of the following sections:

Reading

The reading section includes reading selections similar to those found in course materials (e.g., textbooks, lab manuals, essays) that students are likely to encounter during their first year in college.

Each selection is approximately 300 to 750 words in length. Students will be asked to answer several multiple-choice questions about each selection.

Mathematics

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

Writing

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

TESTING TIME PROVIDED

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

STUDENTS WHO EARN A "B" OR BETTER IN FRESHMAN-LEVEL CREDIT COURSES

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

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

1. Writing
 - A. ENGL 1301 (Composition I); or
 - B. ENGL 1302 (Rhetoric)
2. Reading (Courses selected for reading at any institution must be reading intensive)
 - A. HIST 1301, 1302 (U.S. History);
 - B. ENGL 2321, 2322, 2323 (English Literature);
 - C. ENGL 2331, 2332, 2333 (World Literature);
 - D. ENGL 2326, 2327, 2328 (American Literature);
 - E. PSYC 2301 (General Psychology); or
 - F. GOVT 2301, 2302, 2305, 2306 (American Government)
3. Mathematics
 - A. MATH 1414 (College Algebra); or
 - B. MATH 1316 (Plane Trigonometry).

STUDENT I.D. CARDS

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

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. An installment payment plan is available.

PAYMENTS

- During arena registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check.

Students may mail-in their payment in the return envelope provided with their student account statement. They can also pay at USA Checks Cashed* at the following locations:

1910 S. 10th, McAllen
2629 Pecan, McAllen
2222 W. Nolana - Suite L, McAllen
102 W. 9th St., Mission
1015 N. Texas, Suite 12A, Weslaco

** There is a \$1.00 processing fee (that must be paid in cash).*

- Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped; however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- Transcripts, grades, or information about the student will not be released until such debts are paid.

INSUFFICIENT FUNDS, STOP PAYMENT AND OTHER RETURNED CHECKS

- Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds. STCC does not re-deposit checks.
- To clear a returned check, the student must go to the Check Rite Office to pay for the check (515 Nolana, McAllen, TX 630-2878). A \$25.00 fee is charged to the student.
- Returned checks not promptly paid to Check Rite will be charged a \$25 fee and referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department and the student will be charged a \$25 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

SCHEDULE CHANGES

(Adding and Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately.
- Failure to pay the additional tuition, fees and drop/add fee may cause cancellation from the classes.
- **Students must not assume that they will "automatically" be dropped from their classes if they do not attend.**
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.
- Dropping and adding a course of equal value is considered an even exchange before the twelfth class day during the fall and

spring, and fourth class day during the summer sessions. After the twelfth class day or fourth class day, whichever applies, a percentage for the course dropped will be charged. Please read the section on refunds and registration fees for further information.

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis.
- Applications are available with the Cashiers and must be returned prior to census date.
- One-half of tuition and fees, a \$25.00 installment fee, and any other fees that are not deferred are due on registration day.
- The remaining balance is subject to change in the event you withdraw, drop, or add a class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.
- Due dates:
 - During fall and spring there are two installment payment dates which will be posted on the student registration receipt.
 - During the summer sessions, there is one installment payment which will be posted on the student registration receipt.
- A \$25.00 late payment fee will be assessed for each payment not paid by the scheduled due date.
- Withdrawals from your classes may be processed within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

Third Party contracts constitute written agreements between a third party (i.e., Texas Rehabilitation Commission, JTPA) and South Texas Community College; wherein, payment for tuition and fees for a student is to be paid to STCC 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 station before proceeding to the cashier's station for a class schedule receipt.

DUAL ENROLLMENT FEES

- Students enrolled at two institutions of higher education.

The total amount of tuition charged at STCC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Student Support Service Fee, Facilities and Operations Fee, Equipment and Technology Fee and other 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 concurrent enrollment in the form of a receipt is required at the Office of Admissions and Records on a semester basis. During the fall and spring semesters, proof must be submitted before the twelfth class day. During the summer sessions, proof must be submitted before the fourth class

day for evaluation and necessary adjustments. Appropriate refunds will be determined and will be issued to the student's address on file at the Office of Admissions and Records.

REFUNDS _____

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

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

Drop or Withdrawal from STCC - To officially withdraw or drop from the college, a student must go to the Office of Admissions and Records. STCC will refund a percentage of collected tuition and mandatory fees to students who officially withdraw or drop from the institution according to the following refund schedule established by the Texas Higher Education Coordinating Board. If you drop and add a course with the same credit hours before the twelfth class day (during the fall and spring) or fourth class day (during the summer sessions), it is considered an even exchange and you will not pay a percentage. If you drop and add a course with the same credit hours after the twelfth class day, you will pay a percentage (see below schedule) for the course you dropped.

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

TUITION REFUNDS

FALL AND SPRING SEMESTERS

Prior to the first class day..... 100 percent
 During the first fifteen class days 70 percent
 During the sixteenth through twentieth class days ... 25 percent
 After the twentieth class day None

SUMMER I AND II SESSIONS

Prior to the first class day..... 100 percent
 During the first five class days 70 percent
 During the sixth and seventh class day 25 percent
 After the seventh class day None

SUMMER III SESSION

Prior to the first class day..... 100 percent
 During the first twelve class days 70 percent
 During the thirteenth through fifteenth class days.... 25 percent
 After the fifteenth class day None

INCIDENTAL FEES

OTHER FEES

Late Registration Fee, Audit Fee, Credit by Exam Fee, Physical Education Fees, Remediation Fees, Student Registration Fee, Installment Plan Fee, Installment Late Fee and any other fee approved by the Board of Trustees of South Texas Community 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 Community College.

BOOKSTORE REFUNDS

Bookstore services are contracted with Follett Higher Education Group which determines the bookstore refund policy. The policy listed below is, therefore, subject to change at the discretion of Follett:

100 percent refund with the following:

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

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

Academic Information

TRANSFER AND TRANSCRIPT INFORMATION _____

For complete information regarding transfer of credit to STCC, transfer of credit from STCC, and transcripts from other institutions please refer to the STCC college catalog.

COURSE LOAD _____

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

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

The following grades are used with the grade point value per semester credit hour.

GRADE MARK	GRADE MEANING	GRADE POINT PER SEMESTER HR
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdrew	Not Computed
AUD	Audit	Not Computed
CR	Credit Given for	
N	Non-Credit	Not Computed
S	Passing	Not Computed

* 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 the objectives for the passing grade level attempted. 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.

SCHOLASTIC PROGRESS STANDARDS

Students are expected to meet certain minimal standards for coursework completed at South Texas Community College. Students who fail to maintain a cumulative grade point average of 2.0 (C average) are considered scholastically deficient and will be placed on academic probation or suspension as appropriate. All grades earned by a student, except for developmental courses, will be included in the computations of the grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

The Academic Probation and Suspension Policy for students attending STCC is as follows:

Level of Academic Status

- GOOD STANDING
- PLACED ON ACADEMIC PROBATION
- CONTINUED ON ACADEMIC PROBATION
- ACADEMIC SUSPENSION

GPA Criteria

Cumulative GPA is 2.00 or above.
Cumulative GPA has dropped below 2.00
Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above.
Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00.

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

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

If a student who has been suspended feels that unusual circumstances warrant a review, the student may provide a written appeal to the Scholastic Appeals Committee in care of the Office of Student Support Services.

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

WITHDRAWAL FROM SEMESTER CREDIT COURSES

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

A student who decides to withdraw from a specific course(s) should initiate withdrawal procedures by securing a drop form from the Office of Admissions and Records. 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 "E". A student who is not progressing satisfactorily toward completion of course objectives due to non-attendance may be withdrawn from the course by the instructor.

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Student's whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw. Failure to withdraw properly will result in a grade of "F" in the course. A student may appeal an instructor-initiated withdrawal. For further information on the withdrawal process please refer to the STCC college catalog.

DEFINITION OF A MAJOR

A "major" is a concentration of specialized coursework, which leads to a certificate or degree. A current list of major codes is listed on the back of the Student Data Form (application) as well as on the Change of Major/Address form.

SCHOLASTIC ACHIEVEMENT AWARDS

HONOR GRADUATES

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

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

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

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

HONORS PROGRAM

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

Specific goals of the program include:

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

Admission Requirements

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

year. For further information about the Honors Program, contact the Honors Program Chair, Dr. Dana Cantu, at 618-8394 or 1-800-742-STCC.

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

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

To apply, the student must submit the following:

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

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

Continuing Eligibility Standards

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

Curriculum Structure (Honors Instruction)

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

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

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

Year I -

First Semester, Second Semester, and Summer Session

Each student in the Honors Program will be encouraged to register for Honors sections in the Core Curriculum. This includes, but is

not limited to: Honors sections in English; History; Government; Natural Science; Speech; Computer Science; Math, and the Fine Arts. Honors sections will be scheduled according to morning offerings or afternoon offerings on Monday, Wednesday, and Friday during the first and second semesters.

Year II - Third Semester and Fourth Semester

Students enrolled in their second year of study at STCC will be encouraged to enroll in any courses in the Core Curriculum which they have not completed. Honors sections of the third and fourth semester Core Curriculum courses, as outlined in an Advising Plan, are scheduled to be offered primarily on Thursday and Friday.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

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

Each fall semester invitation to membership is extended by the Beta Epsilon Mu Chapter to credit students without advanced degrees who are currently enrolled, have completed at least 12 hours of course work leading to an associate degree, and have a cumulative GPA of 3.5 or higher. For further information, contact STCC's chapter advisor Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

VALLEY SCHOLARS PROGRAM

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College. Valley Scholars must maintain enrollment in the Honors Program at STCC (see Honors Program section for requirements). For further information about this program, contact Dr. Dana A. Cantu at 618-8394 or 1-800-742-STCC.

DEVELOPMENTAL STUDIES PROGRAM

South Texas Community College offers unprepared students the opportunity to develop college-level skills in mathematics, reading, writing and college success. Based on the results of the Pre-TASP Test, the ACT, and the SAT, students are placed in the appropriate Developmental Studies courses if the courses are required. Students who do not pass the state-required Texas Academic Skills Program (TASP) Test must continue to remain in Developmental Studies courses (in which deficiencies have been identified) until they pass the TASP test. *Failure to remain in a Developmental Studies course will result in the students' compulsory withdrawal from all college courses.* Passing the TASP enables the students to bypass further remediation in mathematics, reading, and writing, once they have completed the Developmental Studies courses in which they are enrolled.

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

ORIENTATION 101 (COLLEGE SUCCESS)

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

TECH PREP

South Texas Community College is a participating member of the Lower Rio Grand Valley Tech-Prep Consortium. Tech Prep is part of a national educational initiative in vocational and technical education. Programs developed cooperatively with the area school districts enable high school students to enter STCC with up to six semester hours of college credit in a technical area and prepare them to enter the workforce in high demand technical careers. A high school student who successfully completes Tech Prep articulated course is eligible to receive credit at STCC when the following criteria are met:

1. Meets all STCC admission and program entrance requirements. No credit hours will be awarded until a student has satisfied the Texas Academic Skills Program (TASP) requirements.
2. Enrolls in an Associate of Applied Degree program in STCC within one year after graduating from high school.
3. Successfully completes a minimum of six credit hours at STCC.
4. Completes the high school course(s) with a grade of 85 (B) or better.

ELECTRONICALLY DELIVERED DISTANCE LEARNING

Since 1996, South Texas Community College has offered a number of its courses using distance learning technologies such as Internet, two-way interactive videoconferencing, and broadcast television. Since they allow a greater degree of flexibility, these courses benefit students for whom regular classroom attendance is inconvenient. Internet-based courses can be taken from any Internet-connected computer in the world. Among those who can benefit from these courses are: military personnel, traveling salespersons, health care workers, mobility-impaired individuals, and persons who prefer to stay home to care for young children. Broadcast TV courses, which are viewed on the local PBS affiliate, are also a flexible alternative to traditional coursework. Two-way interactive videoconferencing

allows students at certain select locations throughout Hidalgo and Starr counties to attend classes without having to travel to the main campus. Among those who benefit are local high school students who are able to take college classes even before they finish high school. For more information about STCC's Distance Learning program, please call (956) 688-2334 or visit our website at: <http://www.stcc.cc.tx.us/distance>.

IMMUNIZATION REQUIREMENTS

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

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

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

Student Services

STUDENT SUPPORT PROGRAMS

The office of Counseling & Advising reflects South Texas Community College's commitment to provide access to higher education and support the educational goals of students from diverse backgrounds. The staff at the Office of Counseling and Advising help achieve academic success through the following services: new student orientation, basic skills assessment, academic advisement, career and personal counseling, special services for students with disabilities, and assistance to special populations.

COUNSELING SERVICES

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

Individual and Group Counseling

Academic Counseling

- Help in preparing academic time-lines and course selection, if needed.
- Periodic checks of degree or certificate completion are encouraged.

- Help in choosing a major/minor.
- Academic Probation/Suspension.

Career Counseling and Transfer Assistance

- Help in choosing a career that is compatible with your interests, personality traits, work values, and abilities.
- Vocational assessment is available on a computerized system called DISCOVER, as well as other instruments.
- Assist students in selecting courses and gaining information about transferring to other institutions. Representatives from other institutions visit through the transfer track program.

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 your life
- Reducing stress
- Managing your time
- Setting goals
- Eliminating self-defeating behavior
- Esteeming yourself and others
- Asserting yourself
- 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.

Special Topic Presentations and Workshops

- Academic Study Skills Workshops.
- Life Skills Workshops.
- Career Planning Workshops.

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

Counselors are available during the day on a walk-in or appointment basis; however, appointments are preferred. Services for evening hours are by appointment only. Counselors are available at the Pecan Campus, Downtown Center, Center for Advanced and Applied Technology (CAAT), Mid-Valley Campus, and Starr County Campus locations. Schedules vary at each location so students should call (956) 688-2131 or 1-800-742-7822 to inquire about office hours and appointments.

ACADEMIC ADVISEMENT

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

Division Advisors:

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

- Business
- Communication, Fine Arts & Humanities
- Developmental Studies
- Math & Sciences
- Nursing & Allied Health
- Social & Behavioral Sciences
- Technology

Some of the services offered by the Advisement Center:

- One-on-one attention
- Assessment, goal setting and orientation
- Point of contact for new and transfer students
- Referrals to appropriate services
- Selection of appropriate coursed & other educational experiences

NOTICE:

The student is responsible for seeking academic advisement, for knowing and complying with STCC's assessments and the State of Texas TASP requirements of their declared degree or certificate program, and for taking coursed in the proper sequence to ensure progress toward his/her educational goals.

PLACEMENT OFFICE

The Placement Office is available to assist STCC students and alumni in developing the skills needed to secure employment. Assistance is available regarding resume preparation, interviewing and writing job search letters. The Placement Office also sponsors an annual Career Fair each April where company representatives and students/alumni can meet to discuss employment opportunities. For more information contact the Placement Office at 668-6424 or 1-800-742-7822.

STUDENT ACTIVITIES

STUDENT ACTIVITIES BOARD POLICY & MISSION STATEMENT

A student activities program is provided along with formal instructional programs designed to provide students with a total

educational experience. The Office of Student Activities (OSA) promotes lifelong individual excellence through leadership, educational, cultural and civic programs, opportunities and services which support and enhance students collegiate experience and their education outside the classroom. The Office of Student Activities (OSA) seeks to achieve its purpose by offering a variety of programs, services and opportunities designed to meet student's needs in: recreation, campus entertainment, leadership development, cultural growth, physical development, social development and intellectual growth.

STUDENT ORGANIZATIONS/CLUBS

Student organizations and clubs provide students with the opportunity to supplement classroom work with activities that meet personal needs for recognition, growth, companionship, civic involvement and creative effort, and promote leadership development and effective group participation. Faculty and staff serve as advisors and mentors for student organizations and clubs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Through this organization, students are given an opportunity to promote student issues and concerns and to assist in planning and managing a well-rounded program of student activities. The opportunity to expand the role of SGA in student governance at the College is dependent on the interest and initiatives of student leaders and the student body.

INTRAMURAL AND RECREATIONAL SPORT

Participation in recreational activities is designed to promote friendship, sportsmanship, and lifelong leisure, fitness and/or recreational activities. Intramural/recreational activities include basketball, flag football, softball, ping pong, and chess tournaments. Extramural or club sports includes: soccer, golf, baseball, volleyball, and cross-country running teams. The Student Activities Office is committed to expanding services and promoting both men's and women's activities and teams.

SPECIAL EVENTS

A variety of (student) activities and special events are planned throughout the academic calendar for the purposes of enriching the lives of students and promoting student fellowship and leisure. Special events include: guest speakers, picnics, music concerts, movies, plays, workshops, and many other student led events.

WELLNESS PROGRAM

Students will have the opportunity to participate in wellness activities sponsored by the College's Institutional Wellness Program. Wellness program activities include, student (discount/corporate) memberships with community fitness/recreational facilities, health fairs/screenings, etc.

CONTACT INFORMATION

For more information contact The Office of Student Activities located at (956) 928-3530 (Pecan Campus in H-116), the web site (www.stcc.cc.tx.us/osa), or the site coordinator/student information center at the Starr County Campus, Mid-Valley Campus, Center for Advanced and Applied Technology (CAAT), or the Downtown Center. It is the goal of the Student Activities Office to strive to provide equitable services to all students at all campuses/centers.

STUDENT INFORMATION CENTERS

The Student Information Center serves as a "One-Stop Shop" for accurate and up-to-date information. There is a Student Information Center located at all STCC campus/centers throughout the college district. Current students, prospective students, administration, faculty, staff and the general public can obtain various types of information and services at one location.

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

Services provided include the following: campus tours, scheduling for use of facilities, switchboard operations, telemarketing efforts, continuing education registration, point of contact for activities held district-wide, lost and found, maintenance of the master calendar of events, temporary parking permits, and general public mail-outs. For more information call the Student Information Center at (956) 618-8311 or 1-800-742-STCC.

LIBRARY SERVICES

Library Services supports the College's education mission by providing access to information resources and instruction in information seeking skills to the STCC community. Library facilities are located on the Center for Advanced and Applied Technology, Downtown Center, Mid-Valley Campus, Nursing/Allied Health Center, Pecan Campus, and Starr County Campuses. The Pecan Campus library more than doubled its size, to over 30,000 square ft., with a building expansion completed in March 2000.

The Library holds over 30,000 catalogued items in its collection, including books, and video and audio recordings. The Library and the College have committed to increasing the collection to over 100,000 items by the summer of 2002. The Library catalogs its collections using SIRSI's Unicorn library automation system, which allows real-time web-based access to the on-line catalog. Library patrons on one campus can request items from another campus library to be delivered to their campus the next day.

The Library subscribes to over 300 print periodicals and over 20 web-based on-line databases. The databases index the contents of several thousand magazines, journals, newspapers, and other publications, and in most cases allows direct retrieval of the full-text of the contents. The online databases are available on any

computer on the College network, including all campus computer labs, faculty and staff computers, and distance learning students with network dial-in access.

Library Services is a member of the Hidalgo County Library System, Amigos Library Services, and TexShare. Every member of these organizations has made inter-library loan agreements to share resources with other member libraries. Thus, the STCC community has access to the collections of several hundred academic and public libraries across the Southwestern United States. STCC Library patrons can borrow materials directly from participating TexShare libraries with their current STCC ID card and a TexShare card available from the STCC library. Participating TexShare libraries in the region include; University of Texas Pan America, University of Texas at Brownsville, Texas A&M-Corpus Christi, Texas A&M-Kingsville, and University of San Antonio.

Student-access computers are available at all Library facilities. A Student I.D. is required.

STUDENT SUCCESS CENTER

In the Student Success Centers, students receive assistance in most subject areas from tutors and instructors. The purpose of the Student Success Centers is to help students to achieve academic and professional success. The Student Success Centers are at the Pecan, Starr County, and Mid-Valley Campuses and the Center for Advanced and Applied Technology and Downtown Center. The Student Success Centers also provide Plato and Peachtree Courseware, Office 2000 Software, and Internet usage. In addition, the Success Centers provide students with an ideal setting to study with their friends. All Student Success Centers are open 8 A.M. - 8 P.M., M - Th; 8 A.M. - 4 P.M., F; and 9 A.M. - 1 P.M., S.

STUDENT JUDICIAL AND VETERAN AFFAIRS

The Office of Student Judicial and Veteran Affairs is committed to supporting the mission of the Student Services and Development Division and STCC by providing quality student support services, center equity, and promoting an environment conducive to learning for all students.

The Office of Student Judicial and Veteran Affairs provides services in the following areas:

- Student Complaints/Appeals
- Student Grievances/Concerns
- International Students Admission and Advisement
- Veteran Affairs Service/Referrals
 Veteran Workstudy Program
- Scholarship Opportunities and Information
- Promotion of College Programs to Prospective Students

Students may contact this office by calling (956) 688-2180 or 1-800-742-STCC.

OMBUDSPERSON

An ombudsperson is an impartial party appointed to receive student complaints, provide general information, guidance, and assistance in problem resolution. The Ombudsperson is dedicated to assisting eligible student with concerns in any area of the college.

Some of the issues that the Ombudsperson may help with are:

1. Assistance with a problem at STCC and do not know where or how to proceed.
2. Need information about STCC policies and procedures.
3. Need someone to help resolve or mediate a dispute.
4. Feel that you have been treated unfairly.
5. Want information about grievance procedures and your rights at STCC.
6. Feel that you have been sexually harassed or discriminated against.
7. Have suggestions about how to improve the college.

For more information, contact the Office of Student Judicial and Veteran Affairs at (956) 688-2180 or the college Ombudsperson at (956) 928-3526, 1-800-742-STCC, or at TDD# 1-800-735-2988 for the hearing impaired.

HEALTH SERVICES

South Texas Community 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.

VOLUNTARY STUDENT HEALTH INSURANCE

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

Students have the following options in regard to insurance purchase:

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

For further information please contact the Cashier's Office.

CAMPUS SECURITY

Campus Security is provided at the Pecan Campus, the Mid Valley Campus, the Starr County Campus, the Downtown Center, the Center for Applied and Advanced Technology (CAAT), and the Nursing Allied Health Center. For immediate assistance, please contact the Student Information Center for assistance (Dial 0) or the Facilities Department (956) 668.6490. To report crimes or to get emergency assistance please call 911 (9-911) and follow the established Safety & Emergency Plan Procedures available at all Student Information Centers.

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis. The following are statistics concerning numbers and types of crimes committed at all STCC centers for the period from 1997 to 1999.

CRIME	1997	1998	1999
Murder	0	1	0
Sexual Offenses	0	0	0
Robbery	0	3	0
Aggravated Assault	1	4	2
Burglary	2	17	10
Motor Vehicle Theft	5	3	0
Liquor Law Violations	2	2	1
Drug Abuse Violations	1	1	0
Weapons Possession	1	2	2

To report crimes, please call 911 (9-911 from Pecan Campus line) then follow established Safety & Emergency Plan Procedures.

PARKING

Campus Security monitors traffic regulations and public safety on campus. If you plan to park a motor vehicle on campus, you must register your vehicle at registration. You will receive a copy of campus traffic regulations and a valid parking sticker, which must be properly displayed on the rear bumper of the vehicle or as, otherwise directed. If you do not have a permit, you will be given a citation. If any ticket is unpaid or an appeal has not been granted, a hold will be placed on your account, which will hold you from registering for the upcoming semester.

Parking Appeals Committee

South Texas Community College members' have teamed up to create a parking appeals committee, consisting of faculty, staff, security, and student government. This committee meets on a monthly basis to review parking appeals and make recommendations on parking needs to the Facilities Department. If a student or member of STCC receives a parking citation, a parking appeals form can be filled out and turned into the Facilities Department. The Committee will review the appeal and either approve or deny the appeal. A letter will be sent to the individual stating what the committee decided on.

EMERGENCY PROCEDURES

Non-emergencies: Call the student information center and/or facilities department. They will contact appropriate authorities and provide guidance on how to proceed. If warranted, security will respond. In any event, please complete an incident report. Incident report forms are available via the web, through the facilities department, and from any security officer. Send the completed form directly to the facilities department.

Emergencies: Call 911 (9-911 from on-campus phone).

Policies and Regulations

STUDENT LIFE MATTERS

Questions about non-academic policies, procedures, and regulations should be brought to the attention of the Vice-President of Student Services and Development or directly to the department in charge of the area. The Vice-President of Student Services and Development interprets policies and administers student rules under the Code of Student Conduct, found in its entirety in the Student Handbook as well as on the STCC web page. Students are held responsible for knowing and abiding by all rules and regulations published and/or readily available to them on the web.

Please review this section carefully!

STUDENT RIGHT, PRIVILEGES, AND EXPECTATIONS

STCC's primary function is to provide an educational environment, which will include the opportunity for academic, social, and personal growth. Enrollment in an educational institution of higher learning is not compulsory. It is optional and voluntary. The voluntary entrance of a student in such institutions is an entrance into the academic community by individual choice. With such admission, the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes, and functions.

SEXUAL HARASSMENT POLICY

Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

South Texas Community College assumes an affirmative posture to prevent and eliminate sexual harassment in any division, department, or any work unit by any employee or student. Sexual harassment of employees or students at South Texas Community College is strictly forbidden.

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

ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the College. In some cases, an instructor will have additional attendance guidelines with administrative approval which will be consistent with the fundamental policy but will fulfill individual course requirements. The policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus. The attendance policy is effective on the first official day of classes.

The South Texas Community College policy states:

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

Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility, however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within one week after the absence if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution no later than the fifteenth day of the fall or spring semester and the fifth day of the summer term. In some cases, a letter of verification of the observed holy day from the religious institution may be required. In addition, the student must adhere to the provisions of Section 51.911 of the Texas Education Code and to the institution's procedures. Forms are available in the Office of Admissions and Records.

CONFIDENTIALITY OF RECORDS

It is the policy of South Texas Community College to maintain confidentiality of its students' educational records and to be in compliance with the provisions of all federal and state laws governing the release of student educational records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act and the Texas Open Records Act are respectively a federal and state law that provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. In accordance with these laws, STCC has adopted the following policy. STCC will not permit access to or the release of personally identifiable information contained in student education records to any party without the written consent of the student except as follows:

1. To appropriate STCC officials who require access to educational records in order to perform their legitimate educational duties;
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;

4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data; and
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance

NOTICE:

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

DIRECTORY INFORMATION

At its discretion, STCC may release Directory Information which shall include:

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

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

FORMAL HEARING PROCEDURE

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

Student Code of Conduct

STCC considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of

personal discipline that are in harmony with the educational goals and purpose of the College.

STCC's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. For purposes of this policy, "campus" shall mean any and all STCC locations where courses are held or offered, whether classes are currently in session at such locations or not.

TYPES OF MISCONDUCT

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

1. Commission of any criminal offense under federal, state, or local law.
2. Failure to comply with the directive of a College official acting in the performance of his/her duties.
3. Failure to meet financial obligations to the College.
4. Misuse of fire or other safety equipment.
5. Giving false testimony or other evidence at any campus disciplinary proceeding.
6. Unauthorized use or possession of ammunition, firearms, or other weapons.
7. Conducting oneself in a manner that significantly endangers the health or safety of other persons on campus or at a duly authorized function sponsored by the College.
8. Stealing, destroying, defacing, damaging, or misusing campus property or property belonging to another.
9. Possession of, or making use of, College keys for unauthorized purposes.
10. Engaging in hazing or voluntarily submitting to hazing. (Hazing: To persecute or harass with meaningless, difficult, or humiliating tasks.)
11. Use or possession of an intoxicating beverage, or being intoxicated.
12. Illegal gambling in any form.
13. Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance or being under the influence of said drug, narcotic, or controlled substance.
14. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
15. Forgery, alteration, or misuse of College documents, forms, or records, or of College-issued identification cards.

16. An initiation by an organization, which includes any dangerous, harmful, or degrading acts. Violation of this prohibition will subject both the students involved and the organization disciplinary action.
17. Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to persons or campus.
18. Unauthorized entry into or use of the campus.
19. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
20. Failure to maintain a current official mailing address with the Office of Admissions and Records or giving a false or fictitious address to such office.
21. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by any agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
22. Harassment by any means in which an individual intentionally threatens to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.
23. Obstruction or disruption of teaching, administrative, or disciplinary procedures or other authorized activities of the College.
24. Issuance of a check without sufficient funds.
25. Scholastic dishonesty.
26. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
27. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
28. Demonstrating disrespect to an instructor.
29. Loitering in the hallways or on the campus by persons who are not currently students or by students whose presence is not connected with any purpose directly related to the mission of the College.
30. Violation of any STCC policy, specifically including, but not limited to, these policies related to the conduct of students.
 - A. Oral or written warning.
 - B. Requirement that the student complete a special project which may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a specified term.
 - C. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
 - D. Ineligibility from student or organizational office for a specific period of time.
 - E. Removal from student or organizational office for a specific period of time.
 - F. Prohibition from re-entering the College in any special honorary role.
 - G. Withholding of an official transcript, degree, or certificate of completion.
 - H. Bar against re-admission for a specific period of time.
 - I. Restitution, whether monetary or by specific duties, or reimbursement for damage to or appropriation of College, student, or employee property.
 - J. Denial or non-recognition of a degree.
 - K. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities for a specific period of time.
 - L. Withdrawing from a course with a grade of "W."
 - M. Failing or lowering a grade on a test, course, or other academic work and/or performing additional academic work not required of other students in the course.
 - N. Suspension from the College for a specified period of time. During such suspension a student shall not attend classes or participate in any College campus activities.
 - O. Loss of eligibility for a student grant or loan.
 - P. Expulsion from the College.

When a student is alleged to have violated the Code of Conduct, the Coordinator for Student Judicial and Veteran Affairs shall conduct an investigation. He or she will gather documentation, interview parties involved, consult with other students and staff as appropriate, and render a decision. The following process will be utilized:

- A. The student will be notified in writing of the charge against him/her.
- B. The student shall be afforded the opportunity to present information in support of his/her case and to admit or deny the accusation.
- C. The Coordinator for Student Judicial and Veteran Affairs may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the matter.
- D. Within a reasonable time after the allegation is made, the Coordinator for Student Judicial and Veteran Affairs shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student.

ANY ACCIDENTS, THEFTS, AND OFFENSES OCCURRING ON COLLEGE PROPERTY SHOULD BE REPORTED IMMEDIATELY TO THE STUDENT INFORMATION CENTER AND/OR THE LOCAL POLICE DEPARTMENT 9 + (911)

ADMINISTRATION OF STUDENT DISCIPLINE _____

The Coordinator for Student Judicial and Veteran Affairs shall have primary authority and responsibility for the administration of student discipline. When a student is alleged to have violated College policies which can result in disciplinary action by the College, the Student Judicial and Veteran Affairs Coordinator shall investigate the allegation. Should the investigation determine the allegation to be confirmed, one or more of the following sanction(s) may be imposed:

E. The student may appeal the decision of the Coordinator to the Vice-President of Student Services and Development. This appeal must be made in writing and received in the Vice-President's office within one week of receiving notice of the decision.

Prior to imposition of the appropriate penalty, the Coordinator of Student Judicial and Veteran Affairs shall advise the student of his or her right to appeal the decision and/or penalty before the Vice-President of Student Services and Development as appropriate.

DISCIPLINARY APPEALS PROCESS

Upon receipt of a written request to appeal, the Vice-President of Student Services and Development shall appoint a committee comprised of a student, a classified staff member, an administrator, a professional/technical staff member, and a member of faculty who will review all pertinent documentation and records concerning the matter under appeal. These materials shall form the basis for the appeal unless the committee decides to hear witnesses. After appointment the committee shall have thirty days in which to render a recommendation to the Vice-President. The decision of the Vice-President of Student Services and Development shall be final.

An Appeal to the Vice-President may result in one of the following:

- a. **Affirm the action of the Coordinator for Student Judicial and Veteran Affairs.**
- b. **Reduce, modify, or increase the penalty or other sanction imposed by the Coordinator.**
- c. **Dismiss the charges.**
- d. **Refer the case back to the Coordinator or the disciplinary appeals committee for further consideration.**

TEMPORARY DISCIPLINARY ACTIONS

When a college administrator or site coordinator receives information that a student has allegedly violated the student code of conduct, college regulation, or administrative rule he/she may impose immediate disciplinary action, including suspension, pending an investigation. That administrator or coordinator may suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of the student code of conduct or administrative rule when an emergency exists which requires immediate action to preserve safety and a conducive learning environment of the college.

Such temporary disciplinary action, including suspension, may occur when the continuing presence of the student poses danger to persons or property, or disrupts the educational process. When such action occurs, the suspending official shall, if possible, meet with the student prior to suspension to discuss reasons for the suspension and allow the student to explain reasons why he/she should not be suspended pending a formal hearing before the Coordinator of Student Judicial and Veteran Affairs.

STUDENT GRIEVANCE FOR APPEAL OF COURSE GRADES

Any student at STCC has the right to appeal academic decisions or actions which he/she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinative.

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

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

1. The student should submit to the Division Director, in writing, a request for a formal review along with a description of the concern, reasons for the review, and documents offered in evidence, and suggested remedy.
2. The Division Director, on receiving the request, should inform the instructor of the case and request a response in writing from the instructor.
3. The Division Director should then appoint a committee of three persons, consisting of one faculty member from within the division. The committee's responsibility will be:
 - a. to review the complainant's request and evidence;
 - b. to consider the instructor's response; and
 - c. to call any witnesses, if appropriate, to corroborate documentary evidence. If summoned to testify, either the complainant or the instructor, or both, may decline.
4. The Division Director should communicate, in writing, the decision of the committee to the student and the instructor within 10 working days following the review.
5. If the complainant wishes to appeal the case further, he/she is free to present a request for review to the Associate Dean of Instruction/Student Development. The Associate Dean of Instruction/Student Development will review the dossier with the Division Director and will render a decision. In unusual circumstances, if necessary or desirable, the Associate Dean may call witnesses to testify. The case will be resolved on the basis of the review documentation and not go beyond the Associate Dean level.

COMPLAINT AND GRIEVANCE

(For areas other than course grade appeals)

Any student at STCC has the right to file a complaint or grievance when they feel unjustly or improperly treated by the College, College employee(s), or other students. It is recommended that the student bring forth the complaint within 30 days from the date that the action of complaint occurred.

Informal Complaint Procedures (Ombudsperson)

A student with a complaint should first attempt to informally resolve the matter with the person(s) directly involved. The Ombudsperson may be contacted for assistance during this stage of the complaint. The Ombudsperson will attempt to resolve the matter at the lowest possible administrative level.

Formal Grievance Procedures (Coordinator for Student Judicial and Veteran Affairs)

The following procedures should be observed if the student is unable to informally resolve the complaint and wishes to file a formal grievance: The student should contact the Coordinator for Student Judicial and Veteran Affairs. A written statement or grievance form (see Attachment A) should be submitted that incorporates as much detail as possible such as dates, circumstances, and witnesses (if any) along with any relevant or supporting documentation. Including proposed remedy or action being sought. Grievance forms may be obtained at any STCC campus, Student Information Centers, or Division office.

Division Director Level (Formal Grievance Process)

If after the efforts by the Coordinator for Student Judicial and Veteran Affairs the complainant wishes further proceedings he or she should:

1. Submit an appeal to the appropriate Division Director.
2. The Division Director receiving the grievance must conduct an investigation which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance.
3. Witnesses may be called, if appropriate, to corroborate documentary evidence. If the person summoned is an employee, he/she must testify.
4. The Division Director should communicate the decision and any recommended action in writing to all individuals involved within ten working days following the review.

Student Grievance Committee (Formal Grievance Process)

If the complainant wishes to appeal the case further, the complainant is free to present a request for review to the Student Grievance Committee. The Grievance Committee shall include a representative from each of the following areas:

- Administration
- Faculty
- Professional/Technical Staff
- Classified Staff
- Student Government Representative

After receiving the case file the Grievance Committee will review all documents pertaining to the grievance. The Grievance Committee has full authority to interview witnesses and/or individuals involved in the issue. An appeal to the Grievance Committee may result in one of the following:

- a. Conclude the complaint is without merit and that no further action is warranted;
- b. Attempt to bring about a negotiated settlement;
- c. In extreme cases, recommend censure or reprimand depending on the seriousness of the matter.

Note: No student shall be subjected to any retaliation or involuntary reassignment as a result of filing a good-faith grievance for harassment or discrimination.

Final Appeal Procedure (Formal Grievance Process)

If following the review and subsequent action by the Student Grievance Committee and after all measures have run their course; the complainant is still unsatisfied he/she may be given the opportunity to ask for a final review from the Vice-President of Student Services and Development or Instruction (which ever is more appropriate). This final case appeal will be resolved based on documentation and shall not go further than the Vice-President level.

Complaint Record

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

TAPE RECORDING OF LECTURES

At times, a student may deem it necessary to tape-record a class lecture. This may only be done with the instructor's written approval.

STUDENT PUBLICATIONS

The Vice President for Student Services and Development will provide administrative oversight for all student publications and will provide facilities and equipment necessary to publish student publications. In return, the student publications must be aware that they have the responsibility to serve the college's students, and an obligation to be fair to all involved at all times. Student publication advisors and staff must realize that STCC is best served by publications that encourage respect for and understanding of the College's mission, policies and procedures.

The purpose of student publications is to provide vehicles for the dissemination of information of interest to students of STCC and to provide a learning environment for students interested in student publications. Student publications also provide an outlet for creative literary expression and a forum for the exchange of ideas.

Student publications will not exhibit favoritism to any person, division, department, office or organization. STCC may take steps to ensure that all student publications are following dictates of sound and responsible journalism and good citizenship. The college reserves the right to exercise its administrative authority to examine and reject any material deemed to be irresponsible or to be libelous, obscene, a misstatement of fact, an invasion of privacy, or a violation of federal trademark or copyright statutes.

Furthermore, any publication, electronic media, web page, or other form of distributed communication produced by students must include the following statement:

Students under the direction of advisors are responsible for producing and publishing (Insert name of publication here). Students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of South Texas Community College faculty, staff, administration or Board of Trustees.

OTHER RULES AND REGULATIONS _____

Many other rules and regulations govern student life and student actions on campus. The following is a brief listing.

For more information contact the Vice-President of Student Services and Development, Annex Bldg., Pecan Campus.

1. **Academic Progress Requirements** - Outline quantitative and qualitative progress required for students who receive financial aid.
2. **Accommodations/Auxiliary Aids for People with Disabilities** - States STCC compliance with Section 503, 504 and the Americans with Disabilities Act.
3. **AIDS Policy** - provides a fair and equitable method of responding to the occurrence of HIV/AIDS in the College community.
4. **Alcoholic Beverages Policy** - Prohibits use of alcoholic beverages on campus.
5. **Animals in Buildings or Classrooms** - Prohibits animals in classrooms and buildings except those aiding disabled persons and laboratory animals.
6. **Class Attendance** - Regular and punctual class attendance is expected, whether or not attendance is a part of the grade. See "Class Attendance"; "Authorized Absences", and "Absence for Religious Holidays" in your catalog.
7. **Confidential Records** - Details who may see student records and how access may be obtained. See catalog for details.
8. **Directory Information** - Specifies what information about a student the College may give out and how a student may request that directory information be withheld (cf. Family Educational Rights and Privacy Act).
9. **Facilities Use Policy** - Defines campus facilities, specifies necessity to schedule in advance the use of any and all College space, the space which may be scheduled, the purposes for which such space may be used, and the means by which scheduling may be accomplished.
10. **Final Examinations and Pre-final Week** - Prohibits social events during pre-finals and finals weeks; provides rules governing activities which may take place during pre-finals weeks.
11. **Firearms/Explosives on Campus** - Both are illegal, as well as being a breach of the Code of Conduct; the College is a School Safe Zone.
12. **Handicap Parking** - [cf. Vernon's Civil Statutes, 6675a-5e(1)] Outlines conditions necessary for use of spaces on campus marked "handicapped" and lists penalties for their misuse.
13. **Identification Regulations** - Delineates necessity for students to have I.D. cards, to identify themselves by its use to any STCC official upon request, and authority of the Board of Trustees to eject from campus any person who has no legitimate business on campus.
14. **Illicit Drugs and Alcohol Abuse** - (cf. P.L. 101-226)-See Code violations above.
15. **Liability** - The College does not assume any liability for loss of or damage to personal property of students or employees.
16. **Medical Withdrawal** - Specifies the conditions under which a student may be withdrawn, voluntarily or involuntarily, for medical or psychological reasons, and the terms under which such student may request re-enrollment.
17. **Motor Vehicle and Bicycle Regulations** - Given with each parking permit. Specifies locations and conditions under which students may park cars, locations for riding bicycles, and locations for securing them.
18. **Parking Violation Appeals** - Specifies the composition of the appeals board and the conditions under which a student may appeal a parking violation.
19. **Paying Bills** - STCC cannot extend credit, thus cannot accept checks on which money must be advanced and post-dated checks; failure to make timely payment of bills will result in withdrawal.
20. **Pedestrian/Driver Responsibility; Drivers Duties** - (cf. Art. IX. Sec. 76, Texas Traffic Laws) Outlines both the driver's and the pedestrian's responsibilities to exercise caution with regard to crosswalks, traffic lights, walking in roadway, requirement for solicitation permit if soliciting from roadway, etc.
21. **Refunds** - (See also STCC Tuition Chart). Delineates conditions and circumstances under which a partial refund of tuition and fees may be given.
22. **Returned Checks/Unmet Financial Obligations** - Stipulates conditions under which students will be withdrawn for failure to pay financial obligations to STCC.
23. **Sexual Harassment** - Definition of sexual harassment, what to do if you believe you have been a victim, susceptibility of offender's to prosecution under the law and to penalties under the Code of Conduct
24. **Sign Policy** - A part of the Solicitation Policy which specifies where and under what conditions signs may be posted on campus. In general, signs may not be posted without specific permission.
25. **Solicitation on Campus** - (cf. V.A.C. Art. 2919j, Section 9) Defines solicitation, which is strictly regulated on this campus; prohibits commercial solicitation and open posting of advertisement or signs; states exceptions, defines terms and conditions under which any such activity may take place with a permit.
26. **Speakers on Campus** - Covers use of campus space for speakers, necessity to reserve space for a speaker, conditions under which a speaker's appearance may be canceled and by whom, specifies use of the Free Speech area for speakers (from on or off campus) advocating specific points of view, soliciting

support, handing out leaflets, etc., and the necessity to reserve the area in advance.

27. **Student Participation in Governance** - Delineates the way in which the College includes student opinion and input into all official committees.
28. **Summons** - An official request that the student appear before a College administrator; failure to answer a summons can result in disciplinary action, including suspension.
29. **Withdrawal** - Covers the various categories of withdrawal, from voluntary withdrawal (see catalog) to administrative withdrawal.

RESOURCES

Locations and phone number of offices listed here are subject to change in conjunction with continued College growth and expansion. For an updated listing, please contact the Student Information Center at 1-800-742-7822 or 618-8311.

1. **Accident/Auto** - Contact Campus Security or the Student Information Center or 9-911.
2. **Admissions** - To add/drop a class, enrollment verification, grades, graduation, registration, transcripts, student records, withdrawal from classes, & withdrawal from College contact Office of Admissions and Records, Pecan Campus, Bldg. A, 618-8323.
3. **Advising/Academic** - Consult your department or campus/site advisor or the Advisement Center at the Pecan Campus, Bldg. A, Room 101, 618-8372.
4. **Bookstore** - Books, supplies, T-shirts, gifts and more. Location Pecan Campus at the Southeast corner next to Bldg. G, 688-2075.
5. **Business Division** - Bldg. G, Pecan Campus, 618-8352; Downtown Center, 928-4444.
6. **Career Guidance** - Bldg. H, Pecan Campus, Room 105, 618-8353.
7. **Cashier's Office** - Administrative Bldg., Pecan Campus, 928-3456.
8. **Communication, Fine Arts and Humanities Division** - Bldg. G, Room 136, Pecan Campus, 668-6412 and Downtown Campus, Room 17, 928-4449.
9. **Continuing Education** - Non-credit based coursework and training, for more information please call 928-4442.
10. **Counseling Center** - Individual and personal concerns, problems with sexual or verbal abuse, contact the site counselor or Bldg. A, Pecan Campus Room 101, 668-2131.
11. **Developmental Studies Division** - Bldg. H second floor, Pecan Campus, 668-6425.
12. **Financial Aid** - Applications; processing and awarding of federal and state financial aid- loans, grants, scholarships, work programs. Contact the Pecan Campus, Bldg. A, 688-6409; or the Financial Aid staff at each site.
13. **Harassment/Sexual** - Vice-President of Student Services and Development, Administrative Bldg., Pecan Campus, 618-8360.
14. **Hazing/Associate Dean for Student Development** - Administrative Bldg., Pecan Campus, 928-3581.
15. **Information Center** - Provide general campus information, publications, and directions at each site, Pecan 618-8311, Downtown Center 971-3734, Mid-Valley Campus 968-7822, CAAT 992-6100, Starr County Campus 488-8181, or 1-800-742-7822.
16. **Injury** - Contact Emergency Medical Services 9 + 911.
17. **Learning Resource Center (LRC)** - Library, Media Center, Word Processors, Sam and Bea Lack Alternative Learning Center, Pecan Campus, Bldg. F, 618-8330, Downtown Center 928-5071, CAAT 992-6120, and Starr County Campus, 488-5820.
18. **Math and Sciences Division** - Bldg., G, Pecan Campus, 668-6407.
19. **Nursing and Allied Health Division** - Bldg., C, Pecan Campus, 618-8341.
20. **Ombudsperson** - Impartial individual who will provide information and assist students with problems and concerns dealing with the College. Bldg. H, Room 104, Pecan Campus, 928-3526.
21. **Placement Office** - Bldg. H, Pecan Campus, Room 105, 668-6424.
22. **Police/Safety** - The Campus Security provides security to and from your vehicle, motorist assistance, property ID and information/assistance with safety concerns. To contact Campus Security please call the Student Information Center or at the Pecan Campus, Bldg., F, 631-4922.
23. **Racial/Ethnic** - Vice-President of Student Services and Development, Administrative Bldg., Pecan Campus, 618-8360.
24. **Social and Behavioral Sciences Division** - Bldg. G, Pecan Campus, 618-8393.
25. **Special Needs/Disabled Student Accommodations** - Bldg. A, Room 117, Pecan Campus, 688-2006.
26. **Student Activities** - Registers all campus clubs; disseminates information about wide range of campus activities; advises organizational associations, Pecan Campus, Bldg. H, 928-3530
27. **Student Success Center** - Tutoring and Specialized Academic Assistance for STCC students, Student Success Center's are located at the Pecan, Downtown, Mid-Valley, CAAT, and Starr Campuses, contact 1-800-742-7822 or 618-8303.
28. **TASP/PRE-TASP/ACT** - Bldg. A-131, Pecan Campus, 668-6474.
29. **Technology Division** - Located at the Center for Advanced and Applied Technology (CAAT), 3700 West Military Highway, 992-6102.
30. **Vice-President of Student Services and Development** - Provides policy interpretation, oversees student discipline, the enforcement of the student code of conduct, and student services, Administrative Bldg., Pecan Campus.

Student Handbook

Effective September 1, 2000.

NOTE: Information contained in this publication is subject to change without notice. Printing of information herein does not constitute a contract between STCC and a student or applicant for admission. Students are responsible for information published by the College in this and all other official publications. This publication does not contain a complete listing of all services and programs for students nor a complete statement of all College rules, regulations and policies. For more information, please contact the Vice-President of Student Services and Development or access student information at <http://www.stcc.cc.tx.us>

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**South Texas Community College
Student Grievance Form**

Name: _____ Social Security #: _____
Address: _____ Phone #: _____
City/Zip: _____ Cell/Work #: _____
Major: _____ Date: _____

Statement of Complaint or Grievance: (Attach any available documentation)

Explain Steps Already Taken to Solve the Complaint/Grievance:

Remedy or Action Being Requested:

Student Name: _____

Student Signature: _____



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 Community College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Rev. 7/17/00.gp

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STCC

South Texas Community College

CATALOG
ADDENDUM
2001-2002

CATALOG ADDENDUM

FOR THE STCC CATALOG 2000 - 2002

NEW INFORMATION

(Page 17 of current catalog)

REQUIREMENTS

By High School Graduation

An official high school transcript indicating passing scores on the Texas Assessment of Academic Skills (TAAS) test and the date of graduation must be submitted to the Office of Admissions and Records prior to registration. Test of English as a Foreign Language (TOEFL) maybe required of students graduating from a high school in a country where English is no the native language.

BY TRANSFER FROM ANOTHER COLLEGE

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 evaluating service. A list of such services is available at the Office of Admissions and Records. TOEFL may be required of students graduating from a college in a country where English is not the native language.

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ASSOCIATE OF APPLIED SCIENCE DEGREE

2. Complete 15 of the last 24 hours of credit at South Texas Community College, as well as at least one-half of the required specialized courses.

ASSOCIATE OF ARTS DEGREE

2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.

ASSOCIATE OF SCIENCE DEGREE

2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.

CERTIFICATE OF COMPLETION

2. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses.

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CORE CURRICULUM

Speech

ADD:
 SPCH 1315 Public Speaking
 SPCH 1318 Interpersonal Communications

Natural Sciences

ADD:
 PHYS 1411 Introduction to Astronomy I
 PHYS 1412 Introduction to Astronomy II

Humanities

ADD:
 ENGL 2341 Introduction to Literature
 (formerly ENGL 2300)

Social and Behavioral Sciences

ADD:
 SOCI 1306 Contemporary Social Problems
 SOCI 2301 Marriage and the Family
 CRJ 1307 Crime in America

Computer Science

OMIT:
 COSC 1318 Computer Science Programming I

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Humanities Elective Options

Literature*

ENGL 2341 Intro to Literature
 (formerly ENGL 2300)

Foreign Language

SPAN 2313 Beginning Spanish I for Spanish speakers
 SPAN 2315 Beginning Spanish II for Spanish speakers

INTERNATIONAL STUDENTS

The following is the minimum amount that needs to show on an International Student's financial support statement (figures based on STCC catalog and Financial Aid/Dept. of Education):
 (For a nine month period)

Tuition and fees :	\$ 2,640.00
Living expenses :	\$ 4,516.00
Other (specify):	\$ 2,000.00 books and supplies/travel
Total :	\$ 9,156.00

FEES

Fiscal Year 2000 - 2002

(Page 28 of current catalog)

Other Student Additional Fees

Continuing Education per contact hour	4.00
Drop/Add fee (1st to 12th class day) one time fee	20.00
Late Registration Fee	25.00
Student Registration Fee	65.00
Non-Course Based TASP Remediation Fee	95.00
Audit Fee	Tuition
Credit by Examination (Technical Courses only)	Tuition
Returned Check	25.00
Parking Permit Violations	
First	10.00
Second	30.00
Third	50.00
Handicap Parking Violation	100.00
Vehicle Boot Removal Fee	50.00
Moving Traffic Violations	
First	30.00
Second	40.00
Third	50.00
Lost Library Book Fee – Cost of book plus processing fee	15.00
Installment Plan Fee	25.00
Late Installment Payment Fee	25.00
Emergency Loan Processing Fee	25.00
Late Emergency Loan Payment Fee	25.00
Insurance Fee	
(obtain information from cashiers office)	
Liability Insurance Fee	
(obtain information from your program chair)	
Physical Education Special Activity Fee per Course	
(Excluding Bowling & Golf)	45.00
Physical Education (PHED Bowling) Course Fee	75.00
Physical Education (PHED Golf) Course Fee	75.00
Seminars/ Summer Camps, Workshops, and other special activities	Recovery of cost

STCC'S GRADUATION AND TRANSFER RATES

South Texas Community College had a graduation rate of 16.63 percent for the Fall 1996 cohort of first- time, full-time degree seeking students. The College transfer rate for those students was 13.54 percent. The four-year average for the graduation rate is 15.6% and the four-year average for the transfer rate is 11.65 percent. For more information, please contact the STCC Office of Institutional Research and Effectiveness at 688-2327.

OFFICE OF FINANCIAL AID

Withdrawals-Return of Title IV Aid
Addendum to Financial Aid Refund and Repayment Policy

The Higher Education Amendments of 1998 (HEA98 – Public Law 105-244, enacted October 7, 1998) represent a major shift in the Return of the Title IV Federal Financial Aid when a student withdraws from the college.

Effective October 7th, 2000, South Texas Community College will implement this policy for all students who withdraw on or after that date. The policy governs all Title IV Aid programs (Pell, FSEOG), but does not include the Federal Work-Study program.

The new law requires that, when a student withdraws during a payment period or period of enrollment, the amount of SFA Program assistance that the student has “earned” up to that point is determined by a specific formula. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the college receives on the student’s behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. The portion of the federal grants that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student competed before he/she withdrew.

Time Completed

Number of days completed
= %

Completed
Number of days in term

Title IV Aid Earned by the Student
% Of Title IV aid Earned
X Total Title IV disbursement

The new policy governs the earned and unearned portions of the student’s Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student’s charges. The college’s withdrawal policy will be used to determine the reduction, if any, in the student’s tuition and fee charges. The student is responsible for paying any outstanding charges to the college.

THE COLLEGE'S WITHDRAWAL POLICY:

When a student withdraws from the college during a semester and/or a summer session, the college will refund a portion of the Tuition and Fees charged to a student.

The refund will be returned to the student only if the student did not receive financial aid assistance from either Title IV programs or State programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs, in the following order:

- ◆ Federal Pell Grant
- ◆ Federal SEOG
- ◆ Other Title IV Assistance

The college will determine the student’s official withdrawal date as follows:

The date the student began the college’s withdrawal process or gave official notice, whichever is earlier.

The midpoint of the term if the student withdraws without notifying the institution.

The student’s last academically related activity date documented by the college.

If it is determined that the college must return back to the Title IV programs, monies in excess of any Tuition & Fees refund, the student will be responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the institution within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay to the college within 45 days, the college will notify the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements with the Department of Education, the student will lose his/her eligibility to receive future federal financial aid at any institution.

Please refer to the Tuition and Fees-Refunds section of the catalog.

CREDIT BY EXAMINATION

South Texas Community College offers college credit to qualified students by examination for the approved courses listed here. Credit will not be posted on the student's permanent record (transcript) until the student has earned a minimum of six (6) hours at South Texas Community College.

A student may receive up to fifteen hours of undergraduate credit by examination through the following programs:

- ◆ College Entrance Examination Board Advance Placement (AP) Tests
- ◆ College Level Examination Program (CLEP)

COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

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

Required scores for CEEB credit are listed below:

SUBJECT	MIN. SCORE	STCC COURSE	HRS. CREDIT
Biology	3	BIOL 1408, 1409	8
Environ. Science	3	BIOL 2306	3
Chemistry Science (A)	3	CHEM 1411,1412	8
Computer Science (A)	3	COSC 1301	3
Economics (Macro)	3	ECON 2301	3
Economics (Micro)	3	ECON 2302	3
Eng. Lang/Comp.	3	ENGL 1301, 1302	6
Eng. Lit/Comp.	3	ENGL 1301	3
Eng. Lit/Comp.	4	ENGL 1301, 2341	6
American History	3	HIST 1301, 1302	6
European History	3	HIST 2311, 2312	6
Math (AB Cal.)	3	MATH 2413	4
Math (BC Cal.)	4	MATH 2413, 2414	8
Physics (B)	3	PHYS 1401, 1402	8
Physics	3	PHYS 1401, 1402	8
Political Science	3	GOVT 2301, 2302	3
Spanish Lang/Lit	3	SPAN 2313	3
Spanish Lang/Lit	4	SPAN 2313, 1315	6

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

CLEP Subject Examinations are standardized, 90-minute, multiple-choice tests designed for credit-granting purposes in specific areas.

The exams are given by arrangement, and one or two tests can be taken in one day of testing. For a list of test dates, visit the Testing Center.

In preparing for the test, the examinee may purchase a publication titled *The Official Student Guide for the CLEP Examinations*, available in the bookstore, or order one from the College Board using the order form attached to the CLEP Registration Admission Form.

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

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

Required scores for CLEP Subject Examination credit are listed below:

SUBJECT	MIN. SCORE	STCC COURSE	HRS. CREDIT
Info. Systems & Computer Applications	52	COSC 1301	3
Accounting	45	ACCT 2401, 2402	8
Biology	46	BIOL 1408	4
Biology	46	BIOL 1408, 1409	8
Business Law	51	BUSI 2301	3
Chemistry	47	CHEM 1411, 1412	8
Economics/Micro.	41	ECON 2302	3
Economics/Macro.	44	ECON 2301	3
Composition	44	ENGL 1301	3
Composition	44	ENGL 1302	3
French Language	42/45	FREN 1311,1312	6
Spanish Language	45/50	SPAN 2313, 2315	6
Analy. & Interp. of Literature	47	ENGL 2341	3
American Lit.	46	ENGL 2326	3
English Lit.	46	ENGL 2321	3
American History	46/47	HIST 1301, 1302	6
Western Civ.	46	HIST 2311	3
Western Civ.	47	HIST 2311, 2312	6
College Algebra	46	MATH 1414	4
Trigonometry	50	MATH 1316	4
Calculus	41	MATH 2413, 2414	8
Political Science	47	GOVT 2301	3
Psychology	47	PSYC 2301	3
Sociology	47	SOCI 1301	3

COURSES

BIOLOGY ASSOCIATE OF SCIENCE

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

TASP ELIGIBLE

FIELD OF STUDY

18 Credits minimum

The student is required to take a minimum of 18 hours from the following list of courses:

- *BIOL 1408 General Biology I
- *BIOL 1409 General Biology II
- *BIOL 1411 General Botany
- *BIOL 1413 General Zoology
- *BIOL 2306 Environmental Biology
- *BIOL 2389 Academic Cooperative in the Biological Life Sciences
- *BIOL 2401 Anatomy & Physiology I
- *BIOL 2402 Anatomy & Physiology II
- *BIOL 2416 Genetics
- *BIOL 2421 Microbiology
- *BIOL 2428 Comparative Vertebrate Anatomy

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. Biology majors must take CHEM 1411 (General Chemistry I) and CHEM 1412 (General Chemistry II) in order to satisfy the Natural Sciences requirements of the core curriculum.

FIELD OF STUDY: 18 minimum
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 63 minimum

**BIOLOGY
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR - FALL SEMESTER			Credit Hours
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 2413	4
BIOL	1408	General Biology I	4
CHEM	1411	General Chemistry I	4

FIRST YEAR – SPRING SEMESTER			
ENGL	1302	Rhetoric	3
COSC	1301	Microcomputer Applications	3
BIOL	1409	General Biology II	4
CHEM	1412	General Chemistry II	4
SPCH	1311	Intro. to Speech Communication or SPCH 1321	3

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

SECOND YEAR – SPRING SEMESTER			
HIST	1302	United States History II	3
GOVT	2302	American Government II	3
		Humanities Elective – Core Curriculum	3
		*Biology Elective – Field of Study	3 or 4
		*Biology Elective – Field of Study	3 or 4

*Course to be chosen from Field of Study

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: ACCOUNTING**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
ENGL	1301 <u>Composition</u>	3
SPCH	1321 Business & Professional Speaking	3
ACNT	1303 Introduction to Accounting I	3
ITSC	1309 Integrated Software Applications I	3
BMGT	1301 Supervision	3
PBAD	2335 Ethics in the Workplace	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
BNKG	1301 Money and Banking	3
THIRD SEMESTER		
	<u>Humanities Elective</u>	3
BUSI	1301 Introduction to Business	3
	<u>Mathematics / Natural Sciences Elective</u>	4
ACCT	2402 Principles of Managerial Accounting	4
BUSI	2301 Business Law	3
FOURTH SEMESTER		
ACNT	2309 Cost Accounting	3
	###Accounting Elective	3
ITSW	1304 Introduction to Spreadsheets	3
	<u>Social / Behavioral Sciences Elective</u>	3
ECON	2301 <u>Principles of Economics I-Macro</u>	3
BMGT	2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 67

###ACCOUNTING ELECTIVES

ACNT	1331 Federal Income Tax: Individual	3
ACNT	2371 Fund Accounting	3
ACNT	2331 Internal Control and Auditing	3

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: BANKING**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
ITSC 1309	Integrated Software Applications I	3
BMGT 1301	Supervision	3
PBAD 2335	Ethics in the Workplace	3
BNKG 1301	Money & Banking	3
 SECOND SEMESTER		
SPCH 1321	Business & Professional Speaking	3
ACNT 1303	Introduction to Accounting I	3
BUSI 1301	Introduction to Business	3
BMGT 1305	Communications in Management	3
BNKG 1303	Principles of Bank Operation	3
BNKG 1347	Bank Marketing	3
 THIRD SEMESTER		
	<u>Social / Behavioral Sciences Elective</u>	3
ITSW 1304	Introduction to Spreadsheets	3
	<u>Mathematics / Natural Sciences Elective</u>	4
BNKG 1345	Consumer Lending	3
BNKG 1343	Law & Banking	3
 FOURTH SEMESTER		
	<u>Humanities Elective</u>	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
BNKG 1349	Commercial Lending	3
BNKG 1351	Selling Bank Products and Services	3
BNKG 1356	Analyzing Financial Statements	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: E-COMMERCE**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u>	<u>1301</u> <u>Composition</u>	3
ITSC	1309 Integrated Software Applications I	3
BUSI	1301 Introduction to Business	3
BMGT	1301 Supervision	3
BUSG	1371 Introduction to E-Commerce	3
PBAD	2335 Ethics in the Work Place	3
 SECOND SEMESTER		
ITSW	1304 Introduction to Spreadsheets	3
BNKG	1301 Money and Banking	3
BMGT	1305 Communications in Management	3
ACCT	2401 Principles Financial Accounting	4
BUSG	1372 Scripting for E-Commerce	3
 THIRD SEMESTER		
SPCH	1321 Business & Professional Speaking	3
	<u>Social / Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3
ACCT	2402 Principles Managerial Accounting	4
BUSG	2371 Electronic Traffic Analysis	3
<u>ECON</u>	<u>2301 Principles of Economics I-Macro</u>	3
 FOURTH SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
BUSG	2372 Advanced Scripting for E-Commerce	3
BUSG	2373 Database Integration	3
BUSG	### E-Commerce Elective	3
BMGT	2168 CAPSTONE: Business Administration Practicum	1
Total Credit Hours: 67		
 ###E-COMMERCE ELECTIVES		
BUSG	2374 E-Customer Care	3
BUSG	1375 E-Marketing	3

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: IMPORT/EXPORT**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u>	1301 <u>Composition</u>	3
ITSC	1309 Integrated Software Applications I	3
IBUS	1301 Principles of Imports – Exports I	3
IBUS	1305 Introduction to International Business/Trade	3
PBAD	2335 Ethics in the Workplace	3
BMGT	1301 Supervision	3
SECOND SEMESTER		
SPCH	1321 Business & Professional Speaking	3
ACNT	1303 Introduction to Accounting I	3
ITSW	1304 Introduction to Spreadsheets	3
BMGT	1305 Communications in Management	3
IBUS	1341 International Purchasing	3
BNKG	1301 Money and Banking	3
THIRD SEMESTER		
ACNT	2309 Cost Accounting	3
BUSI	1301 Introduction to Business	3
	<u>Mathematics / Natural Sciences Elective</u>	4
IBUS	2345 Import Customs Regulations I	3
IBUS	1354 International Marketing Management	3
FOURTH SEMESTER		
	<u>Social / Behavioral Sciences Elective</u>	3
	<u>Humanities Elective</u>	3
BUSI	2301 Business Law	3
<u>ECON</u>	<u>2301 Principles of Economics I-Macro</u>	3
IBUS	2371 Import Customs Regulations II	3
BMGT	2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 68

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: LOGISTICS MANAGEMENT**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
ITSC 1309	Integrated Software Applications I	3
BMGT 1301	Supervision	3
PBAD 2335	Ethics in the Workplace	3
LMGT 1319	Introduction to Business Logistics	3
 SECOND SEMESTER		
BUSI 1301	Introduction to Business	3
ACNT 1303	Introduction to Accounting I	3
BMGT 1305	Communications in Management	3
BNKG 1301	Money and Banking	3
LMGT 1321	Principles of Material Management	3
HRPO 1301	Customer Service	3
 THIRD SEMESTER		
SPCH 1321	Business and Professional Speaking	3
	<u>Humanities Elective</u>	3
	<u>Math / Natural Sciences Elective</u>	4
LMGT 1345	Economics of Transportation & Distribution	3
LMGT 1325	Warehouse and Distribution Center Management	3
 FOURTH SEMESTER		
LMGT 2334	Principles of Traffic Management	3
BUSI 2301	Business Law	3
	<u>Social / Behavioral Sciences Elective</u>	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 62

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: MANAGEMENT**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
ITSC 1309	Integrated Software Applications I	3
BUSI 1301	Introduction to Business	3
BMGT 1301	Supervision	3
PBAD 2335	Ethics in the Workplace	3
 SECOND SEMESTER		
SPCH 1321	Business & Professional Speaking	3
ITSW 1301	Introduction to Word Processing	3
ACNT 1303	Introduction to Accounting I	3
BMGT 1305	Communications in Management	3
HRPO 2301	Human Resources Management	3
BNKG 1301	Money and Banking	3
 THIRD SEMESTER		
ITSW 1304	Introduction to Spreadsheets	3
	<u>Math / Natural Sciences Elective</u>	4
BUSI 2301	Business Law	3
ACNT 1329	Payroll & Business Tax Accounting	3
BUSG 2309	Small Business Management	3
 FOURTH SEMESTER		
	<u>Humanities Elective</u>	3
	<u>Social / Behavioral Sciences Elective</u>	3
BMGT 2303	Problem Solving & Decision Making	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
MRKG 1311	Principles of Marketing	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1
 Total Credit Hours: 65		

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: MARKETING**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
ITSC 1309	Integrated Software Applications I	3
BMGT 1301	Supervision	3
PBAD 2335	Ethics in the Workplace	3
MRKG 1311	Principles of Marketing	3
 SECOND SEMESTER		
ACNT 1303	Introduction to Accounting I	3
SPCH 1321	Business and Professional Speaking	3
BMGT 1305	Communications in Management	3
BNKG 1301	Money and Banking	3
HRPO 1301	Customer Service	3
BMGT 1333	Principles of Selling	3
 THIRD SEMESTER		
BUSI 1301	Introduction to Business	3
	<u>Math / Natural Sciences Elective</u>	4
BMGT 1304	Visual Merchandising	3
BMGT 1349	Advertising and Sales Promotion	3
BMGT 1348	Marketing Research and Strategies	3
 FOURTH SEMESTER		
TRVM 1327	Hospitality and Special Events	3
	<u>Humanities Elective</u>	3
	<u>Social / Behavioral Sciences Elective</u>	3
BMGT 2303	Problem Solving & Decision Making	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 65

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**BUSINESS ADMINISTRATION
CERTIFICATE
MARKETING**

TASP WAIVED

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1309	Integrated Software Applications I	3
BMGT 1301	Supervision	3
PBAD 2335	Ethics in the Workplace	3
MRKG 1311	Principles of Marketing	3
 SECOND SEMESTER		
BUSI 1301	Introduction to Business	3
BMGT 1305	Communications in Management	3
HRPO 1301	Customer Service	3
BMGT 1333	Principles of Selling	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1
Total Credit Hours:		28

**BUSINESS ADMINISTRATION
CERTIFICATE
ACCOUNTING CLERK**

TASP WAIVED

FIRST SEMESTER

	Credit Hours
ACNT 1303 Introduction to Accounting I	3
ITSC 1309 Integrated Software Applications I	3
BUSI 1301 Introduction to Business	3
ENGL 1312 Business Writing	3
BNKG 1301 Money and Banking	3

SECOND SEMESTER

ACNT 1304 Introduction to Accounting II	3
ACNT 1311 Introduction to Computerized Accounting	3
ACNT 1329 Payroll & Business Tax Accounting	3
ITSW 1304 Introduction to Spreadsheets	3
HRPO 1311 Human Relations	3

THIRD SEMESTER

BMGT 2168 CAPSTONE: Business Administration Practicum	1
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Total Credit Hours: 31

**BUSINESS ADMINISTRATION
CERTIFICATE
BANKING**

TASP WAIVED

FIRST SEMESTER		Credit Hours
ACNT 1303	Introduction to Accounting I	3
ITSC 1309	Integrated Software Applications I	3
BUSI 1301	Intro to Business	3
BNKG 1301	Money and Banking	3
BNKG 1303	Principles of Bank Operation	3
 SECOND SEMESTER		
PBAD 2335	Ethics in the Workplace	3
BMGT 1305	Communication in Management	3
BNKG 1343	Law and Banking	3
BNKG 1347	Bank Marketing	3
BMGT 2168	CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

**BUSINESS ADMINISTRATION
CERTIFICATE
IMPORT/EXPORT**

TASP WAIVED

FIRST SEMESTER		Credit Hours
ACNT	1303 Introduction to Accounting I	3
ITSC	1309 Integrated Software Applications I	3
IBUS	1301 Principles of Imports - Exports I	3
IBUS	1305 Intro. To International Business/Trade	3
SECOND SEMESTER		
BMGT	1305 Communication in Management	3
BNKG	1301 Money and Banking	3
IBUS	2345 Import Custom Regulations I	3
BUSI	2301 Business Law	3
THIRD SEMESTER		
IBUS	2371 Import Customs Regulations II	3
BMGT	2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

**BUSINESS ADMINISTRATION
CERTIFICATE
LOGISTICS**

TASP WAIVED

FIRST SEMESTER

	Credit Hours
ACNT 1303 Introduction to Accounting I	3
ITSC 1309 Integrated Software Applications I	3
BMGT 1301 Supervision	3
PBAD 2335 Ethics in the Workplace	3
LMGT 1319 Introduction to Business Logistics	3

SECOND SEMESTER

BUSI 1301 Introduction to Business	3
BMGT 1305 Communications in Management	3
LMGT 1321 Principles of Material Management	3
LMGT 1325 Warehouse and Distribution Center Management	3
BMGT 2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 28

**BUSINESS ADMINISTRATION
CERTIFICATE
MANAGEMENT**

TASP WAIVED

FIRST SEMESTER

	Credit Hours
ACNT 1303 Introduction to Accounting I	3
ITSC 1309 Integrated Software Applications I	3
BUSI 1301 Introduction to Business	3
BMGT 1301 Supervision	3
PBAD 2335 Ethics in the Workplace	3

SECOND SEMESTER

ITSW 1301 Introduction to Word Processing	3
BMGT 1305 Communications in Management	3
BMGT 2303 Problem Solving & Decision Making	3
HRPO 2301 Human Resources Management	3
MRKG 1311 Principles of Marketing	3
BMGT 2168 CAPSTONE: Business Administration Practicum	1

Total Credit Hours: 31

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: COMPUTER SPECIALIST**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
COSC	1301 <u>Microcomputer Applications</u>	3
ENGL	1301 <u>Composition</u>	3
ITSC	1305 Introduction to PC Operating Systems	3
ITNW	1325 Fundamentals of Networking	3
ITSC	1301 Introduction to Computers	3
 SECOND SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309 Integrated Software Applications I	3
ITNW	2321 Networking with TCP/IP	3
ITSC	1325 Personal Computer Hardware	3
ITNW	2301 Administering Microsoft Windows NT	3
 SUMMER SESSION		
	<u>Social / Behavioral Sciences Elective</u>	3
	#Computer Specialist Elective	3
 THIRD SEMESTER		
ACNT	1303 Introduction to Accounting I	3
SPCH	1311 Introduction to Speech Communication	3
ITSW	1310 Presentation Media Software	3
ITSE	1331 Introduction to Visual Basic Programming	3
ITNW	2335 Network Troubleshooting and Support	3
 FOURTH SEMESTER		
	<u>Humanities Elective</u>	3
ITSW	2334 Advanced Spreadsheets	3
ITSE	2309 Introduction to Database Programming	3
ITSC	2339 Personal Computer Help Desk	3
ITSC	2165 CAPSTONE: Systems Administration Practicum	1

Total Credit Hrs: 65

**IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION
REQUIREMENTS, MIN. 15 CR. HRS.**

Credit Hours**#Electives for Computer Specialist**

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

Social/Behavioral Sciences Electives

CSOCI	1301	<u>Intro to Sociology</u>	3
CSOCI	1306	<u>Contemporary Social Problems</u>	3
PSYC	2301	<u>General Psychology</u>	3

Humanities Electives**Literature**

ENGL	2341	<u>Introduction to Literature</u>	3
ENGL	2321	<u>English Literature</u>	3
ENGL	2326	<u>American Literature</u>	3
ENGL	2331	<u>World Literature</u>	3
ENGL	2399	<u>Special Topics in Literature</u>	3

Drama

DRAM	1310	<u>Theater Appreciation</u>	3
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Art

ARTS	1301	<u>Art Appreciation</u>	3
ARTS	1303	<u>Art History I</u>	3
ARTS	1304	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: MINICOMPUTER SPECIALIST**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>COSC</u>	<u>1301 Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301 Composition</u>	3
ITSC	1305 Introduction to PC Operating Systems	3
ITNW	1325 Fundamentals of Networking	3
ITSC	1311 AS/400 Operating Systems I	3
 SECOND SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309 Integrated Software Applications I	3
ITNW	2321 Networking with TCP/IP	3
ITSE	1314 Introduction to RPG Programming	3
ITNW	2301 Administering Microsoft Windows NT	3
 SUMMER SESSION		
	<u>Social / Behavioral Sciences Elective</u>	3
SPCH	1311 Introduction to Speech Communication	3
 THIRD SEMESTER		
ACNT	1303 Introduction to Accounting I	3
ITSE	1318 Introduction to COBOL Programming	3
ITSW	1310 Presentation Media Software	3
ITSE	1331 Introduction to Visual Basic Programming	3
ITNW	2335 Network Troubleshooting and Support	3
 FOURTH SEMESTER		
	<u>#Minicomputer Elective</u>	3
	<u>Humanities Elective</u>	3
ITSW	2337 Advanced Database	3
ITSC	1302 Computer Control Language	3
ITSC	2345 Computer Center Management	3
ITSC	2164 CAPSTONE: Minicomputer Practicum	1

Total Credit Hrs: 68

IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION
REQUIREMENTS, MIN. 15 CR. HRS.

			Credit Hours
#Electives for Minicomputer Specialist			
ITNW	2305	Network Administration for Novell Netware	3
ITSC	1327	Multiuser Operating Systems (AS/400 Navigator)	3
ITSE	2317	Java Programming	3
 Social/Behavioral Sciences Electives			
<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
 Humanities Electives			
<i>Literature</i>			
<u>ENGL</u>	<u>2341</u>	<u>Introduction to Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>English Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3
<u>ENGL</u>	<u>2399</u>	<u>Special Topics in Literature</u>	3
 <i>Drama</i>			
<u>DRAM</u>	<u>1310</u>	<u>Theater Appreciation</u>	3
 <i>Art</i>			
<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: NETWORKING SPECIALIST**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
SPCH	1311 Introduction to Speech Communication	3
<u>COSC</u>	<u>1301 Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301 Composition</u>	3
ITSC	1305 Introduction to PC Operating Systems	3
ITNW	1325 Fundamentals of Networking	3
 SECOND SEMESTER		
	<u>Mathematics / Natural Sciences Elective</u>	4
ITSC	1309 Integrated Software Applications I	3
ITNW	2321 Networking with TCP/IP	3
ITNW	2305 Network Administration for Novell Netware	3
ITNW	2301 Administering Microsoft Windows NT	3
 SUMMER SESSION		
	<u>Social / Behavioral Sciences Elective</u>	3
	#Networking Specialist Elective	3
 THIRD SEMESTER		
ACNT	1303 Introduction to Accounting I	3
ITSC	1313 Internet/Web Page Development	3
ITSW	1310 Presentation Media Software	3
ITNW	2335 Network Troubleshooting and Support	3
ITNW	2317 Network Security	3
 FOURTH SEMESTER		
	<u>Humanities Elective</u>	3
ITSE	2309 Introduction to Database Programming	3
ITNW	2343 Advanced Network for Novell Intra-Netware	3
ITSC	2345 Computer Center Management	3
ITNW	2164 CAPSTONE: Network Practicum	1

Total Credit Hrs: 65

**IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION
REQUIREMENTS, MIN. 15 CR. HRS.**

	Credit Hours
#Electives for Networking Specialist	
ITSW 2334 <u>Advanced Spreadsheets</u>	3
ITNW 2354 <u>Internet/Intranet Server</u>	3
Social/Behavioral Sciences Electives	
<u>SOCI 1301 Intro to Sociology</u>	3
<u>SOCI 1306 Contemporary Social Problems</u>	3
<u>PSYC 2301 General Psychology</u>	3
Humanities Electives	
<i>Literature</i>	
<u>ENGL 2341 Introduction to Literature</u>	3
<u>ENGL 2321 English Literature</u>	3
<u>ENGL 2326 American Literature</u>	3
<u>ENGL 2331 World Literature</u>	3
<u>ENGL 2399 Special Topics in Literature</u>	3
<i>Drama</i>	
<u>DRAM 1310 Theater Appreciation</u>	3
<i>Art</i>	
<u>ARTS 1301 Art Appreciation</u>	3
<u>ARTS 1303 Art History I</u>	3
<u>ARTS 1304 Art History II</u>	3

**BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: WEBMASTER SPECIALIST**

TASP ELIGIBLE

<u>FIRST SEMESTER</u>		Credit Hours
SPCH	1311 Introduction to Speech Communication	3
<u>COSC</u>	<u>1301 Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301 Composition</u>	3
ITNW	1325 Fundamentals of Networking	3
ITSC	1305 Introduction to PC Operating Systems	3
 <u>SECOND SEMESTER</u>		
<u>MATH</u>	<u>1414 College Algebra</u>	4
ITNW	2321 Networking with TCP/IP	3
ITMC	1301 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	3
ITSC	1313 Internet/Web Page Development	3
ITSE	1302 Introduction to Computer Programming	3
 <u>SUMMER SESSION I</u>		
	<u>Social / Behavioral Sciences Elective</u>	3
ITSE	2309 Introduction to Database Programming	3
 <u>THIRD SEMESTER</u>		
MRKG	1311 Principles of Marketing	3
ITNW	2317 Network Security	3
ITMC	1341 Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	3
IMED	2315 Web Page Design II	3
ITSE	1331 Introduction to Visual BASIC Programming	3
 <u>FOURTH SEMESTER</u>		
	<u>Humanities Elective</u>	3
ITNW	2359 Creating and Managing a Web Server Using Microsoft Internet Information Server	3
ITSE	2317 JAVA Programming	3
ITSE	2347 Advanced Database Programming	3
ITSE	2353 Advanced Web Authoring for NetWare 5	3
ITSE	2286 Internship - Computer Programming	2

Total Credit Hours: 69

**IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION
REQUIREMENTS, MIN. 15 CR. HRS.**

Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

Humanities Elective

Literature

<u>ENGL</u>	<u>2341</u>	<u>Introduction to Literature</u>	3
<u>ENGL</u>	<u>2321</u>	<u>English Literature</u>	3
<u>ENGL</u>	<u>2326</u>	<u>American Literature</u>	3
<u>ENGL</u>	<u>2331</u>	<u>World Literature</u>	3
<u>ENGL</u>	<u>2399</u>	<u>Special Topics in Literature</u>	3

Drama

<u>DRAM</u>	<u>1310</u>	<u>Theater Appreciation</u>	3
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Art

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

**CHEMISTRY
ASSOCIATE OF SCIENCE**

The Associate of Science degree 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:

Plastics manufacturing	Chemical Engineering
Medical Technology	Pharmacy
Biochemistry	Molecular Biology
Oil Refining	Education, secondary and post-secondary
Forensic Science	Water Treatment
Mineral Processing	Environmental Science
Civil Engineering	Petroleum Engineering

TASP ELIGIBLE

FIELD OF STUDY

19 Credits

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
MATH 1342 Statistics

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. Chemistry majors must take PHYS 1401 (College Physics I) and PHYS 1402 (College Physics II) in order to satisfy the natural sciences requirement of the core curriculum.

FIELD OF STUDY: 19

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 64

RECOMMENDED COURSE SEQUENCE

FIRST YEAR – FALL SEMESTER		Credit Hours
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 1414	College Algebra or MATH 2413	4
CHEM 1411	General Chemistry I	4
FIRST YEAR - SPRING SEMESTER		
HIST 1301	United States History I	3
ENGL 1302	Rhetoric	3
	Social & Behavioral Science Elective - Core Curriculum	3
MATH 1342	Statistics	3
CHEM 1412	General Chemistry II	4
FIRST YEAR - SUMMER SESSION		
SPCH 1311	Intro. to Speech Communication or SPCH 1321	3
	Visual & Performing Arts Elective - Core Curriculum	3
SECOND YEAR – FALL SEMESTER		
HIST 1302	United States History II	3
GOVT 2301	American Government I	3
PHYS 1401	College Physics I	4
CHEM 2423	Organic Chemistry I	4
SECOND YEAR – SPRING SEMESTER		
GOVT 2302	American Government II	3
PHYS 1402	College Physics II	4
	Humanities Elective – Core Curriculum	3
CHEM 2425	Organic Chemistry II	4

**CHILD CARE AND DEVELOPMENT
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST SEMESTER			Credit Hours
TECA	1354	Child Growth and Development	3
TECA	1311	Introduction to Early Childhood	3
CDEC	1319	Child Guidance	3
CDEC	1166	Field Study I*	1
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
 SECOND SEMESTER			
CDEC	1421	The Infant and Toddler	4
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1167	Field Study II*	1
		<u>Humanities Elective</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
SPCH	1311	Introduction to Speech Communication	3
 THIRD SEMESTER			
CDEC	1456	Emergent Literacy for Early Childhood	4
CDEC	2341	The School Age Child	3
TECA	1318	Nutrition, Health, and Safety	3
CDEC	1359	Children with Special Needs or CDEC 1340	3
CDEC	2166	Field Study III*	1
		<u>Math / Natural Science Elective</u>	3
 FOURTH SEMESTER			
TECA	1303	The Family and the Community	3
CDEC	1494	Influences of Culture and Environments	4
CDEC	1313	Cur. Resources for Early Childhood Programs	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	2167	CAPSTONE: Field Study IV*	1

Total Credit Hours: 64

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT

* By arrangement, all Field Study will be conducted at a pre-approved site.

** Proof of negative TB test required.

**CHILD CARE AND DEVELOPMENT
CERTIFICATE
SPECIALIZATION: INFANT AND TODDLER**

TASP WAIVED

FIRST SEMESTER	Credit Hours
CDEC 1319 Child Guidance	3
CDEC 1166 Field Study I*	1
TECA 1311 Introduction to Early Childhood	3
TECA 1318 Nutrition, Health, & Safety	3
SECOND SEMESTER	
CDEC 1167 Field Study II*	1
CDEC 1358 Creative Arts for Early Childhood	3
CDEC 1421 The Infant & Toddler	4
CDEC 2326 Administration of Programs for Children I	3

Total Credit Hours: 21

* By arrangement, all Field study courses will be conducted at a pre-approved site.

** Proof of negative TB test required.

**CHILD CARE AND DEVELOPMENT
CERTIFICATE
SPECIALIZATION: PRESCHOOL**

TASP WAIVED

FIRST SEMESTER		Credit Hours
CDEC 1319	Child Guidance	3
CDEC 1166	Field Study I*	1
TECA 1311	Introduction to Early Childhood	3
TECA 1318	Nutrition, Health, & Safety	3
CDEC 2341	The School-Age Child	3
 SECOND SEMESTER		
CDEC 2166	Field Study III*	1
CDEC 1359	Children with Special Needs or CDEC 1340	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3

Total Credit Hours: 23

* By arrangement, all Field study courses will be conducted at a pre-approved site.

** Proof of negative TB test required.

**COMPUTER SCIENCE
ASSOCIATE OF SCIENCE**

TASP ELIGIBLE

FIELD OF STUDY

20 Credits

COSC 1309 Logic Design
COSC 1430 Variable Topic Programming Language
COSC 1420 C Programming
COSC 2315 Data Structures
COSC 2330 Advanced Computer Science Programming
COSC 2325 Computer Organization & Machine Language

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum.

FIELD OF STUDY: 20

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 65

**COMPUTER SCIENCE
RECOMMEND COURSE SEQUENCE**

			Credit Hours
FIRST YEAR – FALL SEMESTER			
HIST	1301	United States History I	3
ENGL	1301	Composition	3
MATH	1414	College Algebra or MATH 2413	4
COSC	1301	Microcomputer Applications	3
FIRST YEAR – SPRING SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Rhetoric	3
		Natural Sciences Elective – Core Curriculum	4
COSC	1420	C Programming	4
FIRST YEAR - SUMMER SEMESTER			
COSC	1309	Logic Design	3
SECOND YEAR – FALL SEMESTER			
SPCH	1311	Intro.to Speech Communication or SPCH 1321	3
GOVT	2301	American Government I	3
		Social & Behavioral Science Elective - Core Curriculum	3
		Natural Sciences Elective - Core Curriculum	4
COSC	2315	Data Structures	3
SECOND YEAR – SPRING SEMESTER			
GOVT	2302	American Government II	3
COSC	1430	Variable Topic Programming Language	4
		Visual & Performing Arts Elective - Core Curriculum	3
		Humanities Elective – Core Curriculum	3
COSC	2330	Advanced Computer Science Programming	3
SECOND YEAR - SUMMER SEMESTER			
COSC	2325	Computer Organization & Machine Language	3

**CRIMINAL JUSTICE
ASSOCIATE OF SCIENCE**

The need for college-level training in the field of law enforcement has grown dramatically. Agencies in law enforcement, the judicial process, corrections, probation and parole programs have recognized the value of college training for their employees. Individuals completing these programs are prepared to enter any public safety agency at the federal, state, and local levels, as well as the private sectors of insurance and security technology. In addition to the area of specialization, the degree plan includes general academic coursework that is completely transferable to a four year baccalaureate degree program. In other words, the entire degree coursework is fully transferable to most four year institutions.

TASP ELIGIBLE

<u>FIELD OF STUDY</u>	<u>21 Credits</u>
*CRIJ 1301	Intro. to Criminal Justice
*CRIJ 1306	Court Systems and Practices
*CRIJ 1307	Crime in America
*CRIJ 1310	Fundamentals of Criminal Law
*CRIJ 2313	Correctional Systems and Practices
*CRIJ 2328	Police Systems and Practices
*SOCI 2339	Criminology – Juvenile Delinquency
*PSYC 2317	Statistical Methods in Psychology
*SOCI 2301	Marriage & the Family

STCC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum.

FIELD OF STUDY: 21
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 66

**CRIMINAL JUSTICE
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
COSC 1301	Microcomputer Applications	3
SPCH 1311	Introduction to Speech Communication or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
	*Criminal Justice Elective - Field of Study	3
 FIRST YEAR - SPRING SEMESTER		
HIST 1302	United States History II	3
ENGL 1302	Rhetoric	3
GOVT 2301	American Government I	3
	*Criminal Justice Elective - Field of Study	3
	*Criminal Justice Elective - Field of Study	3
 FIRST YEAR - SUMMER		
	Visual & Performing Arts Elective - Core Curriculum	3
	Social & Behavioral Science Elective - Core Curriculum	3
 SECOND YEAR – FALL SEMESTER		
MATH 1414	College Algebra or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
	*Criminal Justice Elective - Field of Study	3
	*Criminal Justice Elective - Field of Study	3
 SECOND YEAR – SPRING SEMESTER		
GOVT 2302	American Government II	3
	Natural Sciences Elective– Core Curriculum	4
	Humanities Elective – Core Curriculum	3
	*Criminal Justice Elective - Field of Study	3
	*Criminal Justice Elective - Field of Study	3

*Courses to be chosen for Field of Study

**CULINARY ARTS
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST SEMESTER	Credit Hours
CULA 1305 Safety and Sanitation	3
CULA 1301 Basic Food Preparation	3
PSTR 1301 Fundamentals of Baking	3
<u>ENGL 1301 Composition</u>	3
<u>SOCI 1301 Introduction to Sociology</u>	3
SECOND SEMESTER	
CULA 2301 Intermediate Food Preparation	3
RSTO 2307 Catering	3
RSTO 2301 Principles of Food & Beverage Controls	3
HAMG 1324 Hospitality Human Resources Management	3
TECM 1303 Technical Mathematics	3
<u>Humanities Elective</u>	3
THIRD SEMESTER	
CULA 1345 International Cuisine	3
<u>BIOL 2320 Microbiology for Food Service</u>	3
<u>BIOL 1322 Nutrition and Diet Therapy</u>	3
<u>COSC 1301 Microcomputer Applications</u>	3
ACNT 1303 Introduction to Accounting I Or MRKG 1311	3
FOURTH SEMESTER	
PSTR 2331 Advanced Pastry Shop	3
CULA 2331 Advanced Food Preparation I	3
RSTO 1301 Beverage Management	3
BUSG 2309 Small Business Management	3
SPCH 1311 Intro. to Speech Comm. or SPCH 1321	3
CULA 2264 CAPSTONE: Practicum II	2

Total Credit Hours: 65

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
CPMT	1407 Electronic and Computer Skills	4
CETT	1449 Digital Systems	4
CETT	1403 DC Circuits	4
<u>MATH</u>	<u>1414 College Algebra</u>	4
SECOND SEMESTER		
CPMT	1303 Introduction to Computer Technology	3
CETT	1341 Solid State Circuits	3
LOTT	1301 Introduction to Fiber Optics	3
CETT	1405 AC Circuits	4
<u>ENGL</u>	<u>1301 Composition</u>	3
THIRD SEMESTER		
CETT	1353 Basic TV/CRT Systems	3
CPMT	1445 Computer Systems Maintenance	4
ELMT	2335 Certified Electronics Technician Training	3
CETT	2439 Amplifier Analysis	4
	<u>Social/Behavioral Sciences Elective</u>	3
FOURTH SEMESTER		
	<u>Humanities Elective</u>	3
EECT	2439 Communications Circuits	4
ELMT	2337 Electronic Troubleshooting, Service & Repair	3
CPMT	2433 Computer Integration	4
<u>SPCH</u>	<u>1311 Introduction to Speech Communication</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 66

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT.

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
CERTIFICATE**

TASP WAIVED

FIRST SEMESTER		Credit Hours
CPMT 1407	Electronic and Computer Skills	4
CETT 1449	Digital Systems	4
CETT 1403	DC Circuits	4
TECM 1303	Technical Mathematics	3
SECOND SEMESTER		
CPMT 1303	Introduction to Computer Technology	3
CETT 1341	Solid State Circuits	3
LOTT 1301	Introduction to Fiber Optics	3
CETT 1405	AC Circuits	4
THIRD SEMESTER		
CETT 1353	Basic TV/CRT Systems	3
CPMT 1445	Computer Systems Maintenance	4
ELMT 2335	Certified Electronics Technician Training	3
CETT 2439	Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 42

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: BIOMEDICAL EQUIPMENT TECHNOLOGY**

TASP ELIGIBLE

FIRST SEMESTER	Credit Hours
CPMT 1407 Electronic and Computer Skills	4
CETT 1449 Digital Systems	4
CETT 1403 DC Circuits	4
<u>MATH 1414 College Algebra</u>	4
 SECOND SEMESTER	
SPCH 1311 Introduction to Speech Communication	3
CETT 1341 Solid State Circuits	3
LOTT 1301 Introduction to Fiber Optics	3
CETT 1405 AC Circuits	4
<u>ENGL 1301 Composition</u>	3
 THIRD SEMESTER	
CETT 2439 Amplifier Analysis	4
BIOM 1309 Applied Biomedical Equipment Technology	3
BIOM 2341 General Medical Equipment I	3
<u>BIOL 1408 General Biology I</u>	4
<u>PSYC 2301 General Psychology / SOCI 1301</u>	3
 FOURTH SEMESTER	
BIOM 2343 General Medical Equipment II	3
BIOM 2335 Physiological Instruments I	3
BIOM 2349 Basic X-Rays & Medical Imaging Systems	3
<u>BIOL 2401 Anatomy & Physiology I</u>	4
<u>Humanities Elective</u>	3
BIOM 2388 Internship - Biomedical Engineering	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 68

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: COMPUTER MAINTENANCE TECHNOLOGY**

TASP ELIGIBLE

FIRST SEMESTER	Credit Hours
CPMT 1407 Electronic and Computer Skills	4
CETT 1449 Digital Systems	4
CETT 1403 DC Circuits	4
<u>MATH 1414 College Algebra</u>	4

SECOND SEMESTER

CPMT 1303 Introduction to Computer Technology	3
CETT 1341 Solid State Circuits	3
LOTT 1301 Introduction to Fiber Optics	3
CETT 1405 AC Circuits	4
<u>ENGL 1301 Composition</u>	3

THIRD SEMESTER

CPMT 1445 Computer Systems Maintenance	4
CPMT 1349 Computer Networking Technology	3
CETT 2439 Amplifier Analysis	4
ELMT 2335 Certified Electronics Technician Training	3
<u>Social/Behavioral Sciences Elective</u>	3

FOURTH SEMESTER

<u>Humanities Elective</u>	3
CPMT 2349 Advanced Computer Networking Technology	3
CPMT 2345 Computer System Troubleshooting	3
CPMT 2433 Computer Integration	4
<u>SPCH 1311 Introduction to Speech Communication</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 65

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
CERTIFICATE
SPECIALIZATION: COMPUTER MAINTENANCE TECHNOLOGY**

TASP WAIVED

FIRST SEMESTER		Credit Hours
CPMT 1407	Electronic and Computer Skills	4
CETT 1449	Digital Systems	4
CETT 1403	DC Circuits	4
TECM 1303	Technical Mathematics	3
SECOND SEMESTER		
CPMT 1303	Introduction to Computer Technology	3
CETT 1341	Solid State Circuits	3
LOTT 1301	Introduction to Fiber Optics	3
CETT 1405	AC Circuits	4
THIRD SEMESTER		
CPMT 1445	Computer Systems Maintenance	4
CPMT 1349	Computer Networking Technology	3
CETT 2439	Amplifier Analysis	4
ELMT 2335	Certified Electronics Technician Training	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 42

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: ELECTRONIC SERVICING TECHNOLOGY**

TASP ELIGIBLE

FIRST SEMESTER			Credit Hours
CPMT	1407	Electronic and Computer Skills	4
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
 SECOND SEMESTER			
LOTT	1301	Introduction to Fiber Optics	3
CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
 THIRD SEMESTER			
RBTC	1347	Electro-Mechanical Devices	3
CETT	1353	Basic TV/CRT Systems	3
ELMT	2335	Certified Electronics Technician Training	3
CETT	2439	Amplifier Analysis	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
 FOURTH SEMESTER			
ELMT	2337	Electronic Troubleshooting, Service & Repair	3
RBTC	2331	Rotary Devices	3
		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 60

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
CERTIFICATE
SPECIALIZATION: ELECTRONIC SERVICING TECHNOLOGY**

TASP WAIVED

FIRST SEMESTER		Credit Hours
CPMT 1407	Electronic and Computer Skills	4
CETT 1449	Digital Systems	4
CETT 1403	DC Circuits	4
TECM 1303	Technical Mathematics	3
SECOND SEMESTER		
LOTT 1301	Introduction to Fiber Optics	3
CPMT 1303	Intro. to Computer Technology	3
CETT 1341	Solid State Circuits	3
CETT 1405	AC Circuits	4
THIRD SEMESTER		
RBTC 1347	Electro-Mechanical Devices	3
CETT 1353	Basic TV/CRT Systems	3
ELMT 2335	Certified Electronics Technician Training	3
CETT 2439	Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 41

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: SEMICONDUCTOR TECHNOLOGY**

TASP ELIGIBLE

FIRST SEMESTER			Credit Hours
SPCH	1311	Introduction to Speech Communication	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
CETT	1449	Digital Systems	4
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
 SECOND SEMESTER			
DEMR	1416	Basic Hydraulics	4
CETT	1341	Solid State Circuits	3
<u>CHEM</u>	<u>1411</u>	<u>General Chemistry I</u>	4
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
 THIRD SEMESTER			
CETT	2439	Amplifier Analysis	4
QCTC	1303	Quality Control	3
RBTC	1347	Electro-Mechanical Devices	3
SMFT	1343	Semiconductor Manufacturing Technology I	3
<u>CHEM</u>	<u>1412</u>	<u>General Chemistry II</u>	4
		<u>Humanities Elective</u>	3
 FOURTH SEMESTER			
		<u>Social/Behavioral Sciences Elective</u>	3
SMFT	2343	Semiconductor Manufacturing Technology II	3
SMFT	2231	RF Power Systems	2
SMFT	2335	Vacuum Technology	3
INMT	2380	CAPSTONE: Cooperative Education	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 70

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
SPECIALIZATION: TELECOMMUNICATION SERVICING TECHNOLOGY**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
CPMT 1407	Electronic and Computer Skills	4
CETT 1449	Digital Systems	4
CETT 1403	DC Circuits	4
<u>MATH 1414</u>	<u>College Algebra</u>	4
 SECOND SEMESTER		
CPMT 1303	Introduction to Computer Technology	3
CETT 1341	Solid State Circuits	3
LOTT 1301	Introduction to Fiber Optics	3
CETT 1405	AC Circuits	4
<u>ENGL 1301</u>	<u>Composition</u>	3
 THIRD SEMESTER		
CSIR 1344	General Communication Circuits I	3
CSIR 2234	Pager Testing Procedures	2
ELMT 2335	Certified Electronics Technician Training	3
CETT 2439	Amplifier Analysis	4
	<u>Social/Behavioral Sciences Elective</u>	3
 FOURTH SEMESTER		
CSIR 1347	General Communication Circuits II	3
ELMT 2337	Electronic Troubleshooting, Service & Repair	3
ECT 2439	Communications Circuits	4
<u>SPCH 1311</u>	<u>Introduction to Speech Communication</u>	3
	<u>Humanities Elective</u>	3

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 63

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENT

**ELECTRONIC AND COMPUTER MAINTENANCE TECHNOLOGY
CERTIFICATE
SPECIALIZATION: TELECOMMUNICATION SERVICING TECHNOLOGY**

TASP WAIVED

FIRST SEMESTER		Credit Hours
CPMT	1407 Electronic and Computer Skills	4
CETT	1449 Digital Systems	4
CETT	1403 DC Circuits	4
TECM	1303 Technical Mathematics	3
SECOND SEMESTER		
CPMT	1303 Intro. to Computer Technology	3
CETT	1341 Solid State Circuits	3
LOTT	1301 Introduction to Fiber Optics	3
CETT	1405 AC Circuits	4
THIRD SEMESTER		
CSIR	1344 General Communication Circuits I	3
CSIR	2234 Pager Testing Procedures	2
ELMT	2335 Certified Electronics Technician Training	3
CETT	2439 Amplifier Analysis	4

CAPSTONE: Pass the CET - Certified Electronic Technician Associate Level Exam

Total Credit Hours: 40

**EMERGENCY MEDICAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST YEAR-FALL SEMESTER			Credit Hours
EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

FIRST YEAR - SPRING SEMESTER

EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment & Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1161	EMT –Intermediate Hospital Clinical	1
EMSP	1167	EMS EMTI Practicum	1
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate

SUMMER SESSION

VNSG	1420	Anatomy & Physiology for Allied Health	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

SECOND YEAR-FALL SEMESTER

EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
EMSP	2243	Assessment Based Management	2
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
		<u>Humanities Elective</u>	3

SECOND YEAR-SPRING SEMESTER

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
BMGT	1301	Supervision	3
EMSP	2434	Medical Emergencies	4
EMSP	2330	Special Populations	3
EMSP	2161	Paramedic Clinical II	1
EMSP	2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam - Paramedic Level

Total Credit Hours: 69

IDENTIFIES MINIMUM 15 HOURS GENERAL EDUCATION REQUIREMENTS FOR AN AAS DEGREE

**EMERGENCY MEDICAL TECHNOLOGY
CERTIFICATE
PARAMEDIC**

TASP ELIGIBLE

FIRST YEAR-FALL SEMESTER			Credit Hours
EMSP	1501	EMT – Basic	5
EMSP	1160	EMT – Basic Clinical	1
EMSP	1166	EMT – Basic Practicum	1
EMSP	1208	Emergency Vehicle Operations	2
EMSP	1371	EMS Documentation	3
EMSP	1358	Street Sense	3

Eligible for the Texas Department of Health State Certificate Exam – EMT Basic

FIRST YEAR-SPRING SEMESTER			
EMSP	1438	Introduction to Advanced Practice	4
EMSP	1356	Patient Assessment & 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			
VNSG	1420	Anatomy & Physiology for Allied Health	4

SECOND YEAR-FALL SEMESTER			
EMSP	2444	Cardiology	4
EMSP	2160	Paramedic Clinical I	1
EMSP	2338	EMS Operations	3
EMSP	2243	Assessment Based Management	2

SECOND YEAR-SPRING SEMESTER			
EMSP	2434	Medical Emergencies	4
EMSP	2330	Special Populations	3
EMSP	2161	Paramedic Clinical II	1
EMSP	2266	CAPSTONE: Paramedic Practicum	2

Eligible for Texas Department of Health State Certificate Exam - Paramedic Level

Total Credit Hours: 51

ENGINEERING ASSOCIATE OF SCIENCE

The Associate of Science degree in Engineering offers students the opportunity to take a core curriculum of general education with an emphasis in Engineering. At the present time, over two-thirds of all the technical and a large percentage of the managerial positions in industry are occupied by engineers. Our engineering program prepares students for transfer to a four-year institution where they can specialize in such disciplines as:

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Science Engineering
- Science Education
- Radiological Health Engineering
- Electrical Engineering
- Forest Engineering
- Industrial Engineering
- Mechanical - Engineering
- Nuclear Engineering
- Ocean Engineering
- Petroleum Engineering
- Environmental Engineering

TASP ELIGIBLE

FIELD OF STUDY

25 Credits

The student is required to take a minimum of 25 credits from the following list of courses. The student must complete PHYS 2425 and ENGR 2301 and complete either ENGR 2302 or PHYS 2426.

MATH 1342 Statistics
MATH 2412 Precalculus Algebra & Trigonometry
MATH 2413 Calculus I
MATH 2414 Calculus II
ENGR 1101 Introduction to Engineering
ENGR 1204 Engineering Graphics
ENGR 2301 Statics
ENGR 2302 Dynamics
PHYS 2425 University Physics I
PHYS 2426 University Physics II

STCC CORE CURRICULUM

45 credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. *Engineering majors may take any pair of the following courses to fulfill the Natural Sciences component of the Core Curriculum: BIOL 1408 & BIOL 1409, CHEM 1411 & CHEM 1412, PHYS 1401 & PHYS 1402, or GEOL 1403 and GEOL 1404.*

FIELD OF STUDY: 25

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 70

**ENGINEERING
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER			Credit Hours
HIST	1301	United States History I	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
MATH	1414	College Algebra	4
MATH	1342	Statistics (Optional / Recommended)	3
ENGR	1101	Introduction to Engineering	1
FIRST YEAR - SPRING SEMESTER			
HIST	1302	United States History II	3
ENGL	1302	Rhetoric	3
		Visual & Performing Arts Elective - Core Curriculum	3
		Social & Behavioral Science Elective - Core Curriculum	3
MATH	2412	Precalculus Algebra and Trigonometry	4
ENGR	1204	Engineering Graphics	2
FIRST YEAR - SUMMER			
MATH	2413	Calculus I	4
PHYS	2425	University Physics I	4
SECOND YEAR – FALL SEMESTER			
SPCH	1311	Intro. to Speech Communication or SPCH 1321	3
GOVT	2301	American Government I	3
		Natural Science Elective – Core Curriculum	4
MATH	2414	Calculus II	4
ENGR	2301	Statics	3
SECOND YEAR – SPRING SEMESTER			
GOVT	2302	American Government II	3
		Natural Science Elective – Core Curriculum	4
		Humanities Elective – Core Curriculum	3
ENGR	2302	Dynamics or PHYS 2426	3 or 4

**FINE ARTS
ASSOCIATE OF ARTS
WITH MUSIC CONCENTRATION**

TASP ELIGIBLE

FIELD OF STUDY

24 Credits

Musical Arts Foundation

12 Credits

- MUSI 1311 Music Theory I
- MUSI 1312 Music Theory II
- MUSI 2311 Music Theory III
- MUSI 2312 Music Theory IV

Free Electives

12 Credits

The student is required to take a minimum of 12 hours from the following list of courses:

Piano Class

- MUSI 1181 Piano Class I
- MUSI 1182 Piano Class II
- MUSI 2181 Piano Class III
- MUSI 2182 Piano Class IV

Music Applied Instruments

- MUSI 1201 Applied Violin
- MUSI 1205 Applied Viola
- MUSI 1210 Applied Cello
- MUSI 1213 Applied Double Bass
- MUSI 1224 Applied Flute
- MUSI 1231 Applied Clarinet
- MUSI 1233 Applied Saxophone
- MUSI 1236 Applied Trumpet
- MUSI 1243 Applied French Horn
- MUSI 1245 Applied Trombone
- MUSI 1249 Applied Baritone
- MUSI 1221 Applied Oboe
- MUSI 1225 Applied Bassoon
- MUSI 1253 Applied Tuba
- MUSI 1257 Applied Percussion
- MUSI 1261 Applied Guitar
- MUSI 1269 Applied Piano
- MUSI 1281 Applied Voice

Voice Class

- MUSI 1183 Voice Class I
- MUSI 1184 Voice Class II
- MUSI 2183 Voice Class III
- MUSI 2184 Voice Class IV

Music Ensembles

- MUSI 1227 Band Ensemble
- MUSI 1237 Mariachi Ensemble
- MUSI 1241 Choir Ensemble

Music Theory/Literature

- MUSI 1301 Fundamentals of Music
- MUSI 1308 Music Literature I
- MUSI 1309 Music Literature II

STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 69

**FINE ARTS WITH MUSIC CONCENTRATION
RECOMMEND COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
SPCH	1311 Intro. to Speech Communication or SPCH 1321	3
HIST	1301 United States History I	3
ENGL	1301 Composition	3
MUSI	1311 Music Theory I	3
	*Free Elective – Field of Study	3
 FIRST YEAR - SPRING SEMESTER		
HIST	1302 United States History II	3
ENGL	1302 Rhetoric	3
	Social & Behavioral Science Elective - Core Curriculum	3
MUSI	1312 Music Theory II	3
	*Free Elective – Field of Study	3
 FIRST YEAR - SUMMER		
COSC	1301 Microcomputer Applications	3
	Visual & Performing Arts Elective -Core Curriculum	3
 SECOND YEAR – FALL SEMESTER		
GOVT	2301 American Government I	3
MATH	1414 College Algebra or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
MUSI	2311 Music Theory III	3
	*Free Elective – Field of Study	3
 SECOND YEAR – SPRING SEMESTER		
GOVT	2302 American Government II	3
	Natural Sciences Elective– Core Curriculum	4
	Humanities Elective – Core Curriculum	3
MUSI	2312 Music Theory IV	3
	*Free Elective – Field of Study	3

*Courses to be taken from Field of Study

**FINE ARTS
ASSOCIATE OF ARTS
WITH VISUAL ARTS CONCENTRATION**

The Associate of Arts in Fine Arts is a focused program of study which provides a strong foundation in undergraduate art skills training and prepares students pursuing art careers for advanced production of art and successful transfer to upper division colleges and universities.

TASP ELIGIBLE

***FIELD OF STUDY 24 Credits**

Fine Arts Foundation *12 credits*

ARTS 1311 Design I
ARTS 1312 Design II
ARTS 1316 Drawing I
ARTS 1317 Drawing II

2-D Studio *3 credits*

The student is required to take a minimum of 3 hours from the following list of courses:

ARTS 2316 Painting I
ARTS 2333 Printmaking I

3-D Studio *3 credits*

The student is required to take a minimum of 3 hours from the following list of courses:

ARTS 2326 Sculpture I
ARTS 2346 Ceramics I

Free Elective Studio *6 credits*

The student is required to take a minimum of 6 hours from the following list of courses:

These courses must not duplicate courses taken to fulfill **2-D Studio** or **3-D Studio**.

ARTS 2316	Painting I	ARTS 2333	Printmaking I
ARTS 2317	Painting II	ARTS 2334	Printmaking II
ARTS 2323	Drawing III	ARTS 2346	Ceramics I
ARTS 2324	Drawing IV	ARTS 2347	Ceramics II
ARTS 2326	Sculpture I		
ARTS 2327	Sculpture II		

STCC CORE CURRICULUM 45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum.

FIELD OF STUDY: 24
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 69

**FINE ARTS WITH VISUAL ARTS CONCENTRATION
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
SPCH 1311	Intro. to Speech Communication or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
	*Elective – Field of Study	3
	*Elective – Field of Study	3
 FIRST YEAR - SPRING SEMESTER		
HIST 1302	United States History II	3
ENGL 1302	Rhetoric	3
	Social & Behavioral Science Elective - Core Curriculum	3
	*Elective – Field of Study	3
	*Elective – Field of Study	3
 FIRST YEAR - SUMMER		
COSC 1301	Microcomputer Applications	3
	Visual & Performing Arts Elective - Core Curriculum	3
 SECOND YEAR – FALL SEMESTER		
GOVT 2301	American Government I	3
MATH 1414	College Algebra or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
	*Elective – Field of Study	3
	*Elective – Field of Study	3
 SECOND YEAR – SPRING SEMESTER		
GOVT 2302	American Government II	3
	Natural Sciences Elective– Core Curriculum	4
	Humanities Elective – Core Curriculum	3
	*Elective – Field of Study	3
	*Elective – Field of Study	3

*Courses to be chosen from Field of Study

**HEALTH AND HUMAN SERVICE
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST YEAR

FIRST SEMESTER

	Credit Hours
<u>ENGL</u> 1301 <u>Composition</u>	3
<u>COSC</u> 1301 <u>Microcomputer Applications</u>	3
<u>BIOL</u> 1408 <u>General Biology I</u>	4
SPCH 1311 Introduction to Speech Communication	3
SCWK 1371 Introduction to Human Services	3

SECOND SEMESTER

ENGL 1302 Rhetoric	3
SCWK 2301 Assessment and Case Management	3
SOCW 2361 Intro to Social Work	3
SOCW 2362 Social Welfare as a Social Institution	3
SCWK 1309 Interview and Counseling	3

SECOND YEAR

THIRD SEMESTER

BIOL 2401 Anatomy & Physiology I	4
SCWK 1321 Orientation to Social Services	3
CMSW 1301 Introduction to Social Services	3
SCWK 2371 Organizational Workplace	3
<u>PSYC</u> 2301 <u>General Psychology</u>	3

FOURTH SEMESTER

PSYC 2314 Life Span Growth and Development	3
SOCI 1301 Introduction to Sociology	3
<u>SPAN</u> 2313 <u>Beginning Spanish I – (For Spanish Speakers)</u>	3
GERS 1301 Introduction to Gerontology	3
DAAC 1319 Intro. To Alcohol and Other Drug Addictions	3
SCWK 2164 CAPSTONE: Social Work Practicum	1

Total Credit: 63

**IDENTIFIES A MINIMUM OF 15 HOURS GENERAL EDUCATION REQUIREMENTS FOR
AAS DEGREE**

**HEALTH INFORMATION TECHNOLOGY
MEDICAL CODING SPECIALIST
CERTIFICATE**

TASP WAIVED

FIRST SEMESTER			Credit Hours
HITT	1301	Health Data Content and Structure	3
HITT	1305	Medical Terminology	3
NURA	1407	Nurse Aide for Health Org. II or VNSG 1420	4
ENGL	1312	Business Writing	3
MRMT	1203	Medical Office Procedures	2
 SECOND SEMESTER			
HITT	1341	Coding & Classification Systems	3
HITT	2371	Current Procedural Terminology Coding-CPT4	3
MRMT	1211	Computers in Health Care	2
HPRS	2301	Pathophysiology	3
TECM	1371	Mathematics for Allied Health	3
 THIRD SEMESTER			
HITT	2372	Advanced CPT Coding-CPT4	3
HITT	2335	Coding and Reimbursement Methodologies	3
HITT	1349	Pharmacology for Health Information	3
HRPO	1311	Human Relations or PSYC 2301	3
HITT	1166	CAPSTONE: Coding Practicum	1

Total Credit Hours: 42

**HEATING, VENTILATION & AIR CONDITIONING
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST SEMESTER			Credit Hours
CETT	1402	Electricity Principles	4
HART	1407	Refrigeration Principles	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1442	Commercial Refrigeration	4
HART	1445	Gas & Electrical Heating	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

THIRD SEMESTER

HART	2445	Air Conditioning Systems Design	4
HART	2438	Air Conditioning Installation/Service	4
HART	2441	Commercial Air Conditioning	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3

FOURTH SEMESTER

HART	2436	Troubleshooting	4
HART	2443	Industrial Air Conditioning	4
		<u>Humanities Elective</u>	3
		<u>Social/Behavior Sciences Elective</u>	3

- CAPSTONE: 1. Technician Refrigerant Certificate Exam
2. ARI-Air Condition Refrigeration Institute Competency Exam

Total Credit Hours: 63

**IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION
REQUIREMENT**

**HEATING, VENTILATION & AIR CONDITIONING TECHNOLOGY
CERTIFICATE**

TASP WAIVED

FIRST SEMESTER		Credit Hours
HART 1407	Refrigeration Principles	4
HART 1494	Special Tools, Fittings & Brazing Basics	4
CETT 1402	Electricity Principles	4
SECOND SEMESTER		
HART 1442	Commercial Refrigeration	4
MAIR 1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART 1445	Gas & Electrical Heating	4
TECM 1303	Technical Mathematics	3
THIRD SEMESTER		
HART 2438	Air Conditioning Installation/Service	4
HART 2436	Troubleshooting	4
HART 2445	Air Conditioning Systems Design	4
COSC 1301	Microcomputer Applications	3

CAPSTONE: Technician Refrigerant Certification Exam

Total Credit Hours: 42

**INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY
CERTIFICATE**

TASP WAIVED

FIRST SEMESTER			Credit Hours
DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
TECM	1303	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
CETT	1402	Electricity Principles	4
 SECOND SEMESTER			
QCTC	1305	Teaming	3
ENGL	1312	Business Writing	3
DEMR	1301	Shop Safety & Procedures	3
IEIR	1310	Motor Controls	3
HYDR	1305	Basic Hydraulics	3
RBTC	1359	Pneumatics	3
 THIRD SEMESTER			
WLDG	1337	Introduction to Metallurgy	3
MCHN	1382	CAPSTONE: Cooperative Education I	3

Total Credit Hours: 41

KINESIOLOGY

The philosophy of the Kinesiology program is to encourage student participation in a variety of activities, especially those involving new skills. Activities are designed for beginners, unless otherwise described.

The Kinesiology program advocates emphasis on individual sports and fitness programs that have carry-over value beyond the student's school years. Kinesiology courses are offered as sports and non-sports classes.

Majors in the Associate of Arts - Social and Behavioral Sciences are required to take 3 credits in KINE.

Majors in the Associate of Arts - Teacher Preparation program are required to take 4 credits in KINE. Transfer students will find that most four-year degrees require 4 credits of KINE.

The student with a physical disability who wishes to have the physical education requirement waived must arrange for an interview with the Kinesiology Program Chair. Many students with a disability participate in physical education. The Kinesiology Facilitator can arrange for an adapted program or advise the student on KINE courses.

NOTE:

- Physical Education Special Activity Fee approved for the 2001-2002 calendar is \$55.00 per course.
- KINE 1113 & 1114 (Golf) have a \$75.00 course fee.
- KINE 1109 & 1110 (Bowling) have a \$75.00 course fee.

Physical Activities: 4 credits from this group of courses may be awarded to a degree.

KINE	1101	FITNESS AND MOTOR DEVELOPMENT I
KINE	1102	FITNESS AND MOTOR DEVELOPMENT II
KINE	1103	WEIGHT TRAINING & CONDITIONING I
KINE	1104	WEIGHT TRAINING & CONDITIONING II
KINE	1107	BASKIETBALL I
KINE	1108	BASKETBALL II
KINE	1109	BOWLING I
KINE	1110	BOWLING II
KINE	1111	FLAG FOOTBALL I
KINE	1112	FLAG FOOTBALL II
KINE	1113	GOLF I
KINE	1114	GOLF II
KINE	1115	KARATE I
KINE	1116	KARATE II
KINE	1117	ORIENTEERING I
KINE	1118	ORIENTEERING II
KINE	1119	RACQUETBALL I
KINE	1120	RACQUETBALL II
KINE	1121	SOCCER I

KINE 1122 SOCCER II
KINE 1123 SOFTBALL I
KINE 1124 SOFTBALL II
KINE 1125 SWIMMING I
KINE 1126 SWIMMING II
KINE 1127 TENNIS I
KINE 1128 TENNIS II
KINE 1129 VOLLEYBALL I
KINE 1130 VOLLEYBALL II
KINE 1131 YOGA & FLEXIBILITY TRAINING
KINE 1132 SELF DEFENSE & PERSONAL SAFETY
KINE 1133 OUTDOOR ADVENTURE TRAINING
KINE 1134 KARATE III
KINE 1135 KARATE IV
KINE 1136 SAILING I
KINE 1137 SAILING II
KINE 1191 TEAM SPORTS I
KINE 1192 TEAM SPORTS II
KINE 1193 TEAM SPORTS III
KINE 1194 TEAM SPORTS IV

Advanced Aquatic Activities: *2 credits from this group of courses may be awarded to a degree.*

KINE 1153 LIFEGUARD TRAINING
KINE 2255 WATER SAFETY INSTRUCTOR
KINE 1251 BEGINNING SCUBA
KINE 1252 ADVANCED SCUBA

Aerobic Dance:

KINE 1210 AEROBIC DANCE I
KINE 1211 AEROBIC DANCE II
KINE 1212 AEROBIC DANCE TRAINING AND CERTIFICATION

Dance, Performing Arts:

DANC 1245 MODERN DANCE
DANC 1241 BALLET
DANC 1249 BALLET FOLKLORICO I
DANC 2303 DANCE APPRECIATION

Concepts of Physical Fitness: *2 credits from this group may be awarded to a degree.*

KINE 1230 PERSONAL TRAINER CERTIFICATION
KINE 1232 HEALTH AND FITNESS INSTRUCTOR
KINE 1233 ADVANCED PERSONAL TRAINER
KINE 1234 MASTER FITNESS TRAINER
KINE 1236 ADVANCED MASTER FITNESS TRAINER
KINE 1338 CONCEPTS OF PHYSICAL FITNESS

First Aid: *3 credits from this group may be awarded to a degree.*

KINE 1166 BASIC LIFE SUPPORT (CPR)

KINE 1206 FIRST AID & BASIC LIFE SUPPORT (CPR)

KINE 1306 ADVANCED FIRST AID & SAFETY

Sports Officiating:

KINE 1308 SPORTS OFFICIATING I

KINE 1309 SPORTS OFFICIATING II

Lecture Courses:

KINE 1301 INTRODUCTION TO KINESIOLOGY

KINE 1304 PERSONAL HEALTH & WELLNESS

KINE 1305 COMMUNITY & ENVIRONMENTAL HEALTH

KINE 1346 DRUG USE & ABUSE IN SOCIETY

**LEGAL ASSISTING
ASSOCIATE OF APPLIED SCIENCES**

FIRST SEMESTER			Credit Hours
LGLA	1311	Introduction to Law	3
<u>PHIL</u>	<u>2303</u>	<u>Introduction to Logic</u>	3
ITSW	1301	Introduction to Word Processing	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ITSC	1305	Introduction to PC Operating Systems	3
SECOND SEMESTER			
LGLA	1346	Civil Litigation I	3
LGLA	1355	Family Law	3
LGLA	2307	Law Office Management	3
ITSW	2331	Advanced Word Processing	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
SUMMER SESSION			
ITSW	1307	Introduction to Database	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
THIRD SEMESTER			
LGLA	1347	Civil Litigation II	3
LGLA	1353	Wills, Trusts & Probate Administration	3
LGLA	2303	Torts & Personal Injury Law	3
LGLA	1301	Legal Research & Writing	3
		<u>Mathematics / Natural Sciences Elective</u>	4
FOURTH SEMESTER			
LGLA	2309	Real Property	3
LGLA	1341	Administrative Law	3
LGLA	1391	Survey of Individual Rights under Federal Law	3
LGLA	2311	Business Organization	3
<u>GOVT</u>	<u>2301</u>	<u>American Government I</u>	3
SUMMER SESSION			
LGLA	2380	CAPSTONE: Coop. — Legal Assistant	3

Total Credit Hours: 70

IDENTIFIES COURSES TO FULFILL MINIMUM 15 HOUR GENERAL EDUCATION REQUIREMENTS

**LIBERAL ARTS
ASSOCIATE OF ARTS**

The Liberal Arts program provides the majority of "basics" needed to fulfill the core, General Education Requirements for UT-Pan American and other Texas four-year institutions. The Liberal Arts is a broad-based education that includes course selections in art, history, communications, literature, philosophy, drama, music, and languages. Liberal Arts promotes self-confidence, trains students to analyze and think clearly on any subject, and cultivates communication skills necessary in the larger community and in the global economy.

TASP ELIGIBLE

***FIELD OF STUDY**

18 Credits

The student must select 18 hours of electives from the following list. One course must be taken in each of the 5 areas (15 hours). The remaining course (3 hours) may be chosen from any academic area. Courses taken in the field of study must not duplicate courses taken to fulfill the STCC Core Curriculum requirements.

***Fine Arts**

- ARTS 1301 Art Appreciation
- ARTS 1303 Art History I
- ARTS 1304 Art History II
- ARTS 1311 Design I
- ARTS 1316 Drawing I
- ARTS 2316 Painting I
- ARTS 2326 Sculpture I
- ARTS 2333 Printmaking I
- DRAM 1310 Theater Appreciation
- DRAM 1351 Acting I
- MUSI 1192 Guitar Class I
- MUSI 1193 Guitar Class II
- MUSI 1181 Piano Class I
- MUSI 1182 Piano Class II
- MUSI 1306 Music Appreciation

***English**

- ENGL 2341 Introduction to Literature
- ENGL 2307 Creative Writing I
- ENGL 2308 Creative Writing II
- ENGL 2311 Technical Writing
- ENGL 2321 English Literature
- ENGL 2326 American Literature
- ENGL 2331 World Literature
- ENGL 2399 Special Topics in Literature
- COMM 2311 News Gathering & Writing I
- COMM 2315 News Gathering & Writing II

***Humanities**

- HIST 2311 Western Civilization I
- HIST 2312 Western Civilization II
- HIST 2321 World Civilizations I
- HIST 2322 World Civilizations II
- HIST 2380 Mexican American History
- WMNS 2301 Intro. to Women's Studies

***Modern Languages**

- SPAN 1311 Beginning Spanish I-Non Spanish Speakers
- SPAN 1312 Beginning Spanish II-Non Spanish Speakers
- SPAN 2311 Intermediate Spanish I
- SPAN 2312 Intermediate Spanish II
- SPAN 2313 Beginning Spanish I for Spanish Speakers
- SPAN 2315 Beginning Spanish II for Spanish Speakers
- SPAN 2316 Career Spanish I
- SPAN 2317 Career Spanish II
- FREN 1311 Beginning French I
- FREN 1312 Beginning French II
- FREN 2311 Intermediate French I
- FREN 2312 Intermediate French II
- JAPN 1300 Beginning Japanese Conversation I
- JAPN 1310 Beginning Japanese Conversation II
- JAPN 2311 Intermediate Japanese I
- JAPN 2312 Intermediate Japanese II
- 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

***Oral Communication**

- SPCH 1311 Intro. to Speech Communication
- SPCH 1315 Public Speaking
- SPCH 1318 Interpersonal Communication
- SPCH 1321 Business & Professional Speaking
- SPCH 2333 Discussion & Small Group Communication
- SPCH 2335 Argumentation and Debate

- HUMA 1301 Intro. to the Humanities I
- HUMA 1302 Intro. to the Humanities II
- PHIL 1301 Introduction to Philosophy
- PHIL 2303 Introduction to Logic
- PHIL 2306 Ethics
- PHIL 2307 Intro. to Social Philosophy

STCC CORE CURRICULUM **45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. Liberal Arts majors must take a PHIL course in order to satisfy the Humanities requirement of the core curriculum.

FIELD OF STUDY: 18

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 63

**LIBERAL ARTS
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
SPCH 1311	Introduction to Speech Comm. or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
	*Oral Communication Elective - Field of Study	3
 FIRST YEAR – SPRING SEMESTER		
HIST 1302	United States History II	3
ENGL 1302	Rhetoric	3
	Visual & Performing Art Elct. - Core Curriculum	3
	Social & Behav. Science Elct. - Core Curriculum	3
	*Modern Language Elective - Field of Study	3
 FIRST YEAR - SUMMER SEMESTER		
	*Fine Arts Elective - Field of Study	3
 SECOND YEAR – FALL SEMESTER		
GOVT 2301	American Government I	3
MATH 1414	College Algebra or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
	*English Elective - Field of Study	3
 SECOND YEAR – SPRING SEMESTER		
GOVT 2302	American Government II	3
	Natural Sciences Elective– Core Curriculum	4
	Philosophy Elective – Core Curriculum	3
	*Humanities Elective – Field of Study	3
	*Free Elective – Field of Study	3

*Courses to be chosen from Field of Study

**MATHEMATICS
RECOMMENDED COURSE SEQUENCE**

		Credit Hours
FIRST YEAR – FALL SEMESTER		
HIST	1301 United States History I	3
ENGL	1301 Composition	3
COSC	1301 Microcomputer Applications	3
MATH	1414 College Algebra	4
MATH	1342 Statistics	3
 FIRST YEAR - SPRING SEMESTER		
SPCH	1311 Intro. to Speech Communication or SPCH 1321	3
HIST	1302 United States History II	3
ENGL	1302 Rhetoric	3
	Visual & Performing Arts Elective - Core Curriculum	3
MATH	2412 Precalculus Algebra and Trigonometry	4
 FIRST YEAR - SUMMER		
MATH	2413 Calculus I	4
	Social & Behavioral Science Elective - Core Curriculum	3
 SECOND YEAR – FALL SEMESTER		
GOVT	2301 American Government I	3
	Natural Science Elective – Core Curriculum	4
MATH	2414 Calculus II	4
MATH	2418 Linear Algebra	4
 SECOND YEAR – SPRING SEMESTER		
GOVT	2302 American Government II	3
	Natural Science Elective – Core Curriculum	4
	Humanities Elective – Core Curriculum	3
MATH	2415 Calculus III	4
MATH	2420 Differential Equations (Optional/ Recommended)	4

**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 underlined general education courses may 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.

TASP ELIGIBLE

PRE-REQUISITES			Credit Hours
BIOL	1408	General Biology I	4
HITT	1305	Medical Terminology	3
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
SPCH	1318	Interpersonal Communications	3

FIRST SEMESTER

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
OTHA	1305	Principles of Occupational Therapy	3
OTHA	1309	Human Structure and Function in OT	3
OTHA	1315	Therapeutic Media I in OT	3

SECOND SEMESTER

<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
OTHA	1341	Life Skills Performance of Childhood in OT	3
OTHA	2301	Pathophysiology in OT	3
OTHA	2309	Mental Health in Occupational Therapy	3

THIRD SEMESTER - SUMMER SESSION I

OTHA	1460	Clinical - OTA	4
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FOURTH SEMESTER

		<u>Humanities Elective</u>	3
OTHA	1349	Life Skills Performance of Maturity in OT	3
OTHA	1419	Therapeutic Modalities I in OT	4
OTHA	2335	Health Care Management in OT	3

FIFTH SEMESTER

OTHA	2371	CAPSTONE: OT Seminar	3
OTHA	2366	CAPSTONE: Practicum - OTA (A)	3
OTHA	2367	CAPSTONE: Practicum - OTA (B)	3

Total Credit Hours: 71

IDENTIFIES THE FIFTEEN CREDITS OF GENERAL EDUCATION REQUIREMENTS

All OTA students must complete their Fieldwork Level II coursework within 18 months of completion of the academic/technical coursework.

**PHYSICAL THERAPIST ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

PRE-REQUISITES			Credit Hours
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>HITT</u>	<u>1305</u>	<u>Medical Terminology</u>	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

FIRST YEAR

FIRST SEMESTER

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>PTHA</u>	<u>1405</u>	<u>Basic Patient Care Skills</u>	4
<u>PTHA</u>	<u>1409</u>	<u>Introduction to Physical Therapy</u>	4
<u>PTHA</u>	<u>1513</u>	<u>Functional Anatomy</u>	5

SECOND SEMESTER

<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
<u>PTHA</u>	<u>1321</u>	<u>(Clinical) Pathophysiology</u>	3
<u>PTHA</u>	<u>1531</u>	<u>Physical Agents</u>	5
<u>PTHA</u>	<u>2201</u>	<u>Assessment Skills</u>	2

THIRD SEMESTER - SUMMER SESSION I

<u>PTHA</u>	<u>1266</u>	<u>Practicum I</u>	2
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3
		* <u>Humanities Elective</u>	3

SECOND YEAR

FOURTH SEMESTER

<u>PTHA</u>	<u>2509</u>	<u>Therapeutic Exercise</u>	5
<u>PTHA</u>	<u>2431</u>	<u>Management of Neurological Disorders</u>	4
<u>PTHA</u>	<u>2435</u>	<u>Rehabilitation Techniques</u>	4

FIFTH SEMESTER

<u>PTHA</u>	<u>2266</u>	<u>Practicum II (8 weeks)</u>	2
<u>PTHA</u>	<u>2267</u>	<u>Practicum III (8 weeks)</u>	2

SIXTH SEMESTER – SUMMER SESSION II

<u>PTHA</u>	<u>2339</u>	<u>CAPSTONE: Professional Issues</u>	3
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Total Credit Hours: 72

INDICATES 16 CREDIT HOUR REQUIREMENTS IN GENERAL EDUCATION

***HUMANITIES ELECTIVE: Departmental Approval Required**

PHYSICS ASSOCIATE OF SCIENCE

The Associate of Science degree 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
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology
- Geophysics

TASP ELIGIBLE

FIELD OF STUDY

24 Credits

The student is required to take a minimum of 24 hours from the following list of courses:

- PHYS 1401 College Physics I
- PHYS 1402 College Physics II
- PHYS 1411 Introduction to Astronomy I
- PHYS 1412 Introduction to Astronomy II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II
- MATH 2412 Precalculus Algebra and Trigonometry
- MATH 2413 Calculus I

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. Students must take PHYS 1415 and PHYS 1417 to fulfill the Natural Sciences component of the Core Curriculum.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 69

**PHYSICS
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
SPCH 1311	Intro. to Speech Communication or SPCH 1321	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
MATH 1414	College Algebra	4
PHYS 1415	Physical Science I	4
 FIRST YEAR - SPRING SEMESTER		
ENGL 1302	Rhetoric	3
PHYS 1417	Physical Science II	4
PHYS 1401	College Physics I or PHYS 1411	4
MATH 2412	Precalculus Algebra and Trigonometry	4
 FIRST YEAR - SUMMER		
MATH 2413	Calculus I	4
	Visual & Performing Arts Elective - Core Curriculum	3
 SECOND YEAR – FALL SEMESTER		
HIST 1301	United States History I	3
GOVT 2301	American Government I	3
PHYS 1402	College Physics II or PHYS 1412	4
PHYS 2425	University Physics I	4
 SECOND YEAR – SPRING SEMESTER		
	Social & Behavioral Science Elective – Core Curriculum	3
HIST 1302	United States History II	3
GOVT 2302	American Government II	3
	Humanities Elective – Core Curriculum	3
PHYS 2426	University Physics II	4

**PRECISION MANUFACTURING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FALL SEMESTER		Credit Hours
DFTG 1325	Blueprint Reading & Sketching	3
MCHN 1438	Basic Machine Shop I	4
<u>ENGL 1312</u>	<u>Business Writing</u>	3
TECM 1303	Technical Mathematics	3
MCHN 1320	Precision Tools and Measurements	3

SPRING SEMESTER		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1419	Manufacturing Materials & Processes	4
MCHN 1452	Intermediate Machine Shop I	4
QCTC 1305	Teaming	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3

SUMMER SESSION		
MCHN 1382	CAPSTONE: Cooperative Education I	3

FALL SEMESTER		
INMT 1445	Computer Numerical Controls	4
WLDG 1337	Introduction to Metallurgy	3
MCHN 2341	Advanced Machining Operations I	3
	<u>Social/Behavioral Science Elective</u>	3
<u>MATH 1414</u>	<u>College Algebra</u>	4

SPRING SEMESTER		
MCHN 2547	Specialized Tools and Fixtures	5
	<u>Humanities Elective</u>	3
	Program Elective	3
SPCH 1311	Introduction to Speech Communication	3

SUMMER SESSION		
MCHN 2382	CAPSTONE: Cooperative Education II	3

Total Credit Hours: 70

IDENTIFIES GENERAL EDUCATION COURSES REQUIRED FOR A.A.S. DEGREE

PMTD PROGRAM ELECTIVES:		
MCHN 2345	Advanced Machining Operations II	3
MCHN 1293	Cost Estimating	2
PLTC 1445	Plastics Processing I	4

**PRECISION MANUFACTURING TECHNOLOGY
CERTIFICATE – PRECISION MANUFACTURING TECHNOLOGY**

TASP WAIVED

FALL SEMESTER			Credit Hours
DFTG	1325	Blueprint Reading & Sketching	3
TECM	1303	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
ENGL	1312	Business Writing	3
MCHN	1320	Precision Tools and Measurement	3
SPRING SEMESTER			
QCTC	1305	Teaming	3
DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
COSC	1301	Microcomputer Applications	3
SUMMER SESSION			
WLDG	1337	Introduction to Metallurgy	3
MCHN	1382	CAPSTONE: Cooperative Education I	3

Total Credit Hours: 39

**PROFESSIONAL OFFICE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
ADMINISTRATIVE ASSISTANT**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
ITSC	1309 Integrated Software Applications I	3
POFT	1302 Business Communications I	3
POFT	1309 Administrative Office Procedures I	3
POFT	1329 Keyboarding and Document Formatting	3
<u>PSYC</u>	<u>2301 General Psychology</u>	3
 SECOND SEMESTER		
POFT	1349 Administrative Office Procedures II	3
POFT	2301 Document Formatting and Skillbuilding	3
POFT	2312 Business Communications II	3
ITSW	1301 Introduction to Word Processing	3
	### <u>Mathematics / Natural Sciences Elective</u>	4
 THIRD SEMESTER		
POFI	2331 Desktop Publishing for the Office	3
ITSW	1304 Introduction to Spreadsheets	3
ITSW	1307 Introduction to Database	3
ITSW	2331 Advanced Word Processing	3
<u>SPAN</u>	<u>2313 Beginning Spanish I (for Spanish Speakers)</u>	3
 FOURTH SEMESTER		
ITSW	1310 Presentation Media Software	3
ACNT	1303 Introduction to Accounting I	3
<u>ENGL</u>	<u>1301 Composition</u>	3
<u>SPCH</u>	<u>1321 Business & Professional Speaking</u>	3
POFT	2264 CAPSTONE: Practicum	2

Total Credit Hours: 60

IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION REQUIREMENTS, MIN. 15 CR. HRS.

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

**PROFESSIONAL OFFICE TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
LEGAL SECRETARY**

TASP ELIGIBLE

FIRST SEMESTER			Credit Hours
ITSC	1309	Integrated Software Applications I	3
POFL	1305	Legal Terminology	3
POFT	1302	Business Communications I	3
POFT	1329	Keyboarding and Document Formatting	3
PSYC	2301	<u>General Psychology</u>	3
 SECOND SEMESTER			
POFL	1303	Legal Office Procedures I	3
POFL	1355	Legal Issues for Medical Documents	3
ITSW	1301	Introduction to Word Processing	3
	###	<u>Mathematics / Natural Sciences Elective</u>	4
SPAN	2313	<u>Beginning Spanish I (for Spanish Speakers)</u>	3
 THIRD SEMESTER			
POFL	2301	Legal Document Processing	3
POFL	1359	Legal Transcription	3
POFL	2371	Legal Office Procedures II	3
ITSW	1304	Introduction to Spreadsheets	3
ITSW	2331	Advanced Word Processing	3
 FOURTH SEMESTER			
ITSW	1307	Introduction to Database	3
ACNT	1303	Introduction to Accounting I	3
ENGL	1301	<u>Composition</u>	3
SPCH	1321	<u>Business & Professional Speaking</u>	3
POFL	2264	CAPSTONE: Practicum	2

Total Credit Hours: 60

IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION REQUIREMENTS, MIN. 15 CR. HRS.

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

**PUBLIC SERVICE ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

FIRST SEMESTER		Credit Hours
<u>ENGL</u> 1301	<u>Composition</u>	3
	<u>Mathematics/Natural Sciences Elective</u>	4
<u>COSC</u> 1301	<u>Microcomputer Applications</u>	3
PBAD 1321	Public Administration	3
PBAD 2311	Public Sector Supervision	3
SECOND SEMESTER		
SPCH 1321	Business & Professional Speaking	3
	<u>Humanities Elective</u>	3
PBAD 2305	Public Sector Management	3
PBAD 1341	Governmental Agencies	3
PBAD 2301	Public Relations for the Public Sector	3
SUMMER SESSION		
HIST 1301	United States History I	3
ITSW 1301	Intro. to Word Processing	3
THIRD SEMESTER		
ACNT 1303	Introduction to Accounting I	3
GOVT 2301	American Government I	3
ITSW 1304	Introduction to Spreadsheets	3
PBAD 2335	Ethics in the Work Place	3
PBAD 2339	Hum. Resource Management in the Public Sector	3
FOURTH SEMESTER		
ACNT 2371	Fund Accounting	3
<u>ECON</u> 2301	<u>Principles of Economics I-Macro</u>	3
PBAD 2331	Budgeting in the Public Sector	3
PBAD 2347	Urban Planning	3
SUMMER SESSION		
PBAD 2264	CAPSTONE: Practicum in Administrative Techniques	2

Total Credit Hours: 66

**IDENTIFIES COURSES TO MEET ACADEMIC, GENERAL EDUCATION
REQUIREMENTS, MIN. 15 CREDIT HOURS**

**PUBLIC SERVICE ADMINISTRATION
CERTIFICATE**

TASP WAIVED

FIRST SEMESTER

	Credit Hours
ACNT 1303 Introduction to Accounting I	3
COSC 1301 Microcomputer Applications	3
PBAD 1321 Public Administration	3
PBAD 2311 Public Sector Supervision	3
PBAD 2335 Ethics in the Work Place	3

SECOND SEMESTER

ITSW 1301 Intro. to Word Processing	3
PBAD 2305 Public Sector Management	3
PBAD 2339 Hum. Resources Management in the Public Sector	3
ACNT 2371 Fund Accounting	3
PBAD 2264 CAPSTONE: Practicum in Administrative Techniques	2

Total Credit Hours: 29

**RADIOLOGIC TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

TASP ELIGIBLE

PREREQUISITE TERM	CREDIT HOURS
<u>BIOL 1408</u> <u>General Biology I</u>	4
<u>MATH 1414</u> <u>College Algebra</u>	4
<u>ENGL 1301</u> <u>Composition</u>	3
HITT 1305 Medical Terminology	3

FIRST YEAR

FALL SEMESTER

BIOL 2401 Anatomy & Physiology I	4
RADR 1409 Intro. to Radiography & Patient Care	4
RADR 1311 Basic Radiographic Procedures	3
RADR 1360 Clinical	3

SPRING SEMESTER

BIOL 2402 Anatomy & Physiology II	4
RADR 1313 Principles of Radiographic Imaging I	3
RADR 2301 Intermediate Radiographic Procedures	3
RADR 1266 Practicum I	2

SUMMER SESSION I

SPCH 1318 Interpersonal Communications	3
RADR 2305 Principles of Radiographic Imaging II	3
RADR 1267 Practicum II	2

SECOND YEAR

FALL SEMESTER

RADR 2331 Advanced Radiographic Procedures	3
RADR 2309 Radiographic Imaging Equipment	3
RADR 2213 Radiation Biology & Protection	2
RADR 2266 Practicum III	2

SPRING SEMESTER

<u>PSYC 2301</u> <u>General Psychology</u>	3
<u>*Humanities Elective</u>	3
RADR 2217 Radiographic Pathology	2
RADR 2267 Practicum IV	2

SUMMER SESSION II

RADR 2235 CAPSTONE: Radiologic Technology Seminar	2
RADR 2166 CAPSTONE: Practicum V	1

*Humanities Elective:

PHIL 2306 Ethics
PHIL 2303 Introduction to Logic
HUMA 1301 Introduction to Humanities

Total Credits Hours: 71

MEETS 15 CREDIT HOUR GENERAL EDUCATION REQUIREMENTS

SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE OF ARTS

The Social and Behavioral Sciences are concerned with the development and activity of humanity - both individual and collective. Disciplines such as psychology, sociology, anthropology and political science (government) are included in the broad area of the social sciences. The Associate of Arts in the Social and Behavioral Sciences is an excellent transfer program since it parallels the first two years of most four year social science degrees. Most graduates are able to transfer with full credit and complete their Bachelor's Degree with only two years of additional study. Many social science majors pursue graduate work in psychology, sociology, human services and other social science programs.

TASP ELIGIBLE

***FIELD OF STUDY**

15 Credits

6 Credits

SOCI 1301 Introduction to Sociology

(If this course is chosen to fulfill a Core Curriculum requirement, any other SOCI course may be chosen.)

PSYC 2301 General Psychology

(If this course is chosen to fulfill a Core Curriculum requirement, any other PSYC course may be chosen.)

3 Credits

Choose another course from the Division of Social and Behavioral Sciences that does not duplicate a course taken to fulfill a Core Curriculum requirement including: ANTH, CRIJ, GEOG, GOVT, PSYC, SOCW, SOCI, TECA.

3 Credits

Choose any 3 credit hours in Kinesiology including: KINE

3 Credits

Choose one course from the following list not previously taken for credit towards the Core Curriculum or the field of study:

PSYC 2314 Life Span Growth and Development

PSYC 2340 Current Issues in Psychology

GOVT 2389 Academic Cooperative in Social Science

SOCI 2399 Current Issues in Sociology

CRIJ 1301 Introduction to Criminal Justice

ANTH 2301 Physical Anthropology (Human Evolution)

ANTH 2351 Cultural Anthropology

SOCW 2361 Introduction to Social Work

SOCW 2362 Social Welfare as a Social Institution

TECA 1303 The Family and the Community

TECA 1318 Nutrition, Health and Safety

TECA 1311 Introduction to Early Childhood

TECA 1354 Child Growth and Development
WMNS 2301 Introduction to Women's Studies

STCC CORE CURRICULUM 45 Credits

In addition to the Social/Behavioral Sciences courses, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**SOCIAL AND BEHAVIORAL SCIENCES
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER

	Credit Hours
SPCH 1311 Intro. to Speech Communication or SPCH 1321	3
HIST 1301 United States History I	3
ENGL 1301 Composition	3
SOCI 1301 Introduction to Sociology	3
COSC 1301 Microcomputer Applications	3

FIRST YEAR - SPRING SEMESTER

HIST 1302 United States History II	3
ENGL 1302 Rhetoric	3
PSYC 2301 General Psychology	3
Visual & Performing Arts Elective - Core Curriculum	3
Social & Behavioral Science Elective - Core Curriculum	3

SECOND YEAR – FALL SEMESTER

GOVT 2301 American Government I	3
MATH 1414 College Algebra or MATH 2413	4
Natural Sciences Elective - Core Curriculum	4
*Social & Behavioral Science Elective - Field of Study	3
*Kinesiology Elective – Field of Study	1

SECOND YEAR – SPRING SEMESTER

GOVT 2302 American Government II	3
Natural Sciences Elective– Core Curriculum	4
Humanities Elective – Core Curriculum	3
*Social & Behavioral Science Elective - Field of Study	3
*Kinesiology Elective – Field of Study	2

*Courses to be chosen from the Field of Study

**2 + 2 TEACHER PREPARATION
ASSOCIATE OF ARTS
ELEMENTARY EDUCATION**

The Associate of Arts Degree in 2+2 Teacher Preparation gives students the opportunity to take 72 hours of general education courses at STCC and then transfer into a four year university's School of Education.

TASP ELIGIBLE

FIELD OF STUDY

27 Credits

EDUC	1301	Introduction to Education
SPAN	2313	Beginning Spanish I-Spanish Speakers (or SPAN 1311 – Non-Spanish Speakers)
SPAN	2315	Spanish II-Spanish Speakers (or SPAN 1312- Non-Spanish Speakers)
ENGL	2326	American Literature
GEOG	1301	Principles of Physical Geography
SOCI	1301	Introduction to Sociology
MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II
KINE		Any three credits

Note: TEP majors must take a minimum of 6 academic course sections with a "T" designation.

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 of the catalog addendum. These courses must not duplicate courses taken to fulfill field of study requirements. **The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

Speech

SPCH 1311 Intro. to Speech Communication 3 credits

Visual and Performing Arts 3 credits

ARTS 1301 Art Appreciation

Humanities 3 credits

ENGL 2341 Introduction to Literature

Natural Sciences 8 credits

BIOL 1408 General Biology I

*BIOL 1409 General Biology II

Social and Behavioral Sciences 3 credits

PSYC 2301 General Psychology

***Note:**Special Education and Physical Education Majors must take the following course in place of Biology 1409 -General Biology II: BIOL 2401 Anatomy & Physiology I.

FIELD OF STUDY: 27
STCC CORE CURRICULUM: 45
TOTAL CREDIT HOURS: 72

**ELEMENTARY EDUCATION
 RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
EDUC 1301	Introduction to Education	3
SPCH 1311	Introduction to Speech Communication	3
COSC 1301	Microcomputer Applications	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3

FIRST YEAR - SPRING SEMESTER		
SOCI 1301	Introduction to Sociology	3
ARTS 1301	Art Appreciation	3
HIST 1302	United States History II	3
PSYC 2301	General Psychology	3
ENGL 1302	Rhetoric	3

FIRST YEAR - SUMMER		
ENGL 2341	Introduction to Literature	3
MATH 1414	College Algebra or MATH 2413 Calculus I	4
	Kinesiology Elective – any 3 credits	3

SECOND YEAR – FALL SEMESTER		
SPAN 2313	Beginning Spanish I – Spanish Speakers or SPAN 1311	3
BIOL 1408	General Biology I	4
GEOG 1301	Principles of Physical Geography	3
GOVT 2301	American Government I	3
MATH 1350	Fundamentals of Mathematics I	3

SECOND YEAR – SPRING SEMESTER		
SPAN 2315	Beginning Spanish II – Spanish Speakers or SPAN 1312	3
BIOL 1409	General Biology II or BIOL 2401*	4
GOVT 2302	American Government II	3
ENGL 2326	American Literature	3
MATH 1351	Fundamentals of Mathematics II	3

***Note:** Special Education and Physical Education Majors must take the following course in place of Biology 1409 - General Biology II: BIOL 2401 - Anatomy & Physiology I.

**SECONDARY EDUCATION
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
EDUC 1301	Introduction to Education	3
SPCH 1311	Introduction to Speech Communication	3
COSC 1301	Microcomputer Applications	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
 FIRST YEAR - SPRING SEMESTER		
SOCI 1301	Introduction to Sociology	3
ARTS 1301	Art Appreciation	3
HIST 1302	United States History II	3
ENGL 1302	Rhetoric	3
	Social & Behavioral Sciences Elective - Core Curriculum	3
 FIRST YEAR - SUMMER		
ENGL 2341	Introduction to Literature	3
PSYC 2301	General Psychology	3
 SECOND YEAR – FALL SEMESTER		
SPAN 2313	Beginning Spanish I – Spanish Speakers or SPAN 1311	3
BIOL 1408	General Biology I	4
	Kinesiology Electives	1
GOVT 2301	American Government I	3
MATH 1414	College Algebra or MATH 2413 Calculus I	4
 SECOND YEAR – SPRING SEMESTER		
SPAN 2315	Beginning Spanish II – Spanish Speakers or SPAN 1312	3
BIOL 1409	General Biology II or BIOL 2401*	4
	Kinesiology Elective – any 3 credits	3
GOVT 2302	American Government II	3
ENGL 2326	American Literature	3

*Note: Special Education and Physical Education Majors must take the following course in place of Biology 1409 - General Biology II: BIOL 2401 - Anatomy & Physiology I.

**VOCATIONAL NURSING
CERTIFICATE**

TASP WAIVED

FALL SEMESTER		Credit Hours
VNSG 1420	Anatomy and Physiology for Allied Health	4
HITT 1305	Medical Terminology	3
VNSG 1116	Nutrition	1
VNSG 1115	Disease Control and Prevention	1
VNSG 1226	Gerontology	2
VNSG 1323	Basic Nursing Skills	3
VNSG 1133	Growth and Development	1
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1260	Clinical	2
SPRING SEMESTER		
VNSG 1331	Pharmacology For Vocational Nursing	3
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1334	Pediatrics	3
VNSG 1429	Medical-Surgical Nursing I	4
VNSG 2331	Advanced Nursing Skills	3
VNSG 1361	Clinical II	3
SUMMER SESSION		
VNSG 1136	Mental Health	1
VNSG 1138	Mental Illness	1
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 1362	Clinical III	3

CAPSTONE: Successfully passing VNSG 1432 and VNSG 1362.

Total Credit Hours: 46

**WOMEN'S STUDIES
ASSOCIATE OF ARTS**

TASP ELIGIBLE

FIELD OF STUDY

15 Credits

3 Credits

The following Course is required by all majors.

WMNS 2301 Introduction to Women's Studies

12 Credits

Students may select the following courses if the course is designated as having a Women's Studies emphasis. The letter "X" in the section ID will indicate those courses that have an emphasis in Women's Studies. These must not duplicate courses taken to fulfill the STCC Core Curriculum requirements:

ANTH 2351 Cultural Anthropology
ARTS 1304 Art History II
ENGL 2341 Introduction to Literature
ENGL 2399 Special Topics in Literature
KINE 1132 Self Defense and Personal Safety
KINE 1304 Personal Health and Wellness
GOVT 2389 Academic Cooperative in Social Science
PSYC 2301 General Psychology
PSYC 2306 Human Sexuality
SOCL 1301 Introduction to Sociology
SOCL 1306 Contemporary Social Problems
SOCL 2301 Marriage and the Family
SOCW 2361 Introduction to Social Work
SPCH 1318 Interpersonal Communications
TECA 1303 Family and the Community

STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 2 in the catalog addendum.

FIELD OF STUDY: 15

STCC CORE CURRICULUM: 45

TOTAL CREDIT HOURS: 60

**WOMEN'S STUDIES
RECOMMENDED COURSE SEQUENCE**

FIRST YEAR – FALL SEMESTER		Credit Hours
SPCH 1311	Intro. to Speech Communication or SPCH 1321	3
HIST 1301	United States History I	3
ENGL 1301	Composition	3
COSC 1301	Microcomputer Applications	3
WMNS 2301	Introduction to Women's Studies	3
 FIRST YEAR - SPRING SEMESTER		
HIST 1302	United States History II	3
ENGL 1302	Rhetoric	3
	Visual & Performing Arts Elective - Core Curriculum	3
	Social & Behavioral Science Elective - Core Curriculum	3
	*Elective - Field of Study	3
 SECOND YEAR – FALL SEMESTER		
GOVT 2301	American Government I	3
MATH 1414	College Algebra or MATH 2413	4
	Natural Sciences Elective - Core Curriculum	4
	*Elective - Field of Study	3
	*Elective - Field of Study	3
 SECOND YEAR – SPRING SEMESTER		
GOVT 2302	American Government II	3
	Natural Sciences Elective– Core Curriculum	4
	Humanities Elective – Core Curriculum	3
	*Elective – Field of Study	3
	*Elective – Field of Study	3

*Course to be chosen from Field of Study

REVISED COURSE DESCRIPTIONS & PREREQUISITES FOR FALL 2001

ACCOUNTING

ACNT 1304 INTRODUCTION TO ACCOUNTING II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

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 2331 INTERNAL CONTROL AND AUDITING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is the study of internal control and auditing standards and processing used by internal auditors, managers, and independent public accountants.

Prerequisite: ACNT 1303.

ACNT 2371 FUND ACCOUNTING

CRT HRS: 2 LEC HRS: 2 LAB HRS: 2

This course is designed to introduce accounting for governmental entities and not-for-profit entities. Upon successful completion of the course, the student will be able to provide information useful in making resource allocation decisions. The student will also be able to identify information useful in assessing services and providing services. In addition, the student will be able to identify information useful in assessing management stewardship and performance and provide information about economic resources, obligations, net resources, and changes in net resources.

Prerequisite: ACNT 1303.

ASTRONOMY

*PHYS 1411 INTRODUCTION TO ASTRONOMY I

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is the first part of a general introduction to astronomy covering various topics including: solar system formation, observational instruments and tools, planets, moons, the Sun, comets, meteors and asteroids.

Prerequisite: None.

*PHYS 1412 INTRODUCTION TO ASTRONOMY II

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is the second part of a general introduction to astronomy covering various topics including: evolution of the universe, stars and star formation, star clusters, galaxies, quasars, neutron stars, black holes and cosmology.

Prerequisite: PHYS 1411.

BANKING

BNKG 1343 LAW AND BANKING (formerly BNKG 1443)

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to basic sources of law and banking regulations. Emphasis is placed on the laws relating to contracts, negotiable instruments, secured transactions and consumer credit.

Prerequisite: None.

BNKG 1345 CONSUMER LENDING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 3 LAB HRS: 0**

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: 3 LEC HRS: 3 LAB HRS: 0**

This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation of federal regulations, and state laws related to business and industrial lending.

Prerequisite: None.

BNKG 1351 SELLING BANK PRODUCTS AND SERVICES**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course covers the characteristics and benefits of bank products and services, with an emphasis on the personal selling process and quality customer service. The application of personal selling, cross-selling, and related products benefit to individual customer needs is also covered.

Prerequisite: None.

BNKG 1356 ANALYZING FINANCIAL STATEMENTS**CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

This course is a study of the process of evaluating financial statements, cash flow, and rational analysis of individuals and businesses. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: None.

BIOLOGY

BIOL 1411 GENERAL BOTANY*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: BIOL 1408 with a grade of "C" or better.

BIOL 1413 GENERAL ZOOLOGY*CRT HRS: 4 LEC HRS: 3 LAB HRS: 3**

This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

Prerequisite: BIOL 1408 with a grade of "C" or better.

BIOL 2306 ENVIRONMENTAL BIOLOGY*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES*CRT HRS: 3 LEC HRS: 3 LAB HRS: 0**

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.

BUSINESS COMPUTER INFORMATION SYSTEMS

***BCIS 1332 COBOL PROGRAMMING**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter and run business-oriented problems.

Prerequisite: BCIS 1431 with a grade of "C" or better.

***BCIS 1431 PROGRAMMING WITH BASIC**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is an introduction to business programming techniques. It includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation.

Prerequisite: COSC 1301 with a grade of "C" or better.

BUSINESS COMPUTER SYSTEMS

IMED 2315 WEB PAGE DESIGN II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is the study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging well designed web pages. Emphasis is placed on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues.

Prerequisite: ITSC 1313 and ITSE 2309.

ITMC 1301 MICROSOFT WINDOWS 2000 NETWORK AND OPERATING ESSENTIALS (MS 2151)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to Microsoft Windows 2000 and to the networking technologies that it supports.

Prerequisite: ITNW 1325 and ITSC 1305.

ITMC 1341 IMPLEMENTING MICROSOFT WINDOWS 2000 PROFESSIONAL AND SERVER (MS 2152)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. The skills and knowledge necessary to install and configure Windows 2000 Server to create file, print and servers will be provided.

Prerequisite: ITNW 2321 and ITMC 1301.

ITNW 2359 CREATING AND MANAGING A WEB SERVER USING MICROSOFT INTERNET INFORMATION SERVER

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course provides instruction in the installation, configuration, and implementation of Microsoft Internet Information Server (IIS).

Prerequisite: ITNW 2317.

ITSC 1302 COMPUTER CONTROL LANGUAGE (formerly ITSW 1302)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will develop skills in the use of system control language on mid-range/ mainframe computers. Topics will include command formats, file management, job scheduling, resource management, and utilities.

Prerequisite: ITSC 1311.

ITSC 1311 AS/400 OPERATING SYSTEMS I (formerly ITSW 1311)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics will include introductory system management concepts and file management.

Prerequisite: None.

ITSC 1313 INTERNET / WEB PAGE DEVELOPMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 3

This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development.

Prerequisite: ITSC 1309 or COSC 1301.

ITSC 1327 MULTI-USER OPERATING SYSTEMS (AS/400 Navigator) (formerly ITSW 1327)

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is a summary of multi-user operating systems including a contrast of single user and multi-user systems. The student will investigate a variety of multi-user operating systems, similarities, and differences.

Prerequisite: ITSC 1311.

ITSC 2331 INTEGRATED SOFTWARE APPLICATIONS III

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is designed for advanced users with emphasis in a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

Prerequisite: ITSC 1309.

ITSC 2164 CAPSTONE: MINICOMPUTER PRACTICUM

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: ITSW 1318 and ITSE 1314.

ITSC 2165 CAPSTONE: SYSTEMS ADMINISTRATION PRACTICUM

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: ITNW 2335.

ITSC 2321 INTEGRATED SOFTWARE APPLICATIONS II (formerly POFI 1345)

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a continued study of computer applications from business productivity software suites. The student will be instructed in embedding data and linking and combining documents using word processing, spreadsheets, databases, and / or presentation media software.

Prerequisite: ITSC 1309.

ITSC 2331 INTEGRATED SOFTWARE APPLICATION III

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality.

Prerequisite: ITSC 1309.

ITSE 1302 INTRODUCTION TO COMPUTER PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Language syntax, data and file structures, input/output devices and files are also included.

Prerequisite: COSC 1301.

ITSE 1314 INTRODUCTION TO RPG PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming using RPG. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Language syntax, data and file structures, input/output devices, and files are also included.

Prerequisite: ITSC 1311.

ITSE 1318 INTRODUCTION TO COBOL PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to computer programming using COBOL. Emphasis is placed on the fundamentals of structured design, development, testing, implementation, and documentation. Topics will include language syntax, data and file structures, input/output devices, and files.

Prerequisite: ITSC 1311.

ITSE 2309 INTRODUCTION TO DATABASE PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

In this course the student will learn application development using database programming techniques emphasizing database structures, modeling, and database access.

Prerequisite: ITSE 1331 or ITSC 1309 or ITSE 1302.

ITSE 2317 JAVA PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is an introduction to JAVA programming with object-orientation. Emphasis is placed on the fundamental syntax and semantics of JAVA for applications and web applets.

Prerequisite: ITSC 1311 or ITSC 1313.

ITSW 2334 ADVANCED SPREADSHEETS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is designed to provide the student with an understanding of advanced functionality of electronic spreadsheets.

Prerequisite: ITSW 1304.

ITSE 2347 ADVANCED DATABASE PROGRAMMING

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course includes application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

Prerequisite: ITSE 2309.

ITSE 2353 ADVANCED WEB AUTHORIZING FOR NETWORKS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course teaches advanced applications for Web authoring. Topics include Server Side Include (SSI) commands, Perl scripts, JavaScript and Java Applets.

Prerequisite: IMED 2315.

ITSE 2286 INTERNSHIP – COMPUTER PROGRAMMING

CRT HRS: 2 LEC HRS: 0 OFF CAMPUS LAB HRS: 10

This is an experience external to the college for an advanced student in a specialized field. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to the specific occupational outcomes.

Prerequisite: ITMC 1341 or Program Chair's approval.

BUSINESS MANAGEMENT

BMGT 1304 VISUAL MERCHANDISING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides a background in visual presentation skills including design elements and principles, appropriate store fixtures, and the psychological motives that comprise the various buying behaviors.

Prerequisite: None.

BMGT 1333 PRINCIPLES OF SELLING

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and an examination of the legal regulations and ethical issues of business, which affect salespeople, are included.

Prerequisite: None.

BMGT 1348 MARKETING RESEARCH AND STRATEGIES

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is designed to enhance student understanding of the marketing environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility. A simulated marketing environment will be created for experience in marketing decision-making and to provide practical experiences in analyzing market cases for the students.

Prerequisite: None.

BMGT 1349 ADVERTISING AND SALES PROMOTION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the advertising principles, practices, and the multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints

Prerequisite: None.

CHILD CARE AND DEVELOPMENT

CDEC 1166 FIELD STUDY I

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 7

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in TECA 1311.

CDEC 1167 FIELD STUDY II

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 7

This course provides practical general training and experiences in working with infants and toddlers. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: CDEC 1166.

CDEC 1319 CHILD GUIDANCE

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an exploration of guidance strategies for promoting prosocial behaviors in 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 1340 INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an exploration of the development and implementation of curriculum for children with special needs.
Prerequisite: None.

CDEC 1359 CHILDREN WITH SPECIAL NEEDS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 1421 THE INFANT & TODDLER (formerly CDEC 2421)

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.
Prerequisite: None.

CDEC 2166 FIELD STUDY III

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 7

This course provides practical general training and experiences in the workplace as a classroom teacher. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.
Prerequisite: CDEC 1166.

CDEC 2167 CAPSTONE: FIELD STUDY IV

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 7

This course provides practical general training and experiences in the workplace in order to learn management of a child care facility. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.
Prerequisite: CDEC 2166.

***TECA 1311 INTRODUCTION TO EARLY CHILDHOOD**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: Concurrent enrollment in CDEC 1166.

COMPUTER SCIENCE

***COSC 1309 LOGIC DESIGN**

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course presents a disciplined approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion will include mathematical foundations of computing, number bases; logic and Boolean algebra; switching circuits and basic logic gates, computer architecture, software engineering, and social and ethical issues of a computerized society.
Prerequisite: COSC 1420 and MATH 1414 with a grade of "C" or better.

***COSC 1430 VARIABLE TOPIC PROGRAMMING LANGUAGE**

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is an introduction to computer programming. Emphasis is placed on structured design, graphical user interfacing, and documentation. It includes coverage of language syntax, processing, and elementary file processing.
Prerequisite: COSC 1420 with a grade of "C" or better.

CRIMINAL JUSTICE

***CRIJ 1306 COURT SYSTEMS AND PRACTICES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

***CRIJ 2328 POLICE SYSTEMS AND PRACTICES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: None.

CULINARY ARTS

CULA 1345 INTERNATIONAL CUISINE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics will include similarities between food production systems used in the United States and other regions of the world.

Prerequisite: CULA 1301.

CULA 2331 ADVANCED FOOD PREPARATION

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course reinforces the course material of Intermediate Food Preparation. Topics will include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

Prerequisite: RSTO 2307.

DANCE

***DANC 1249 BALLET FOLKLORICO I (formerly DANC 1253)**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This introductory dance (physical activity) course focuses on fundamental knowledge, skills and applications of Spanish/Mexican folkloric dance. Students are introduced to (Mexican) folkloric dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, music selection, etc. Emphasis is placed on safety, cognitive and psychomotor skill development, physical conditioning, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (discipline) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***DANC 2303 DANCE APPRECIATION**
CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course focuses on an introduction to the theory of Western dance performance forms, including ballet, modern dance, jazz, post-modern dance, and Spanish Folkloric dance. Emphasis is placed on how to understand, enjoy, and appreciate the complexities of dance terminology, history, evolution, symbolism, and cultural applications, as pertaining to the various forms of dance.

Prerequisite: None.

E-COMMERCE

BUSG 1371 INTRODUCTION TO E-COMMERCE
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course introduces E-Commerce concepts and vocabulary. Topics included E-Commerce relationships with marketing, operations, logistics and accounting. Emphasis is placed on interfaces between E-Commerce and other major areas of business and ethical and legal concerns in relationship to the internet.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 1372 SCRIPTING FOR E-COMMERCE
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course introduces the basis for major scripting languages. Topics include pages, hierarchies, layouts, design, scripting implementations, and server site techniques. Emphasis is placed on server security (encryption) techniques.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 1375 E-MARKETING
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course covers the basic electronic marketing concepts. Topics include target markets, electronic traffic, consumer behavior, and analysis of Internet marketing research. Emphasis is placed on on-line marketing techniques.

Prerequisite: BUSG 1371 or concurrent enrollment and ITSC 1309 or concurrent enrollment.

BUSG 2371 ELECTRONIC TRAFFIC ANALYSIS
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is an introduction to interpretation of web site traffic patterns. Topics include log file analysis, reaction and response to trends, advertising values and potential revenue. The student will also learn how to generate reports from log files analysis and interpret results.

Prerequisite: ITSC 1309 or concurrent enrollment.

BUSG 2372 ADVANCED SCRIPTING FOR E-COMMERCE
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is a continuation of the development of skills in scripting languages. Emphasis is placed on integrating scripting languages with other technologies for data capture. The student will learn how to build a basic E-Commerce site.

Prerequisite: BUSG 1372.

BUSG 2373 DATABASE INTEGRATION
CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course covers the database integration issues in E-Commerce. Efficiency and effectiveness of E-Commerce applications are emphasized through direct integration of the Internet systems with internal database systems. Emphasis is placed on security issues, firewalls, and Intranets.

Prerequisite: BUSG 1372, ITSC 1309 or concurrent enrollment.

BUSG 2374 E-CUSTOMER CARE

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course is an introduction to electronic customer care. Topics include effective communication skills, telephone etiquette, handling customer complaints and tracking order response time. The student will learn how to follow up with customer issues and successfully resolve customer issues.

Prerequisite: BUSG 1372, ITSC 1309 or concurrent enrollment

ECONOMICS

***ECON 2301 PRINCIPLES OF ECONOMICS I – MACRO**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.

Prerequisite: Math 85 or equivalent, or BNKG 1301.

EDUCATION

***EDUC 1301 INTRODUCTION TO EDUCATION**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is designed for prospective education major students. The content emphasizes: selected teaching/learning concepts; exploration of career opportunities; and proper infusion of technology. This is a field-based course that will require significant time conducting observations in local school district classrooms.

Prerequisite: None.

EMERGENCY MEDICAL TECHNOLOGY

EMSP 2243 ASSESSMENT BASED MANAGEMENT

CRT HRS: 2 LEC HRS: 1 LAB HRS: 4

This course is designed to provide for teaching and evaluating comprehensive assessment base patient care management.

Prerequisite: Concurrent enrollment in EMSP 2444.

EMSP 2266 CAPSTONE: EMS PRACTICUM

CRT HRS: 2 LEC HRS: 0 OFF CAMPUS LAB HRS: 16

This course provides the student with practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in EMSP 2434 and successful completion of EMSP 2243.

ENGLISH

***ENGL 2341 INTRODUCTION TO LITERATURE (formerly ENGL 2300)**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 and a passing score of 230+ on the reading portion of the TASP test or equivalent.

FRENCH

***FREN 1311 BEGINNING FRENCH I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This is a comprehensive first semester beginning French course. 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 francophone culture. While one of the goals of this course is to learn the basic grammatical structures of the French language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

***FREN 1312 BEGINNING FRENCH II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This is a comprehensive second semester beginning French course. 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 francophone culture. While one of the goals of this course is to learn the basic grammatical structures of the French language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: FREN 1311.

***FREN 2311 INTERMEDIATE FRENCH I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

French 2311 is a comprehensive Intermediate French course designed for bilingual students. This course includes review of the grammar, francophone literature and culture. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion and writing.

Prerequisites: FREN 1311 and FREN 1312.

***FREN 2312 INTERMEDIATE FRENCH II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

French 2312 is a comprehensive Intermediate French course designed for bilingual students. This course includes review of grammar, francophone literature and culture. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion 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.

Prerequisites: FREN 1311, FREN 1312 and FREN 2311.

HEALTH INFORMATION

HITT 1166 CODING PRACTICUM

CRT HRS: 3 LEC HRS: 0 OFF CAMPUS LAB HRS: 21

This course offers practical general training and experience in the workplace. The college's Fieldwork Coordinator together with the clinical educator develop and document a plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Completion of all coursework within the specialty with a grade of "C" or better.

HITT 1341 CODING & CLASSIFICATION SYSTEMS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course focuses on the application of basic coding rules, principles, guidelines, and conventions.

Prerequisites: HITT 1305, and completion of or concurrent enrollment in HPRS 2301 or permission from the instructor.

HITT 2371 CURRENT PROCEDURAL TERMINOLOGY CODING-CPT 4

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

Prerequisites: HITT 1305, HPRS 2301.

HITT 2372 ADVANCED CPT CODING – CPT4

CRT HRS: 3 LEC HRS: 2 LAB HRS: 2

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

HEATING, VENTILATION AND AIR CONDITIONING

CETT 1402 ELECTRICITY PRINCIPLES (formerly HART 1401)

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

HART 1442 COMMERCIAL REFRIGERATION

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

The theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines is introduced in this course.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 1445 GAS & ELECTRICAL HEATING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course provides a study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2436 TROUBLESHOOTING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This is an advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance A tests.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2438 AIR CONDITIONING INSTALLATION / SERVICE

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

Students will study air conditioning installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques in this course.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2441 COMMERCIAL AIR CONDITIONING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2443 INDUSTRIAL AIR CONDITIONING

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

A study of components, accessories, applications, and installation of air conditioning systems above a 25 ton capacity will be presented.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HART 2445 AIR CONDITIONING SYSTEMS DESIGN

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

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 and balancing the air system.

Prerequisite: CETT 1402, HART 1407, HART 1494.

MAIR 1449 REFRIGERATORS, FREEZERS & WINDOW AIR CONDITIONERS

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

This course covers theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: CETT 1402, HART 1407, HART 1494.

HUMAN RESOURCES

HRPO 1301 CUSTOMER SERVICE

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Topics in this course address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

Prerequisite: None.

IMPORT/EXPORT

IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. It includes the development of an international export/import marketing plan.

Prerequisite: None.

IBUS 2371 IMPORT CUSTOMS REGULATIONS II

CRT HRS: 3 LEC HRS: 2 LAB HRS: 3

This course is a continuation of Import Customs Regulations I. Topics include the history and use of the US Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export controls, administrative foreign trade zones, and issues related to the import laws and regulations.

Prerequisite: IBUS 2345.

INDUSTRIAL SYSTEMS MAINTENANCE

HYDR 1305 BASIC HYDRAULICS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course covers the basics of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. It will also include an introduction to schematic symbols as related to components.

Prerequisite: CETT 1402.

RBTC 1359 PNEUMATICS

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This course is a study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

Prerequisite: CETT 1402.

LOGISTICS

LMGT 1319 INTRODUCTION TO BUSINESS LOGISTICS

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 3 LAB HRS: 0

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: 3 LEC HRS: 3 LAB HRS: 0

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.

LMGT 1345 ECONOMICS OF TRANSPORTATION DISTRIBUTION

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides a study of basic economic principles and concepts applicable to transportation and distribution.

Prerequisite: None.

LMGT 2334 PRINCIPLES OF TRAFFIC MANAGEMENT

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

In this course, students will study the role and functions of a transportation traffic manager within a commercial or public enterprise. Topics include training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation.

Prerequisite: None.

JAPANESE

***JAPN 1300 BEGINNING JAPANESE CONVERSATION I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

Japanese 1300 is a comprehensive first semester beginning Japanese course. 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 Japanese culture. While one of the goals of this course is to learn the basic grammatical structures of the Japanese language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

***JAPN 1310 BEGINNING JAPANESE CONVERSATION II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

This is a comprehensive second semester beginning Japanese course. 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 Japanese culture. While one of the goals of this course is to learn the basic grammatical structures of the Japanese language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: JAPN 1300.

JAPN 2311 INTERMEDIATE JAPANESE I

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a comprehensive Intermediate Japanese course designed for bilingual students. This course will continue the development of the four basic skills of speaking, reading, writing and listening, emphasizing conversational and reading skills. Furthermore, this course will also include selected aspects of Japanese culture and will introduce additional Kanji structures. In addition, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion and writing.

Prerequisites: JAPN 1300 and JAPN 1310.

***JAPN 2312 INTERMEDIATE JAPANESE II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This is a comprehensive Intermediate Japanese course designed for bilingual students. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, vocabulary expansion 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.

Prerequisites: JAPN 1300, JAPN 1310 and JAPN 2311.

KINESIOLOGY

***KINE 1101 FITNESS AND MOTOR DEVELOPMENT I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

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.

Prerequisites: None.

***KINE 1102 FITNESS AND MOTOR DEVELOPMENT II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This physical activity course focuses on the advanced knowledge and applications of individual cardiovascular training and conditioning exercises, including walking, jogging, running, biking, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE 1103 WEIGHT TRAINING & CONDITIONING I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

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: 1 LEC HRS: 0 LAB HRS: 3

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: None.

***KINE 1115 KARATE I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

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: 1 LEC HRS: 0 LAB HRS: 3

This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: None.

***KINE 1132 SELF DEFENSE AND PERSONAL SAFETY**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

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 1134 KARATE III**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This rigorous physical activity course focuses on the advanced knowledge and applications of the discipline of karate training and sport. The course focuses on developing advanced psychomotor skills (kata, sparing, weapons, etc.), an in-depth knowledge of the history of martial arts, and obtaining the skills necessary to earn additional belt ranking. Emphasis is placed on the advanced knowledge and applications of wellness concepts/principles, health & fitness evaluations, and physical conditioning. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Karate II or permission of the Instructor/Department Chair.

***KINE 1135 KARATE IV**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 3

This rigorous physical activity course focuses on the advanced knowledge and applications of the discipline of karate training as a way of life, a leisure activity, and an Olympic sport. The course focuses on developing advanced psychomotor skills (kata, sparing, weapons, and kumite competitions), an in-depth knowledge of the history of martial arts, and obtaining the skills necessary to earn additional belt ranking, including specific requirements. Emphasis is placed on the advanced knowledge and applications of wellness concepts/principles, health & fitness evaluations, and physical conditioning. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Karate III or permission of the Instructor/Department Chair.

***KINE 1136 SAILING I**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This introductory physical activity course focuses on the theory, history, terminology, fundamental skills, and applications of the art or sport of sailing small craft, specifically small sailboats, catamarans, and kayaks. Students learn to rig the boat, get underway, maneuver the boat upwind and downwind, and return to mooring or shore. Additional emphasis is placed on boat/water safety and regulations, knots, navigational markers, rules of navigation, first aid emergencies (hypothermia, etc.) and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Swimming proficiency and/or permission of the Instructor/Department Chair.

***KINE 1137 SAILING II**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This physical activity course focuses on the advanced theory, history, terminology, psychomotor skills, and applications of the art or sport of sailing small craft in fresh and salt water. The course focuses on attaching sails and lines, individual and crew duties, proper commands, tacking and jibing, heading up, bearing away, anchoring, returning to the dock and mooring, securing the boat, etc. Additional emphasis is placed on boat/water safety and regulations, knots, using navigational instruments, navigational markers, rules of navigation, first aid emergencies (hypothermia, etc.), and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Swimming proficiency, Sailing I, and/or permission of the Instructor/Department Chair.

***KINE 1153 LIFEGUARD TRAINING**

CRT HRS: 1 LEC HRS: 0 LAB HRS: 2

This advanced aquatic activity course focuses on fundamental knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to lifeguard training, including rescue skills, surveillance skills, first aid training, and interaction with special populations. Emphasis is placed on safety, developing swim/rescue skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting certification as an enjoyable, practical and viable life-long fitness or recreational occupation is stressed.

Prerequisite: Proof of adequate swimming ability or KINE 1126 or permission from the department.

***KINE 1206 FIRST AID AND BASIC LIFE SUPPORT (CPR)**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adults, children, and infants) who have been injured and/or succumbed to sudden illness. The course focuses on basic life support skills (CPR, airway obstruction, etc.) and basic first aid knowledge/skills. Emphasis is placed on identification of ways to prevent injury and/or illness, recognizing when an emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE 1212 AEROBIC DANCE TRAINING AND CERTIFICATION**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This advanced physical activity course focuses on the theory, advanced skills, and applications of aerobic dance training, instruction, and certification. Students are re-introduced to various forms of aerobic dance and provided extensive knowledge and application of aerobic fitness, including insight into the applications of choreography, biomechanics, kinesiology, exercise science, exercise leadership-marketing-management principles/applications, first aid and safety, etc. Emphasis is placed on developing advanced cognitive and psychomotor skills, reinforcing and integrating the components of fitness/wellness, exploring associated educational resources, and obtaining certification. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

Prerequisite: Aerobic Dance I or II or permission by the Instructor/Department.

***KINE 1230 PERSONAL TRAINER CERTIFICATION**

CRT HRS: 2 LEC HRS: 2 LAB HRS: 0

This academically and physically challenging course prepares the Personal Trainer (candidate) to use a variety of teaching techniques to become proficient in prescribing, leading, and demonstrating safe and effective methods of exercise for healthy individuals and groups. The course focuses on exercise leadership and health/wellness education, including knowledge of exercise science, fitness assessments/evaluations, physical fitness training, exercise prescription, sports nutrition, life-style diseases/risk factor analysis, sports medicine, competitive fitness activities, etc. Emphasis is placed on safety, preparing for and obtaining certification, enhancing psychomotor/cognitive skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources.

Prerequisite: None.

***KINE 1251 BEGINNING SCUBA**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This advanced aquatic activity course focuses on fundamental theory, skills, and application of SCUBA training (classroom, pool, and open water). Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Swimming proficiency or permission of the Instructor/department .

***KINE 1252 ADVANCED SCUBA**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This advanced aquatic activity course focuses on advanced theory, skills, and application of SCUBA training as a recreational sport. Emphasis is placed on safety, first aid, physical conditioning, reinforcing and integrating the components of wellness/fitness, and exploring associated resources. Promoting diving as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Swimming proficiency, KINE 1251 or equivalent, or permission of the Instructor/department.

***KINE 1306 ADVANCED FIRST AID AND SAFETY**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This academically and physically challenging course provides students with the knowledge and practical skills to provide basic first aid and basic life support for victims (adult, children, and infants) who have been injured and/or succumbed to sudden illness. The course also focuses on safety education/prevention and wilderness/remote location first aid/survival. Emphasis is placed on identification of ways to prevent injury and/or illness, recognizing when an emergency has occurred, following three emergency action steps in an emergency, and providing basic care for injury and/or sudden illness until the victim can receive professional medical assistance. American Heart Association, American Red Cross, and/or National Safety Council standards and certification are stressed.

Prerequisite: None.

***KINE 1308 SPORTS OFFICIATING I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.

Prerequisite: None.

***KINE 1309 SPORTS OFFICIATING II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of volleyball, soccer, tennis, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.

Prerequisite: None.

***KINE 1338 CONCEPTS OF PHYSICAL FITNESS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course provides an orientation into the fields of fitness and sports medicine. Students are introduced to the components of fitness, principles of exercise science, sports nutrition, aerobic/anaerobic training, team sports, exercise prescriptions and testing, wellness assessments, risk factor analysis for heart disease and diabetes, and program development. Emphasis is placed on cognitive abilities, demonstrated psychomotor skills, and practical applications. Exploration of educational resources, professional organizations, and fitness opportunities are also stressed.

Prerequisite: None.

***KINE 2255 WATER SAFETY INSTRUCTOR**

CRT HRS: 2 LEC HRS: 1 LAB HRS: 2

This advanced aquatic activity course focuses on advanced knowledge, skills, and strategies leading toward American Red Cross Lifeguard certification. Students are introduced to water safety instructor (WSI) training, including developing and mastering aquatic-related teaching skills designed to prevent aquatic accidents and save lives; learn organizational and presentation skills. Emphasis is placed on safety, teaching swim / rescue skills, reinforcing and integrating the components of fitness / wellness, and exploring associated educational resources. Promoting certification as an enjoyable, viable life-long fitness or recreational occupation is stressed.

Prerequisite: Current lifeguard certification or KINE 1153 or permission from the department.

MATHEMATICS

***MATH 1350 FUNDAMENTALS OF MATHEMATICS I (replaces MATH 1335)**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 certifications.

Prerequisite: MATH 1414.

***MATH 1351 FUNDAMENTALS OF MATHEMATICS II (replaces MATH 1336)**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

***MATH 2418 LINEAR ALGEBRA**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.

Prerequisite: MATH 2413 with a grade of "C" or better.

***MATH 2420 DIFFERENTIAL EQUATIONS**

CRT HRS: 4 LEC HRS: 4 LAB HRS: 0

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.

MUSIC

***MUSI 1201 APPLIED VIOLIN**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1205 APPLIED VIOLA**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1210 APPLIED CELLO**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1213 APPLIED DOUBLE BASS**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1221 APPLIED OBOE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1224 APPLIED FLUTE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1225 APPLIED BASSOON**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1231 APPLIED CLARINET**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1233 APPLIED SAXOPHONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1236 APPLIED TRUMPET**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1243 APPLIED FRENCH HORN**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1245 APPLIED TROMBONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1249 APPLIED BARITONE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1253 APPLIED TUBA**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1257 APPLIED PERCUSSION**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1261 APPLIED GUITAR**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1269 APPLIED PIANO**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

***MUSI 1281 APPLIED VOICE**

CRT HRS: 2 LEC HRS: 0 LAB HRS: 2

This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: Declared music majors or by special permission from the program chair.

OCUPATIONAL THERAPY ASSISTANT

OTHA 1460 CLINICAL – OTA (replaces OTHA 1166 and OTHA 1167)

CRT HRS: 4 LEC HRS: 0 OFF CAMPUS LAB HRS: 12

This course is a method of instruction providing detailed education, training, work-based experience and direct patient / client 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.

OTHA 2366 CAPSTONE: PRACTICUM – OTA (A) (replaces OTHA 2460)

CRT HRS: 3 LEC HRS: 0 OFF CAMPUS LAB HRS: 21

This course offers practical general training and experience in the workplace. The college's Fieldwork Coordinator together with the clinical educator develop and document a plan for the student. The plan relates the workplace training and experiences to the student's general and OTA course of study.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and concurrent enrollment in OTHA 2371.

OTHA 2367 CAPSTONE: PRACTICUM – OTA (B) (replaces OTHA 2461)

CRT HRS: 3 LEC HRS: 0 LAB HRS: 21

This course offers practical general training and experience in the workplace. The college's Fieldwork Coordinator together with the clinical educator develop and document a plan for the student. The plan relates the workplace training and experiences to the student's general and OTA course of study.

Prerequisite: Completion of all OTHA courses from the previous semester with a grade of "C" or better and concurrent enrollment in OTHA 2371.

OTHA 2371 CAPSTONE: OCCUPATIONAL THERAPY SEMINAR

CRT HRS: 3 LEC HRS: 2 LAB HRS: 4

This Capstone course engages the student in the discussion of professional issues and behaviors related to clinical practice and prepares the student for transition into the workforce. Emphasis will be placed on issues related to the treatment planning process, documentation formats, state licensing procedures, application and review for the national certification examination, reviewing medical, ethical and legal issues, and preparation for employment.

Prerequisite: Concurrent enrollment in OTHA 2366.

PHYSICAL THERAPIST ASSISTANT

PTHA 1405 BASIC PATIENT CARE SKILLS

CRT HRS: 4 LEC HRS: 3 LAB HRS: 3

This course is an introduction to the theory and application of basic patient handling, functional skills and assessment techniques.

Prerequisite: Acceptance to the PTA Program.

PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY

CRT HRS: 4 LEC HRS: 3 LAB HRS: 2

This course is an introduction to the profession of physical therapy. It includes the exploration of the

historical and current scope of physical therapy and also lab procedures basic to patient handling and functional skills.

Prerequisite: Acceptance to the PTA Program.

PTHA 2431 MANAGEMENT OF NEUROLOGICAL DISORDERS

CRT HRS: 4 LEC HRS: 3 LAB HRS: 4

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: 4 LEC HRS: 3 LAB HRS: 4

This is an advanced course integrating previously learned and new skills / techniques into the comprehensive rehabilitation of selected long-term pathologies.

Prerequisite: Completion of previous semester courses with a grade of "C" or better.

SEMICONDUCTOR MANUFACTURING

SMFT 1343 SEMICONDUCTOR MANUFACTURING TECHNOLOGY I

CRT HRS; 3 LEC HRS: 2 LAB HRS: 4

This course is the study of processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice.

Prerequisite: CETT 1449, CHEM 1411.

SMFT 2231 RF POWER SYSTEMS

CRT HRS; 2 LEC HRS: 1 LAB HRS: 4

This course is a study of RF power systems and their applications in the semiconductor manufacturing industry. Topics include plasma physics, RF power amplifiers and oscillators, transmission lines, impedance matching and safety.

Prerequisite: SMFT 1343, CETT 2439.

SIGN LANGUAGE

***SGNL 1301 BEGINNING AMERICAN SIGN LANGUAGE I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

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 primarily without voice.

Prerequisite: None.

***SGNL 1302 BEGINNING AMERICAN SIGN LANGUAGE II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

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 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 primarily without voice.

Prerequisite: SGNL 1301.

***SGNL 2301 INTERMEDIATE AMERICAN SIGN LANGUAGE I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 primarily without voice.

Prerequisites: SGNL 1301 and SGNL 1302.

***SGNL 2302 INTERMEDIATE AMERICAN SIGN LANGUAGE II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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 primarily without voice.

Prerequisites: SGNL 1301, SGNL 1302 and SGNL 2301.

SOCIAL WORK

SCWK 2164 CAPSTONE: SOCIAL WORK PRACTICUM

CRT HRS: 1 LEC HRS: 0 OFF CAMPUS LAB HRS: 10

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: SCWK 1309, SCWK 1371, SCWK 2301 and SCWK 2371.

***SOCW 2361 INTRODUCTION TO SOCIAL WORK**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

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.

SPANISH

***SPAN 1311 BEGINNING SPANISH I – NON SPANISH SPEAKERS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

Spanish 1311 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: None.

***SPAN 1312 BEGINNING SPANISH II – NON SPANISH SPEAKERS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 1

Spanish 1312 is a comprehensive second semester beginning Spanish course designed for students with little or no previous knowledge of Spanish. This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of the Hispanic culture. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: SPAN 1311.

***SPAN 2313 BEGINNING SPANISH I FOR SPANISH SPEAKERS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2313 is a comprehensive first semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve their communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course.

Prerequisite: None.

***SPAN 2315 BEGINNING SPANISH II FOR SPANISH SPEAKERS**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2315 is comprehensive second semester Spanish course designed for students who have previous knowledge of Spanish or have learned Spanish in the home environment but need formal training to improve communicative skills. This course focuses on enhancing the oral and comprehension skills by focusing on aspects of the Hispanic culture and literature. Furthermore, students will also improve their Spanish speaking ability through active class discussions and presentations. In addition, writing skills will be enhanced and developed in this course. While one of the goals of this course is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

Prerequisite: SPAN 2313.

***SPAN 2311 INTERMEDIATE SPANISH I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2311 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 of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

Prerequisite: SPAN 2313 and SPAN 2315.

***SPAN 2312 INTERMEDIATE SPANISH II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2312 is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.

Prerequisite: SPAN 2311.

***SPAN 2316 CAREER SPANISH I**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2316 is a comprehensive first semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.

Prerequisite: None.

***SPAN 2317 CAREER SPANISH II**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

Spanish 2317 is a comprehensive second semester career Spanish course. This course will focus on developing communication and cross-cultural skills relevant to one or more of the following areas: business, medical and legal. Topics will vary.

Prerequisite: SPAN 2316.

VOCATIONAL NURSING

VNSG 1361 CLINICAL II

CRT HRS: 3 LEC HRS: 0 OFF CAMPUS LAB HRS: 18

This course utilizes a method of instruction which provides detailed education, training and work-based experience, and direct patient/client care at a clinical site. Specific detailed learning objectives are developed by the faculty.

Prerequisite: Completion of or concurrent enrollment in VNSG 1330, VNSG 1334, VNSG 1429 and VNSG 2331.

WOMEN'S STUDIES

***WMNS 2301 INTRODUCTION TO WOMEN'S STUDIES**

CRT HRS: 3 LEC HRS: 3 LAB HRS: 0

This course is an introduction to the field of Women's Studies. Women's issues are explored from a variety of perspectives. An emphasis will be placed on women's personal experiences and their connections to larger social structures. The focus of this course is to develop a sense of empowerment and critical thinking in students.

Prerequisite: None.

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 Community College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

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